



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 7TH SEPTEMBER 2016 AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors G. N. Denaro (Leader), C. B. Taylor (Deputy Leader), K.J. May, R. D. Smith and P. J. Whittaker

AGENDA

1. To receive apologies for absence
2. Declarations of Interest

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 Cabinet held on 6th July 2016 (Pages 1 - 6)
4. Minutes of the meetings of the Overview and Scrutiny Board held on 27th June 2016 and 8th August 2016 (Pages 7 - 22)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Worcestershire Regulatory Services Board held on 22nd June 2016 (Pages 23 - 30)
 - (a) to receive and note the minutes
 - (b) to consider any recommendations contained within the minutes
6. Cabinet Appointments to Outside Bodies (Pages 31 - 34)
7. New Homes Bonus Community Grants Awards (Pages 35 - 68)
8. Animal Welfare Matters - Council Owned Land (Pages 69 - 84)

9. Sponsorship Policy Update (Pages 85 - 96)
10. Bromsgrove Energy Efficiency Fund and Scheme (Pages 97 - 106)
11. The Council Plan (Pages 107 - 144)
12. Corporate Performance Strategy (Pages 145 - 154)
13. Efficiency Plan (Pages 155 - 162)
14. Quarter 1 Financial Monitoring Report (Pages 163 - 176)
15. Application for Inclusion on Asset of Community Value Register - The New Inn, Bournheath (Pages 177 - 200)
16. 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
17. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of the item of business containing exempt information:-

"RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

<u>Item No.</u>	<u>Paragraph</u>	
19	2 and 4	"

18. ICT Infrastructure Resource (Pages 201 - 204)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA
30th August 2016

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

6TH JULY 2016 AT 6.00 P.M.

PRESENT: Councillors C. B. Taylor (Deputy Leader), K.J. May and P. J. Whittaker

Officers: Ms S. Hanley, Ms J. Pickering, Ms R. Bamford, Ms A. Singleton, Mr M. Dunphy, Mrs S. Sellers and Ms R. Cole

9/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G. N. Denaro and M. A. Sherrey.

The Deputy Leader referred to the resignation of Councillor M. A. Sherrey as Leader of the Council and the resignation of Councillor R. J. Laight from the Cabinet. These matters would be reported and considered at the next meeting of the Council on 20th July 2016.

10/16 **DECLARATIONS OF INTEREST**

Councillor K. J. May declared an other interest in agenda item 8 (Asset of Community Value Application – The New Inn, Bournheath) as Chairman of Bournheath Parish Council. Councillor May stated she would leave the room whilst this matter was discussed. As this would leave the Cabinet inquorate, officers requested that the item be deferred until the next meeting of the Cabinet and this was agreed.

11/16 **MINUTES**

The minutes of the meeting of the Cabinet held on 1st June 2016 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 1st June 2016 be approved as a correct record.

12/16 **BROMSGROVE DISTRICT PLAN 2011 - 2030 - PROPOSED MAIN MODIFICATIONS**

The Cabinet considered a report on the next stages in the approval and adoption process in respect of the Bromsgrove District Plan 2011 – 2030.

It was noted that the report identified the Main Modifications proposed by the Planning Inspector and detailed the public consultation on these which was now required. Members were reminded of the stages which the Plan had already been through including a lengthy Examination in Public.

Members' attention was drawn to the Main Modifications now proposed by the Inspector which were set out in paragraphs 3.17 to 3.44 of the main report and in Appendix 1. At this stage Cabinet was being requested to consider approving the consultation on the Main Modifications.

Councillor P. J. Whittaker asked for it to be recorded that he did not support the proposals in relation to the area identified for cross border housing growth with Redditch. He was however aware that the current recommendation related only to the public consultation process and so he would be voting in favour of the recommendation.

RECOMMENDED that the recommended Main Modifications of the Inspector as set out in Appendix 1 of the report be noted and that officers be authorised to proceed with an 8 week consultation on the Main Modifications to run from 27th July 2016 to 21st September 2016. Details of the method of consultation are as set out in paragraphs 3.47 to 3.50 of the report.

13/16

STATEMENT OF COMMUNITY INVOLVEMENT AND LOCAL DEVELOPMENT SCHEME

The Cabinet considered a report on the proposed revision of the Local Development Scheme (LDS) and the Statement of Community Involvement (SCI) documents which both formed part of the suite of documents required to be published and maintained by the Strategic Planning section. Both documents required updating in view of changes in matters such as timescales and in methods of public consultation due to the development of technology. References to out of date processes and legislation had also been removed.

It was noted that the Local Development Scheme (LDS) document identified which development documents would be produced by the Council, the scope of the documents and the timescales involved. The revised LDS was set out in Appendix 1 to the report.

Members also noted that the Statement of Community Involvement (SCI) document set out how engagement and consultation with communities would be undertaken. It also now included a section on neighbourhood planning. The revised SCI was set out in Appendix 2 to the report.

RECOMMENDED:

- (a) that the revised LDS as set out in Appendix 1 to the report be adopted as the Council's LDS;

- (b) that delegated authority be granted to the Head of Planning and Regeneration services in conjunction with the relevant Portfolio Holder to review and publish amended LDS timetables for the publication of the Development Plan Documents;
- (c) that the draft SCI as set out in Appendix 2 to the report be approved for publication as part of a six week period of public consultation during September/October 2016; and
- (d) that delegated authority be granted to the Head of Planning and Regeneration services in conjunction with the relevant Portfolio Holder to consider the response to the public consultation and, subject to no significant issues arising, to amend and adopt the SCI.

14/16

LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18

The Cabinet considered a report on the proposals for the Authority's Council Tax Support Scheme 2017/18 following public consultation on options being considered for inclusion in the scheme.

The Head of Customer Access and Financial Support reminded Members that if the current proposals were approved there would be a further public consultation prior to the submission of the final scheme to Cabinet and Council for consideration in November 2016. This would enable the final scheme to be published by 31st January 2017.

It was reported that the response to the consultation (set out in Appendix 1 to the report) had been low with only 25 responses received despite all current claimants being contacted directly and press and social media publicity. The feedback received had however been taken into account in proposing the options to be progressed.

The Head of Customer Access and Financial Support stressed that the proposals for the draft scheme were not intended to reduce the overall cost support provided to residents but to reduce the administrative burden wherever possible and to bring the scheme into line with other benefits, including Housing Benefit. This would enable claims to be assessed in tandem.

It was noted that the consultation on the draft scheme would be published and that key stakeholders, including existing working age claimants would be directly contacted in writing. Feedback would be used to inform any changes to the draft scheme before the final scheme was considered by Members.

It was also noted that any changes introduced would apply in respect of new claims only. Support on managing finances and advice on other potential benefits would continue to be made available.

Following discussion it was

RESOLVED:

- (a) that the outcome of the initial statutory consultation on options for change to the Local Council Tax Support Scheme be noted;
- (b) that the current scheme be changed as set out below with effect from April 2017/18:-
 - (i) reduce backdating of Council Tax Support to 4 weeks in line with the changes in Housing Benefit announced by Central Government;
 - (ii) enable claims to be processed based on information provided by the DWP without the need for further information;
 - (iii) removal of the family premium for new claims to bring the Council Tax Support Scheme in line with changes in Housing Benefit announced by Central Government

and that the amended version become the proposed Draft Scheme for 2017/18;

- (c) that authority be delegated to the Head of Customer Access and Financial Support to carry out the next phase of consultation on the Draft Scheme; and
- (d) that the final Scheme be presented to Cabinet to make recommendations to Council to allow for the necessary regulations to be published by 31st January 2017.

15/16

FINANCE MONITORING REPORT 2015/16

Members considered the report on the Council's financial position for revenue and capital for the financial year 2015/16. It was also reported that the Council's Accounts had been submitted in advance of the due deadline of 30th June 2016.

In relation to the revenue budget, it was noted that there was an underspend of £330k at the end of the financial year against a predicted underspend of £239k at the end of quarter 3. The reasons for this were referred to in section 3.3 of the report and within the detailed appendices. It was intended that the underspend would be transferred to balances.

The Executive Director of Finance and Corporate Resources confirmed that whilst the underspend was less than in previous years there would be further work undertaken to understand in detail the reasons for the underspend. In addition discussions with Heads of Service on future budgets for would focus on maintain the reduced level of expenditure.

In relation to the capital budget it was reported that there was a significant underspend of £8.3m. This was partly due to the carry forward of the Dolphin Centre replacement project to 2016/17, together

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with a deferment of the vehicle replacement programme to enable the place team implementation to become stabilised.

Following discussion it was

RESOLVED that the outturn financial position on revenue and capital as detailed in the report be noted together with the transfer to balances of £331k.

RECOMMENDED:

- (a) that the movements of £63k in existing reserves as included in Appendix 2 to the report which reflects the approval required for April-March 2016 be approved; and
- (b) that the addition of new reserves of £197k as included in Appendix 2 to the report which reflects the approval required for April-March 2016 be approved.

16/16

ASSET OF COMMUNITY VALUE APPLICATION - THE NEW INN BOURNHEATH

This item was deferred for reasons set out in Minute 10/16 above.

The meeting closed at 6.30 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

27TH JUNE 2016 AT 6.00 P.M.

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

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

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

1/16 **ELECTION OF CHAIRMAN**

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

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

2/16 **ELECTION OF VICE CHAIRMAN**

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

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

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

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

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

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

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

There were no declarations of any whipping arrangements.

5/16

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

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

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

6/16

WCC INCREASING PHYSICAL ACTIVITIES IN WORCESTERSHIRE TASK GROUP - FINAL REPORT

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

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

7/16

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

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

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

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

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

8/16

MAKING EXPERIENCES COUNT - ANNUAL UPDATE REPORT

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

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

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

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

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

At the end of these discussions the Board

RESOLVED that the report be noted.

9/16

WRITE OFF OF DEBTS - ANNUAL UPDATE REPORT

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

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

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

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

Following further discussion Members

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

10/16

OVERVIEW AND SCRUTINY WORKING GROUPS MEMBERSHIP REPORT

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

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

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

RESOLVED that

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

11/16

PLANNING BACKLOG DATA AS AT 31ST MARCH 2016

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

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

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

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

12/16

PREVENTING HOMELESSNESS TASK GROUP - VERBAL UPDATE

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

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

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

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

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

13/16

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

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

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

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

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

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

14/16

CABINET WORK PROGRAMME 1ST JULY TO 31ST OCTOBER 2016

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

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

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

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

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

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

15/16

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

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

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

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

The meeting closed at 7.25 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

8TH AUGUST 2016 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), C. Allen-Jones (from Minute No. 26/16), S. J. Baxter, C. J. Bloore, S. R. Colella, B. T. Cooper, M. Glass, R. J. Laight (Substitute), R. D. Smith, C. J. Spencer and P.L. Thomas (from Minute No. 19/16).

Observers: Councillor G. N. Denaro

Officers: Ms. J. Pickering, Mr. I. Roberts, Mr M. Austin, Ms. A. Scarce and Ms. J. Bayley

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

An apology for absence was received on behalf of Councillor S. A. Webb and it was confirmed that Councillor R. J. Laight was attending as her substitute.

Members were also advised that Councillor P. L. Thomas would be slightly late.

17/16 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

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

18/16 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 27th June 2016 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 27th June 2016 be approved as a correct record.

19/16 **SUMMARY OF ENVIRONMENTAL ENFORCEMENT**

The Place Team Leader for Bromsgrove District presented the summary of Environmental Enforcement Action that had been taken in 2015/16. During the presentation of this report the following points were highlighted for Members' consideration:

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- The number of enforcement officers had been reviewed during the year and reduced to one. This officer primarily had an investigatory role.
- Fly tipping had been the most significant environmental enforcement issue. Officers were investigating the potential to introduce surveillance, though were also using signs to discourage this behaviour.
- The number of abandoned vehicle cases had tripled with a significant rise in the number reported by housing associations. Many of these vehicles had subsequently been found to be owned by tenants and the Council was working with the housing associations to address this problem.
- There had been a reduction in the levels of dog fouling, though there continued to be a perception that the levels were high.
- In total 11 members of staff had been trained to issued fixed penalty notices to dog owners.
- There had been a slight increase in the number of cars advertised for sale on the public highway.
- There had been 2 prosecutions and a fixed penalty notice issued during the period.

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

- The use of mobile CCTV cameras for surveillance purposes in hot spot areas.
- The impact of signs on people's behaviour, particularly in respect of fly tipping rates.
- The impact of the Council's enforcement action on fly tipping rates in neighbouring authority areas.
- The mix of commercial and domestic waste in cases of fly tipping. The Board was advised that a significant proportion of fly tipping involved commercial waste.
- The Council's links with Worcestershire Regulatory Services and the Environment Agency and action that could be undertaken by working in partnership to address fly tipping.
- The potential for all investigated cases to be presented on a ward basis. Officers agreed to provide this information for Members' consideration following the meeting.
- The amount of litter at a neighbourhood level and the responsibilities of local businesses when litter had been disposed by their customers in the public realm. Officers requested that Members notify them of any particular areas where litter was consistently a problem.
- The number of abandoned supermarket trollies which Members suggested was significantly higher than the number recorded for investigation. Officers explained that the majority were reported directly as complaints to the relevant supermarket.

- The potential to charge supermarkets for recovery of abandoned trollies and the extent to which this would incentivise those supermarkets to recover trollies safely.
- The potential for the new Town Centres Manager to liaise with supermarkets with regard to the issue of abandoned trollies.
- The need to advertise the bulky collection service, to discourage residents from leaving domestic items such as washing machines on the public highway for scrap metal dealers to collect.

RESOLVED that the report be noted.

20/16

PLANNING BACKLOG DATA UP TO 30TH JUNE 2016

Members considered the planning backlog data update for the period 1st July 2014 to 30th June 2016. The Board noted that the report concentrated on performance in respect of major planning applications as this had been the focus of the former designation status for the Council's Planning services. The report provided the Board with an opportunity to monitor the Council's performance in respect of major applications and to ensure that a significant backlog did not develop in respect of these applications in future. Members agreed that for clarification it would be useful for a definition of major planning applications to be provided in future editions of the report.

21/16

COUNCIL EFFICIENCY STATEMENT - PRESENTATION

The Executive Director of Finance and Corporate Resources provided an update on the role of the Council's Efficiency Statement. Members were advised that Efficiency Statements had been introduced by the Government to enable local authorities to secure some clarity about the Council's Revenue Support Grant settlement for the following four years. There was no obligation to produce an Efficiency Statement but there were concerns that if a statement was not agreed this could have a detrimental impact on the Council's budgetary position moving forward.

The New Homes Bonus (NHB) settlement for the Council did not need to be included in the calculations for the Efficiency Statement though would be considered as part of the budget setting process. Officers were anticipating that the Council would continue to receive funding from the NHB though this would reduce over the next four years.

The Council needed to submit the efficiency statement by 14th October 2016. No template had been provided by the Government for this statement which had instead been left to local discretion to determine. Many of the Councils that had already submitted efficiency statements had produced these in the style of a Medium Term Financial Plan. The statement would need to identify budgetary gaps over the next four years, which would range from £600,000 in 2017/18 to approximately £2.2 million in 2019/20. The risks to the Council's financial position in different scenarios would also be taken into account. However, Councils would be expected to include general assumptions as to how they would

address the shortfalls but the exact nature of the savings would not have to be specified.

The content of the Council's Efficiency Statement still remained to be confirmed. For this reason it was proposed that a more detailed presentation on the subject of the efficiency statement should be subject to scrutiny at the following meeting of the Finance and Budget Working Group.

RESOLVED that

- (1) The Finance and Budget Working Group receive a detailed presentation concerning the content of the Efficiency Plan at its meeting on 25th August; and
- (2) The update be noted.

22/16

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), explained that he had been unable to attend the latest meeting of the Committee. Based on the agenda from that meeting Councillor Cooper advised Members that the Committee had considered the following items:

a) **The Future of Acute Hospital Services in Worcestershire**

The Clinical Senate had approved Worcestershire Acute Hospital NHS Trust's (WAHT's) proposed changes to acute services. These proposals would be placed out to public consultation in the autumn. Under the proposals patients would continue to receive 95 per cent of services at the same location. HOSC would monitor the consultation process and contribute to the debate during the period.

Members were advised that the Leader of the Council had been contacted by the acting Chairman of WAHT about the proposed changes. It had been agreed that a representative of the trust should attend a future briefing with Members to outline the proposals. As part of this briefing Members noted that it would be useful to discuss public transport access and car parking spaces at Worcester Royal Hospital.

b) **Adult Mental Health Services**

Budget cuts had been imposed on the Worcestershire Health and Care NHS Trust in 2016/17 which would impact on adult mental health services. HOSC had received a presentation on the implications for local services and Councillor Cooper offered to share this with Members.

c) Paediatric Services

An update had been provided on the proposed temporary move of Paediatric services from the Alexandra Hospital in Redditch to Worcester.

d) E-cigarettes Briefing

A briefing had been delivered on the subject of e-cigarettes. Again Councillor Cooper offered to circulate this briefing paper amongst Members.

Members noted that it had recently been announced that a significant number of x-ray scans undertaken by the Trust had remained unchecked. It was suggested that if this subject had not already been discussed or scheduled for the consideration of HOSC that it should be raised at a future meeting.

23/16

PREVENTING HOMELESSNESS TASK GROUP - VERBAL UPDATE

Councillor C. J. Bloore, Chairman of the Preventing Homelessness Task Group, provided an update on the work of the group. Members were advised that the group had held a meeting in July when the Leader of the Council had been interviewed in his capacity as the lead Portfolio Holder for finance. The group had also formulated some initial recommendations and were due to finalise their proposals and report at a meeting on 18th August. The group remained on track to present their findings for the Board's consideration in September.

24/16

FINANCE AND BUDGET WORKING GROUP - VERBAL UPDATE

The Chairman explained that he had been appointed to lead the Finance and Budget Working Group. At the first meeting of the group Members had agreed their terms of reference and had set a quorum of three Members for every meeting. The majority of the meetings of this group would take place during the period in which the Council would be making decisions about the budget. However, meetings of the group would also take place throughout the year to provide Members with an opportunity to consider the quarterly finance monitoring reports and updates on write off of debts.

25/16

PERFORMANCE DASHBOARD WORKING GROUP - VERBAL UPDATE

The Board was advised that Councillor S. A. Webb had been appointed to lead the Performance Dashboard Working Group. The first meeting would take place on 26th August.

26/16

QUARTERLY RECOMMENDATION TRACKER

Members were informed that a number of recommendations made through the scrutiny process remained to be implemented. The Leisure Provision Task Group's proposals in respect of the Dolphin Centre would be addressed in early 2017. The Board's proposal that the Task Group guidance notes should be incorporated into the constitution also still needed to be discussed by the Constitution Review Working Group.

27/16

CABINET WORK PROGRAMME

Officers advised that the review of CCTV in the district was scheduled for pre-scrutiny by the Board in due course. The report would no longer be considered by the Cabinet in September, as recorded in the printed work programme, and had instead been postponed for debate later in the year.

28/16

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Board was informed that the Artrix Annual Report and the staff survey results would both be presented for Members' consideration in September. The Preventing Homelessness Task Group's final report would also be considered by the Board at that meeting.

The Chairman noted that following completion of the Preventing Homelessness Task Group there would be capacity for a new Task Group or Short Sharp Review exercise to take place. A number of topics identified during the scrutiny work programme planning event in 2015, as detailed on the work programme, remained to be considered by the Board. The Chairman suggested that the Board could discuss potential topics for scrutiny review in further detail at its next meeting.

The meeting closed at 6.45 p.m.

Chairman

WORCESTERSHIRE DISTRICT COUNCILS

MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD (PREVIOUSLY WORCS SHARED SERVICES JOINT COMMITTEE)

WEDNESDAY, 22ND JUNE 2016 AT 4.39 P.M.

PRESENT: Councillors K.J. May (substituting for R. J. Laight), B. Behan, D. Chambers, G. Hopkins (substituting for B. Clayton, during Minute No's part of 7/16 to 9/16), Y. Smith (substituting for J. Fisher), J. Squires (substituting for J. Riaz), E. Stokes, M. King, S. Chambers and J. Hart

Partner Officer Representatives: Mr. P. Merrick, Malvern Hills District Council, Mr. D. Sutton, Worcester City Council, Mr. V. Allison, Wychavon District Council, Mr. M. Parker, Wyre Forest District Council and Ms. J. Pickering, Bromsgrove District Council and Redditch Borough Council

Officers: Ms. J. Pickering, Mr. S. Wilkes, Mrs. S. Sellers, Mr M. Cox, Mr. D. Mellors, Ms. K. Lahel and Mrs. P. Ross

1/16 **ELECTION OF CHAIRMAN**

A nomination for Chairman was received in respect of Councillor B. Behan, Malvern Hills District Council.

RESOLVED that Councillor B. Behan, Malvern Hills District Council be elected as Chairman for the ensuing municipal year.

The Chairman took the opportunity to welcome Members and nominated officers to the first meeting of the reconstituted Worcestershire Regulatory Services Board.

2/16 **ELECTION OF VICE-CHAIRMAN**

A nomination for Vice-Chairman was received in respect of Councillor E. Stokes, Wychavon District Council.

RESOLVED that Councillor E. Stokes, Wychavon District Council be elected as Vice-Chairman for the ensuing municipal year.

3/16 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

Apologies for absence were received from Councillors R. J. Laight and P. Whittaker, Bromsgrove District Council, J. Fisher and B. Clayton, Redditch Borough Council, L. Denham and J. Riaz, Worcester City Council.

It was noted that Councillors K. May, Bromsgrove District Council was in attendance as substitute Member for R. J. Laight, Y. Smith, Redditch

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Borough Council substitute Member for J. Fisher, G. Hopkins, Redditch
Borough Council substitute Member for B. Clayton and J. Squires
substitute Member for J. Riaz.

4/16 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/16 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 18th February 2016 were submitted.

It was noted that Councillors M. King, Wychavon District Council and J. Hart, Wyre Forest District Council were in attendance during the meeting held on 18th February 2016 and agreed that the minutes were a correct record.

RESOLVED that the minutes be approved as a correct record.

6/16 **PROGRESS ON RECONSTITUTION OF WORCESTERSHIRE SHARED SERVICES PARTNERSHIP**

Following on from the meeting held on 18th February 2016, whereby the Worcestershire Shared Services Joint Committee received a further update on the progress on the reconstitution of Worcestershire Shared Services Partnership of Worcestershire Regulatory Services, the newly constituted Board were asked to note the progress made since that meeting.

The Head of Regulatory Services informed the Board that all partner authorities had completed the sign off of the previous Worcestershire Shared Services Joint Committee's decision, which allowed the legal agreement to create the district only partnership for delivering the relevant regulatory functions to come into effect, as scheduled, on 1st April 2016.

It was confirmed that Worcestershire County Council's (WCC) exit from the partnership to the role of customer had occurred as planned. The Head of Regulatory Services informed the Board that he had entered into an agreement with WCC for the delivery of Trading Standards and Animal Health functions. This agreement was signed by WCC, Head of Community Services on 31st March 2016. A further legal agreement with WCC which enabled them to take back control of Trading Standards and Animal Health functions was signed in May 2016. This was to ensure that the proposed date of 1st June 2016 for transferring staff back to the employment of WCC was achieved. It was noted that under the new arrangement WCC continue to pay for some elements of support from WRS such as legal administration of case files.

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Members were reminded that at the Worcestershire Shared Services Joint Committee meeting on 25th June 2015, the Joint Committee had agreed to recommend that partner authorities dissolved the current Worcestershire Shared Services Partnership agreement on 31st March 2016 and constitute a new partnership comprising of the six district councils on 1st April 2016, along with a new Service Level Agreement (SLA) between the new partnership and WCC for the provision of Trading Standards and Animal Health Services.

WCC's exit from the partnership resulted in a payment to partners to cover the overheads that would have been allocated to the Trading Standards and Animal Health cost centre had WCC remained engaged with WRS. The overhead costs would be paid for a period of twenty two months, such time period being based on an agreed period of two years, reduced by two months to reflect the interim arrangements whereby the County Council paid for Trading Standards services as a customer from 1st April 2016 to 31st May 2016. The payment figure was modified to reflect:-

- WCC's purchase of ICT and accommodation from Wyre Forest, resulting in a subsequent reduction to the charge on WRS.

This payment received would be held by the Host Authority, Bromsgrove District Council as a WRS reserve to support the service in seeking business to replace WCC's contribution and to help fund any changes to the establishment that may need to take place should this not be successful.

With reference to the legal agreement which set up the new style District only partnership, it was noted that the agreement was drafted following discussions between the legal officers of the six district partners and ratified in the way required by each partner authority with the new agreement coming into effect on 1st April 2016. The legal resource required to produce and complete the various legal agreements was provided by the Host Authority, Bromsgrove District Council on behalf of WRS and the legal officers at WCC on behalf of Trading Standards.

RESOLVED that the report detailing the progress on the reconstitution of the Worcestershire Shared Services Partnership be noted.

7/16

WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2015 / 2016

The Board considered a report which detailed the Worcestershire Regulatory Services Annual Report 2015 / 2016.

The Head of Regulatory Services informed the Board that under the Worcestershire Shared Services Partnership Service Level Agreement (SLA) the Board was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2015 to 31st March 2016.

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The Head of Regulatory Services further informed Members that the report detailed both Key Performance Indicators (KPIs) and highlights of activity, with a short summary activity report, as detailed at Appendix 5 to the report. The following areas were also included in the annual report:-

- A summary of the financial position.
- Key achievements.
- Issues relating to human resources.
- Risk management and equalities.

The Head of Regulatory Services highlighted that key performance measures continued to focus on customer satisfaction and the positive compliance of businesses. The vast majority of higher risk businesses had been subject to inspection or some other form of suitable intervention and the key priorities of each partner authority had been fulfilled.

In response to questions from Members, the Head of Regulatory Services informed the Board that the touch down points retained at each of the partner authorities had provided an excellent venue for licensing surgeries and these had been welcomed by the taxi trade. The move to Wyre Forest had also enabled staff to strike a better work/life balance which was essential for good morale.

Sickness absence levels were running at 2.3 days per Full Time Employee (FTE). This continued the downward trend seen previously, but with levels this low, the focus would be on maintaining these levels. The figures so far would suggest that WRS had a fairly resilient staff cohort and that managers were doing their best to support staff and deal with any issues.

The Head of Regulatory Services further responded to Members with regard to the performance commentary provided. He explained to the Board that a more detailed register was kept on compliments and complaints, but Members had never requested that detailed information be presented to a meeting of the Board.

With regard to the number of non-business customers (over 250) and businesses (over 550) who replied to the questionnaires sent out by WRS, non-responses were not followed up. A significant number of questionnaires were posted out, the figure being higher than the number of questionnaires returned. It would be extremely resource intensive to follow up non-responses. Any negative responses received were followed up by the management team. Email addresses were not requested from non-business customers but officers were now recording business customers email addresses.

In respect of domestic nuisance, a self-help package had been developed to encourage customers away from the traditional 'one size fits all' direct intervention route which was adopted in all cases. Self-help tools were introduced to help customers to try and resolve their own

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problems informally and amicably in the first instance without the immediate escalation to formal Environmental Health intervention. Very few complaints ever reached the stage of being classed as a statutory nuisance whereby an abatement notice would be issued. The team were working on the IT system to develop measures to assess the effectiveness of this approach.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council (BDC) responded to questions from Members and informed the Board that with regard to the questions raised on the financial information included in the annual report, further detailed information was provided at Agenda Item 9, Worcestershire Regulatory Services Revenue Monitoring April to March 2016 and the Annual Return. The specific questions raised by Members would be covered in more detail during this agenda item. The Executive Director, Finance and Corporate Resources, BDC, agreed that detailed financial information should have been included in the annual report.

The Chairman thanked officers for an excellent report.

RESOLVED:

- (a) that the Worcestershire Regulatory Services Annual Report 2015/2016 be noted; and
- (b) that a copy of the Worcestershire Regulatory Services Annual Report 2015/2016 be forwarded to the Chief Executive, Managing Director and Members of each partner authority and Worcestershire County Council.

8/16

ACTIVITY AND PERFORMANCE DATA QUARTERS 1,2,3 AND 4

The Board were asked to consider a report that covered both district and county functionality and the wide range of each local authorities corporate priorities to which regulatory services contributed. The report detailed Worcestershire Regulatory Services Activity Data for Quarters 1, 2, 3 and 4, 2015/2016.

The Technical Services Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed Members that, with regard to district functions, as usual, licensing and environmental nuisance continued to make the most impact in terms of demand which was understandable given their direct impact on the public.

The Team Manager had provided a good outline of work carried out by the Community Environmental Health teams. Quarter 4 saw an increase in nuisance related issues compared with quarter 3, but still in line with the same quarter for the previous year. January to March 2016 saw an increase in the common issues of domestic accumulation, noise and similar nuisance cases compared with October to December 2015.

Service requests for both food safety and Health and Safety at Work were up compared with the previous quarter, but on a par with previous

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periods. Over 350 food hygiene inspections were carried out in quarter 4 and the food hygiene inspection programme was completed as anticipated.

During quarter 4, WRS received the Better Business for All Innovation Award from the Better Regulation Delivery Office for its work in supporting Asian catering businesses in the County, with compliance across a range of areas which included food hygiene, food standards and health and safety.

Planning consultations continued to make large demands in terms of numbers and complexity on the team. The number of applications referred or requiring a response were higher than the previous quarter but similar to the same quarter last year, however, the requests to discharge conditions based on our input was significantly up on quarter 4 last year and higher than the previous quarter. Requests to discharge tended to be more time consuming and technical.

The number of stray or lost dogs reported fell slightly. This was an ongoing trend, which could be attributed to the two main factors as detailed in the report.

In response to questions from Members with regard to the reporting of stray or lost dogs, the Technical Services Manager, WRS, informed the Board that WRS issued press releases in order to encourage residents to report stray or lost dogs direct to the dog wardens or WRS and not through social media.

The licensing statistics chart, as detailed on page 85 in the report, showed that applications and service requests remained a consistent demand across all four quarters during 2015/2016.

Activity continued to be focussed on rogue traders who targeted vulnerable people, consumer products that were dangerous and could cause people harm and traders with a large number of complaints against them.

Full details of the year end performance were also included in the Worcestershire Regulatory Services Annual Report 2015/2016.

The Chairman expressed her thanks to officers.

RESOLVED that the Activity Data Report for Quarters 1, 2, 3 and 4, 2015/2016, be noted.

9/16

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - MARCH 2016 & ANNUAL RETURN

The Board considered a report which detailed the financial position for the period 1st April 2015 to 31st March 2016 and the Annual Return.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council (BDC), introduced the report and in doing so informed the Board that the report presented the final financial position for Worcestershire Regulatory Services (WRS) for the period 1st April 2015 to 31st March 2016. The financial accounts were reported previously to the Worcestershire Shared Services Joint Committee on a quarterly basis. The final position was shared with senior officers, treasurers and partner finance teams to enable accounting arrangements to be completed.

The Executive Director, Finance and Corporate Resources, BDC, drew Members' attention to Appendix 1, page 109 in the report which provided the variance summary. Appendix 1 detailed the agency costs used to cover vacant posts and maternity leave. The disturbance allowance, furniture and equipment spend with the relocation of WRS staff to the new WRS premises at Wyre Forest House was also detailed.

The Executive Director, Finance and Corporate Resources, BDC, responded to questions from Members with regards to the pension strain 2015/2016 as detailed at Appendix 3 to the report. The Executive Director, Finance and Corporate Resources, BDC explained that the majority of districts had reserves for the pension deficit. The deficit figure was the figure as confirmed by the actuary.

In respect of the income of £390,000 generated into the service and the ICT underspend, she had to agree with the comments made by Councillor M. King, Wychavon District Council, that the significant income generated was not an underspend. With regard to the ICT underspend the original budget of 1.2 million had been allocated for a technological model to meet the requirements of the service. The significant underspend on ICT had been reported to Members during the last three years. The situation with regard to the ICT underspend should have been clarified more clearly to Members. It had become clear quite quickly, that the private sector advice provided on the technological model vision originally budgeted for; was somewhat different to what was actually needed and achievable to fit the requirements of the service.

The Technical Services Manager, WRS, responded to questions from Members with regard to 'other income', 'Stray Dog Income' and the amount of £13,316.00 being shown as 'To be paid back to Customer'. The Technical Services Manager, WRS, explained that WRS were required to recover any costs from the owners, the fees were collected on behalf of each authority so therefore had to be paid back to them.

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RESOLVED:

- (a) that the final financial position for the period 1st April 2015 to 31st March 2016 be noted; and
- (b) that the refund of the 2015/2016 underspend of £149,000 to the participating Councils be approved as follows:

Council	Refund of Savings £'000
Bromsgrove	17
Malvern Hills	15
Redditch	20
City of Worcester	20
Wychavon	26
Wyre Forest	19
Worcestershire County Council	32
	149

The meeting closed at 5.30 p.m.

Chairman

APPOINTMENTS TO OUTSIDE BODIES

Relevant Portfolio Holder	Cllr Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-key

1. SUMMARY OF PROPOSALS

- 1.1 The Cabinet made appointments and nominations to a number of Outside Bodies in June. Following the change in the Leader of the Council and subsequent reorganisation of Cabinet portfolios, it is necessary to review the appointments to certain bodies. This report sets out the details of the relevant appointments.

2. RECOMMENDATIONS

It is recommended that appointments are made to the bodies listed in the appendix to the report.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications arising directly from this report.

Legal Implications

- 3.2 No specific legislation governs the appointment or nomination of members to outside bodies. Depending on the nature of the relationship the Council has with the organisation, the legal status of the organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

- 3.3 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify members sitting on outside bodies.

Service / Operational Implications

- 3.4 A number of bodies ask the authority to make appointments to them for terms of office which vary from one year upwards.
- 3.5 The Council's constitution sets out that appointments to appropriate outside bodies may be made at Cabinet. A number of appointments, usually to national

or regional bodies and carrying out an executive function, are made by office. In most cases the portfolio holder for the function carried out by the outside body is the most appropriate appointment.

- 3.6 Following the resignation of Councillor Sherrey as Leader of the Council and subsequent changes to membership of the Cabinet, it has been necessary to review the appointments to some of the outside bodies so that the most appropriate portfolio holder is involved.

Customer / Equalities and Diversity Implications

- 3.7 There are no specific customer or equalities implications arising from this report.

4. RISK MANAGEMENT

- 4.1 There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Councils ability to shape and influence policies and activities which affect the residents of Bromsgrove.

5. APPENDICES

Appendix 1 - list of cabinet appointments to outside bodies with recommended changes

6. BACKGROUND PAPERS

Terms of reference and governing documents of organisations are held by Democratic services

7. KEY

AUTHOR OF REPORT

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Tel.: 01527 548240

Outside Bodies By Office (Cabinet appointments)

Organisation	Number of representatives and length of term	Representation 2016-17	Nominations for the remainder of 2016-17
Greater Birmingham and Solihull LEP Supervisory Board	Leader by office Substitute – Deputy Leader Check each year	Councillor M Sherrey Substitute Councillor Taylor	Clr Denaro Sub: Cllr Taylor
Bromsgrove Partnership (Local Strategic Partnership)	Leader or Portfolio holder Substitute – Deputy Leader	Councillor Sherrey Councillor Taylor	Councillor May Councillor Taylor
District Councils Network	Leader Substitute – Deputy Leader	Councillor Sherrey Councillor Taylor	Councillor Denaro Councillor Taylor
Improvement and Efficiency Social Enterprise	Leader	Councillor Sherrey	Councillor Denaro
Local Government Association General Assembly	Leader Substitute – Deputy Leader	Councillor Sherrey Councillor Taylor	Councillor Denaro Councillor Taylor
North Worcestershire Community Safety Partnership	Cabinet member	Councillor May	Councillor Smith
PATROL (Parking And Traffic Regulations Outside London) Adjudication Joint Committee	Portfolio Holder for Environmental Services Substitute:	Councillor Laight Sub:	Councillor Smith Sub:
West Midlands Employers (previously West Midlands Councils)	Portfolio Holder for Human Resources	Councillor Denaro Sub: Councillor Laight	Councillor Denaro Sub: - Councillor May

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Cabinet 7th September 2016

Organisation	Number of representatives and length of term	Representation 2016-17	Nominations for the remainder of 2016-17
Shared Services Members Board (by office and 2 further representatives appointed at Council)	Leader Deputy Leader	Councillor Sherrey Councillor Taylor	Councillor Denaro Councillor Taylor
Worcestershire Health and Wellbeing Board	1 rep for North Worcestershire and 1 substitute	Cllr M Sherrey Sub: Cllr P Witherspoon, Redditch BC	Cllr May Sub: Cllr P Witherspoon, Redditch BC
Worcestershire Local Enterprise Partnership	One representative on behalf of the 3 North Worcestershire Councils – required by LEP constitution	Cllr M Sherrey Sub: Leader from Wyre Forest or Redditch	Cllr May Sub: Leader from Redditch or Wyre Forest
Worcestershire Local Strategic Partnership	Leader Nominated substitute of the Deputy Leader	Councillor Sherrey Councillor Taylor	Councillor Denaro Councillor Taylor
Worcestershire Local Transport Board	Two representatives and one substitute from the North Worcestershire authorities	Cllr R Laight Sub: Cllr G Chance, Redditch BC	Cllr G Chance, Redditch BC Cllr T Onslow, Wyre Forest DC Substitute: Councillor R Laight

CABINET

7th September 2016

NHB COMMUNITY GRANTS PANEL

Relevant Portfolio Holder	Cllr Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Executive Director Finance & Resources
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The purpose of this report is to allow Cabinet to consider the findings and recommendations of the NHB Community Grants Panel.

2. RECOMMENDATIONS

- 2.1 **That Cabinet agree the grants, as detailed in the Summary of NHB Grants Panel Recommendations attached at appendix 1;**
- 2.2 **That Cabinet recommend to full Council that the remaining balance of £72,328 which equates to the balance of the fund carried over from 2015/16 together with the unallocated 2016/17 funding be allocated on the same basis as 2015/16 with the maximum award being £3,500.**

3. KEY ISSUES

- 3.1 This is the second year of the NHB Community Grants Scheme. Following the 2015/16 applications the scheme was reviewed and a report was considered at Cabinet on 1st June 2016. As part of the review of the scheme officers assessed how other Councils allocate funding and it was agreed that funding be allocated on the basis of the homes that have been completed in a particular area during 2014/15, as this is the most recent complete year of data being available. It is appreciated that this would not take into account homes that have been brought back into use nor would it reduce allocations for empty/void properties. It is considered that this allocation basis, as used by other Councils, would be the fairest way to ensure a consistent framework for all communities who have been affected by growth. The funding available of £101,004 was distributed in this way.

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- 3.2 It was agreed that the amount of £23,860 which was brought forward from the previous scheme year, would be available for any Ward that could show growth, to submit an application and to be considered by the Panel.
- 3.3 From the scheme the grants were broken down into 2 categories, those of £3,500 and under and those between £3,500 and £28,000 (which was the maximum for any one application). Appropriate applications were designed and full details placed on the Council's website.
- 3.4 Applications were invited over the period from 20th June to 29th July 2016, with the NHB Community Grants Panel meeting on 16th and 17th August 2016 to consider the applications at public meetings. A summary of each application to be considered was provided and published in agendas, together with a timetable of when each application would be considered. The applicants were given the opportunity to present their applications and respond to questions from the Panel. The Panel Members were provided with a scoring matrix form to complete for each applicant. Following the public meeting the Panel Members met in private to consider the applications in detail and review the process.
- 3.5 The applicants were informed of the NHB Community Grants Panel's recommendations on 1st September 2015 with those recommendations also being published on the Council's website. A summary of each applications scoring matrix (as completed by the Panel Members) was included within that summary of the recommendations.

Financial Implications

- 3.6 As detailed in Appendix 1 £45,500 of grants has been recommended by the Panel to be approved by Members, together with £7,036 from the balance brought forward for 2015/16. This results in an overall unallocated balance of £72,328.

Legal Implications

- 3.7 There are no direct legal implications as a result of the grants being approved.

Service / Operational Implications

- 3.8 The allocation of funding will support the provision of projects within local communities and do not impact on the operational services provided by the Council.

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Customer / Equalities and Diversity Implications

- 3.9 The scheme allows all communities that are affected by growth to apply for a grant.

4. RISK MANAGEMENT

- 4.1 The annual scheme based on the additional funding received from NHB for each financial year mitigates the impact on the Medium Term Financial Plan and ensures that should NHB be revised in the future there is no future commitment from the Council.

5. APPENDICES

Appendix 1 – Summary of NHB Grants Panel Recommendations
Appendix 2 - Summary of Applications between £3.5k and £28k
Appendix 3 – Summary of Applications under £3.5k
Appendix 4 – Ward Breakdown of allocation of funds.

6. BACKGROUND PAPERS

NHB Grants Scheme and FAQs

7. KEY

None

AUTHOR OF REPORT

Name: Jayne Pickering – Executive Director, Finance & Resources
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NEW HOMES BONUS COMMUNITY GRANTS PANEL**APPLICATIONS 2016/17**

Applications Under £3.5k					
App No	Applicant	Application Details	Relevant Ward(s)	Amount Requested	Amount of Grant Awarded
1	North West Ward Assoc	New Benches	Catshill South	£500	£500
2	Belbroughton First Steps Nursery	Garden Renovation	Belbroughton & Romsley	£2,000	NIL
3	Fairfield Village Hall	Maintenance to outside of building	Belbroughton & Romsley	£1,500	£1,500
4	Alvechurch PC	Defibrillator for Hopwood Community Centre	Barnt Green & Hopwood	£886	£886
5	Picnic In the Park Group	2 x event shelters for Picnic in the Park event	Alvechurch South & Village	£656	£328
6	Rubery Village Business Assoc	Rubery Gets Growing	Rubery North & South	£1,465.59	£1,465
7	The Lounge (ACT)	Made of Money Project	Alvechurch South & Village	£1,250	£1,250
9	Crossley Walk & Community Garden Scheme	Community Gardening	Rock Hill	£2,100	£1,772 (Balance from 2015/16 funds)
10	Catshill Football Club	Community Football	Catshill South	£2,500	£2,500
11	Avoncroft Arts Society	Roof Insulation	Avoncroft	£3,500	£3,500

App No	Applicant	Application Details	Relevant Ward(s)	Amount Requested	Amount of Grant Awarded
12	Belbroughton Recreation Centre	Outdoor Basketball net and shooting pad.	Belbroughton & Romsley	£3,499	£2,930
13	Lickey & Blackwell PC	New bench and litter bin	Cofton	£815	£815
TOTAL					£17,446

Applications between £3.5k and £28k					
App No	Applicant	Application Details	Relevant Ward(s)	Amount Requested	Amount of Grant Awarded
1	Fairfield First School	Resurface & Re-mark playground	Belbroughton & Romsley	£13,252	NIL
2	Hagley Football Club	Hagley Community Pavilion	Hagley East & West	£20,000	£5,948
3	Hagley Ramblers Scouts Group	Purchase of new minibus	Hagley East & West	£10,000	£10,000
4	Cofton Hackett Village Hall	Refurbishment of Kitchen	Cofton	£15,292	NIL
5	Bromsgrove 6 th Scouts Group	Hut Refurbishment	Catshill North & South	£4,500	£4,500
7	Belbroughton Primary School	School Ground Redevelopment	Belbroughton & Romsley	£5,000	NIL
8	Stoke PC	Stoke Wharf Picnic Site	Avoncroft	£5,000	£2,259
9	Catshill Village Hall	Refurbishment of female toilet block	Catshill North	£6,500	£5,347 (Balance from 2015/16 funds)
TOTAL					£28,054

APPLICATIONS FROM 2015/16 FUNDS

App No	Applicant	Application Details	Relevant Ward(s)	Amount Requested	Amount of Grant Awarded
8 U	Barnt Green PC	Cycle Stands in Village Centre	Barnt Green & Hopwood	£455	£455
9 U	Crossley Walk & Community Garden Scheme	Community Gardening	Rock Hill	£2,100	£328
6 O	Barnt Green Cricket Club	Practice Net Area Refurbishment	Barnt Green & Hopwood	£5,100 - £7,100	£5,100
9 O	Catshill Village Hall	Refurbishment of female toilet block	Catshill North	£6,500	£1,153
					7,036

NHB Community Grants Scheme 2016/17

SUMMARY OF BIDS – Over £3.5K

Application 1

PROJECT NAME:	Resurface and re-mark the playground	
Organisation:	Fairfield First School	
Amount of Funding Requested:	£13,252	
Aim of Project:	The grant would be spent resurfacing the playground and marking out a fitness trail and courts.	
Location of Project:	School playground, Stourbridge Road, Fairfield	
WARD	Belbroughton & Romsley	
GRANT TO BE RECOMMENDED (if none – reason why)	No	
AMOUNT OF GRANT TO BE RECOMMENDED	NIL	
Comments:		
<p>The Panel agreed that this did not fall within the remit of the scheme.</p> <p>(As detailed in section 3 of the Frequently Asked Questions information provided on the Council’s website.)</p>		

Application 2

PROJECT NAME:	West Hagley Football Club – The Pavilion	
Organisation:	West Hagley Football Club in conjunction with Hagley Parish Council	
Amount of Funding Requested:	£20,000	
Aim of Project:	The project is to re-build the current outdated Parish Council owned, football changing room facility.	
Location of Project:	Hagley	
WARD	Hagley West	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£5,948	
Comments:		
<p>Subject to the agreement of both Ward Councillors from Hagley East and West that the allocated funds can be combined. AND With the condition that the Parish Council makes up the balance of the amount requested from its own funds.</p>		

Application 3

PROJECT NAME:	Purchase of new minibus	
Organisation:	Hagley Ramblers Scout Group	
Amount of Funding Requested:	£10,000	
Aim of Project:	To purchase a further minibus in order to transport the children to different locations for activities, rather than asking parents to drive.	
Location of Project:	Hagley	
WARD	Hagley East	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£10,000	
Comments:		
Subject to the agreement of both Ward Councillors from Hagley East and West that the allocated funds can be combined.		

Application 4

PROJECT NAME:	Refurbishment of Kitchen	
Organisation:	Cofton Hackett Village Hall	
Amount of Funding Requested:	£15,292	
Aim of Project:	Full modernisation of the kitchen in order to provide an affordable meeting venue for all the local and surrounding community. With modern kitchen facilities and equipment it will attract more local gatherings or groups to use the hall.	
Location of Project:	Cofton Hackett	
WARD	Cofton	
GRANT TO BE RECOMMENDED (if none – reason why)	No	
AMOUNT OF GRANT TO BE RECOMMENDED	NIL	
Comments:		
This was refused by the Panel as it was agreed that the bid was not robust enough.		

Application 5

PROJECT NAME:	Hut Refurbishment	
Organisation:	6th Bromsgrove Scout Group (Catshill)	
Amount of Funding Requested:	£4,500	
Aim of Project:	To provide a safe and secure place for the young people to meet and bring the state of the hut up to a standard where the Group could rent out the space to other community groups.	
Location of Project:	Lingfield Walk, Catshill	
WARD	Catshill North	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£4,500	
Comments:		
Subject to the agreement of both Ward Councillors from Catshill North and South that the allocated funds can be combined.		

Application 6

PROJECT NAME:	Practice Net Area Refurbishment	
Organisation:	Barnt Green Cricket Club	
Amount of Funding Requested:	£5,100 - £7,100	
Aim of Project:	Refurbishment of the 4 lane practice net area including resurfacing and re-netting.	
Location of Project:	Cherry Hill Road, Barnt Green	
WARD	Barnt Green & Hopwood	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£5,100	
<p>Comments: To be funded from balances brought forward from the 2015/16 fund.</p> <p>Subject to any additional funding required to be sourced (and evidence provided) prior to receipt of the Grant.</p>		

Application 7

PROJECT NAME:	School Ground Redevelopment	
Organisation:	Belbroughton Church of England Primary School – Diocese of Worcester	
Amount of Funding Requested:	£5,000	
Aim of Project:	Refurbishment of the grounds to provide the children with a much safer all-weather playtime environment and a greater space for use in community events and to meet the needs of increasing pupil numbers.	
Location of Project:	Bradford Lane, Belbroughton	
GRANT TO BE RECOMMENDED (if none – reason why)	NO	
AMOUNT OF GRANT TO BE RECOMMENDED	NIL	
<p>Comments: The Panel agreed that this did not fall within the remit of the scheme.</p> <p>(As detailed in section 3 of the Frequently Asked Questions information provided on the Council’s website.)</p>		

Application 8

PROJECT NAME:	Stoke Wharf Picnic Site	
Organisation:	Stoke Parish Council	
Amount of Funding Requested:	£5,000	
Aim of Project:	The Parish Council are keen to maintain the picnic site as a local asset for both tourists and local residents. The Parish Council is committed to improving this facility and to ensuring it is properly maintained.	
Location of Project:	Stoke Wharf Picnic site	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£2,259	
Comments: Subject to the balance being funded by the Parish Council.		

Application 9

PROJECT NAME:	Refurbishment of Female Toilet Block	
Organisation:	Catshill Village Hall Trustees	
Amount of Funding Requested:	£6,500	
Aim of Project:	Refurbish the female toilet block which has not been done for over 20 years.	
Location of Project:	Catshill Village Hall	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£6,500	
Comments:		
<p>Subject to the agreement of both Ward Councillors from Catshill North and South that the allocated funds can be combined.</p> <p>£5,347 to be funded from the Ward allocation for 2016/17 with the balance coming from the funds carried forward from 2015/16.</p>		

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NHB Community Grants Scheme 2016/17

SUMMARY OF BIDS – Under £3.5K

Application 1

PROJECT NAME:	5 Benches for the Meadow	
Organisation:	North West Ward Association	
Amount of Funding Requested:	£500	
Aim of Project:	The path around the grounds has 5 benches that need replacing. The project will provide replacement seating in the Catshill Meadow to be used by a wide range of residents.	
Location of Project:	Catshill	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£500	
Comments: Subject to the benches being of a Council approved specification.		

Application 2

PROJECT NAME:	Garden Renovation	
Organisation:	Belbroughton First Steps Nursery	
Amount of Funding Requested:	£2,000	
Aim of Project:	Renovation of outdoor space to make it a fun environment for children for play all year round. The gardens and entrance area need to be made safe for the children to play without consistent supervision and assistance.	
Location of Project:	Belbroughton	
GRANT TO BE RECOMMENDED (if none – reason why)	No	
AMOUNT OF GRANT TO BE RECOMMENDED	NIL	
<p>Comments:</p> <p>The Panel agreed that this did not fall within the remit of the scheme.</p> <p>(As detailed in section 3 of the Frequently Asked Questions information provided on the Council’s website.)</p>		

Application 3

PROJECT NAME:	Maintenance Work to the guttering and cladding.	
Organisation:	Fairfield Village Hall	
Amount of Funding Requested:	£1,500	
Aim of Project:	To provide a safe and welcoming exterior to a very popular community venue.	
Location of Project:	Fairfield	
WARD	Belbroughton & Romsley	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£1,500	
Comments:		
Subject to the agreement of both Ward Councillors from the Belbroughton and Romsley Ward.		

Application 4

PROJECT NAME:	Provide defibrillator and lockable outdoor cabinet for Hopwood Community Centre	
Organisation:	Alvechurch Parish Council	
Amount of Funding Requested:	£886	
Aim of Project:	Hopwood Community Centre is a widely used community resource hosting a diverse range of community groups.	
Location of Project:	Hopwood Community Centre	
WARD	Barnt Green & Hopwood	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£886	
Comments:		

Application 5

PROJECT NAME:	2 x Event Shelters for Picnic In the Park	
Organisation:	Picnic In the Park Group	
Amount of Funding Requested:	£656	
Aim of Project:	Provide an events shelter to cover hired entertainment equipment at the annual Picnic in the Park. The event itself raises over £1,000 annually which goes directly to a local charity, the Lounge.	
Location of Project:	Alvechurch	
WARD	Alvechurch South	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£328	
Comments:		
<p>Subject to the agreement of both the Ward Councillor from Alvechurch Village agreeing to the funds for Alvechurch South and Village being combined.</p> <p>AND</p> <p>The second events shelter being funded by Alvechurch Parish Council.</p>		

Application 6

PROJECT NAME:	Rubery Gets Growing!	
Organisation:	Rubery Village Business Association	
Amount of Funding Requested:	£1,465	
Aim of Project:	Supply of equipment and materials to create starter kits to get local people “growing”. In partnership with Rubery in Bloom the Association would like to launch this new project to improve the image and appearance of the Village, promote civic pride, invest in their locality and positively promote Rubery.	
Location of Project:	Rubery	
WARD	Rubery South	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£1,465	
Comments:		

Application 7

PROJECT NAME:	Made of Money Project	
Organisation:	The Lounge (Alvechurch Communities Together Ltd)	
Amount of Funding Requested:	£1,250	
Aim of Project:	<p>This project aims to improve financial capability in Alvechurch. That means improving people's ability to manage money well, both day to day and through significant life events, and their ability to handle period of financial difficulty.</p> <p>This will focus on developing people's financial skills, knowledge, and improving their attitudes and motivation. To help local people achieve the best possible financial wellbeing.</p>	
Location of Project:	Alvechurch	
WARD	Alvechurch South	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£1,250	
Comments:		
<p>Subject to the agreement of both the Ward Councillor from Alvechurch Village agreeing to the funds for Alvechurch South and Village being combined.</p>		

Application 8

PROJECT NAME:	Bicycle Stands in Village Centre	
Organisation:	Barnt Green Parish Council	
Amount of Funding Requested:	£455	
Aim of Project:	To provide bicycle stands in order to encourage residents and visitors to cycle into the village, reducing the impact of cars on the road that add to air pollution and to minimise the parking congestion in the village.	
Location of Project:	Barnt Green Village Centre	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£455	
Comments: To be funded from balances brought forward from the 2015/16 fund.		

Application 9

PROJECT NAME:	Community Gardening	
Organisation:	Crossley Walk & Villiers Road Community Garden Scheme	
Amount of Funding Requested:	£2,100	
Aim of Project:	Enhance the neighbourhood. A residents group to share knowledge and experience to energise other tenants and householders to do likewise.	
Location of Project:	Crossley Walk & Villiers Road	
WARD	Rock Hill	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£2,100	
<p>Comments: £1,772 from the Ward allocation with the balance coming from the balances brought forward from the 2015/16 scheme. AND The Group to liaise with the Portfolio Holder for Health and Wellbeing, who will monitor the project and report back to Cabinet at regular intervals.</p>		

Application 10

PROJECT NAME:	Community Football	
Organisation:	Catshill Football Club	
Amount of Funding Requested:	£2,500	
Aim of Project:	Mini Kickers - The bid is for equipment which will allow coaches to stimulate, improve and encourage youngsters to adopt a lifelong love of sports; to adopt a healthier lifestyle and a community-based spirit.	
Location of Project:	Catshill	
WARD	Catshill South	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£2,500	
Comments:		

Application 11

PROJECT NAME:	Roof Insulation	
Organisation:	Avoncroft Arts Society	
Amount of Funding Requested:	£3,500	
Aim of Project:	Insulation of 2 single skin wooden buildings. These rooms would benefit greatly by insulating the ceiling against heat loss which is costly.	
Location of Project:	Redditch Road, Stoke Heath	
WARD	Avoncroft	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£3,500	
Comments:		

Application 12

PROJECT NAME:	Supply and install outdoor basketball net and shooting pad.	
Organisation:	Belbroughton Recreation Centre	
Amount of Funding Requested:	£3,499	
Aim of Project:	Supply and install outdoor basketball net and shooting pad – as requested by a local resident as there are a lot of local residents and young people who play basketball in the area.	
Location of Project:	Belbroughton	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£2,930	
Comments:		
<p>Subject to the agreement of both Ward Councillors from the Belbroughton and Romsley Ward.</p> <p>AND</p> <p>Confirmation that the additional funding necessary to complete the project is in place.</p>		

Application 13

PROJECT NAME:	Replacement bench and fire proof litter bin.	
Organisation:	Lickey Blackwell Parish Council	
Amount of Funding Requested:	£815	
Aim of Project:	Replace the only bench on Monument Fields together with a fire proof bin as the area is very well used.	
Location of Project:	Monument Fields	
WARD	Cofton	
GRANT TO BE RECOMMENDED (if none – reason why)	Yes	
AMOUNT OF GRANT TO BE RECOMMENDED	£815	
Comments:		

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Ward Name	Amount of NHB Grant per Ward (£443 x Completed during 2014/15)	Where adjoining Wards have been added together	Total Amount of Claims for the Ward	Application 1	Application 2	Application 3	Application 4	Application 5
Alvechurch South Ward	1,329.00			328 (Picnic in the Park)	£1,250 (The Lounge)			
Alvechurch Village Ward	443.00	1,772.00	1,578.00					
Aston Fields Ward	0.00		0.00					
Avoncroft Ward	5,759.00		5,759.00	£3,500 (Avoncroft Arts)	£2,259 (Stoke PC)			
Barnt Green and Hopwood Ward	886.00		886.00	£886 (Alvechurch PC)	£455* (Barnt Green PC)	£5,100* (Barnt Green CC)		
Belbroughton and Romsley Ward	4,430.00		4,430.00	NIL (Belbroughton Nursery)	£1,500 (Fairfield Village Hall)	£2,930 (Belbroughton Rec Centre)	NIL (Fairfield 1st School)	NIL (Belbroughton Primary School)
Bromsgrove Central Ward	886.00							
Catshill North Ward	886.00			£4,500 (Bromsgrove 6th Scouts)	£5,347 (Catshill Village Hall)			
Catshill South Ward	11,961.00	12,847.00	12,847.00	£500 (North West Ward Assoc)	£2,500 (Catshill FC)			
Cofton Ward	886.00		815.00	£815 (Lickey & Blackwell PC)	NIL (Cofton Village Hall)			
Drakes Cross Ward	0.00		0.00					
Hagley East Ward	11,518.00							
Hagley West Ward	4,430.00	15,948.00	15,948.00	£5,948 (Hagley FC & PC)	£10,000 (Hagley Scouts)			
Hollywood Ward	443.00							
Lickey Hills Ward	2,215.00							
Marlbrook Ward	0.00		0.00					
Norton Ward	2,658.00							
Perryfields Ward	0.00		0.00					
Rock Hill Ward	1,772.00		1,772.00	£2,100 (Crossley Walk)				
Rubery North Ward	1,772.00							
Rubery South Ward	1,772.00		1,465.00	£1,465 (Rubery Village Assoc)				
Sanders Park Ward	7,531.00							
Sidemoor Ward	3,101.00							
Slideslow Ward	7,974.00							
Tardebigge Ward	28,352.00							
TOTAL:	101,004.00		45,500.00					

		Balance
£23,860 b/f from 2015/16	23,860.00	
Barnt Green - Barnt Green PC Cycle Stands	455.00	£23,405
Barnt Green - Barnt Green Cricket Club Practice Nets	5,100.00	£18,305
Rock Hill - Crossley Walk balance of application for community garden scheme	328.00	£17,977
Catshill North & South Wards - Catshill Village Hall balance of application	1,153.00	£16,824
Balance from 2016/17 unallocated		£55,504
		£72,328

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REPORT TITLE: ANIMAL, BIRD AND FISH WELFARE AT EVENTS ON COUNCIL LAND

Relevant Portfolio Holder	Cllr Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin
Wards Affected	All
Ward Councillor Consulted	Yes

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks approval and adoption of the Animal, Bird and Fish Welfare at Events on Council Land Policy which underpins the existing control measures and restrictions applied at events on District Council Land.

2. RECOMMENDATIONS

- 2.1 Cabinet is asked to approve and adopt the Animal, Bird and Fish Welfare at Events on Council Land Policy.

3. KEY ISSUES

Financial Implications

- 3.1 There are no direct financial implications contained within this report

Legal Implications

- 3.3 There are no direct legal implications contained in this report however in addition to the current Animal Welfare Act 2006 and Performing Animal Regulation Act 1925, this Policy provides measures that exceeds the standards and guidelines required

Service / Operational Implications

- 3.5 The Council's Arts Events and Museums team manages the hire of Bromsgrove District Council's land and premises for individuals and organisations to run events.
- 3.6 During the Spring of 2016 officers were tasked to produce a policy that oversees how Bromsgrove District Council manages hirers who involve animals birds or fish whilst using Bromsgrove District Council land for those events. The purpose of the policy is to ensure that no animal, fish, or bird involved in an event held on Bromsgrove District Council's land is subjected to any kind of undue suffering and that Bromsgrove District Council promotes acceptable usage of animals, birds or fish for

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educational or charitable purposes at events held on Bromsgrove District Council land.

- 3.7 The review of the Policy has been undertaken in conjunction with Councillors Thompson and Cooper who promoted a notice of motion to the Council about this issue in the Spring.
- 3.8 Once the policy has been agreed, as well as updates to the terms and conditions of hire, additional signage will be provided at key areas where events take place to enable compliance to the Policy.
- 3.9 There is a cross departmental process in place to raise awareness of this policy if approved and adopted through the communications team, and in partnership with relevant agencies (eg: WRS, Local forums, Bromsgrove LSP, Bromsgrove Community Safety Partnership)

Customer / Equalities and Diversity Implications

- 3.10 There are no direct customer, equality or diversity implications contained within this report.

4. RISK MANAGEMENT

- 4.1 There are no direct risks contained within this report.

5. APPENDICES

Appendix 1 – Draft Animal, Bird and Fish Welfare at Events on Council Land Policy

Appendix 2 – Draft amended Terms and Conditions for Event hire Applications on Council Land

6. BACKGROUND PAPERS

N/A

7. KEY

AUTHOR OF REPORT

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Agenda Item 8

BROMSGROVE DISTRICT COUNCIL

Animal, Bird and Fish welfare at events on Council Land

Date: 5th August 2016

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Animal, bird and fish welfare at events on council land POLICY

- 1.0 Introduction
- 2.0 Wider context and this policy's specific purpose
- 3.0 Statement of Policy
- 4.0 Acceptable usage of animals at events
- 5.0 Policy application and monitoring
- 6.0 Raising awareness of the policy
- 7.0 Review
- 8.0 Breach of Policy
- 9.0 Dispute resolution
- 10.0 Access issues

Appendices

Animal, Bird and Fish welfare at events on Council Land

1.0 Introduction

In conjunction with Bromsgrove District Council's strategic purpose "Find me good things to see do and visit" the Council's Arts Events and Museums team manages the hire of Bromsgrove District Council's land and premises for individuals and organisations to run events. During the Spring of 2016 officers were tasked to produce a policy that oversees how Bromsgrove District Council manages hirers who involve animals birds or fish whilst using Bromsgrove District Council land for those events. The purpose of the policy is to ensure that no animal, fish, or bird involved in an event held on Bromsgrove District Council's land is subjected to any kind of undue suffering and that Bromsgrove District Council promotes acceptable usage of animals, birds or fish for educational or charitable purposes at events held on Bromsgrove District Council land.

2.0 Wider context and this policy's specific purpose

This policy sits within a wider national and international context. Authority sits with our partner Worcestershire Regulatory Services (WRS) and amongst others DEFRA, and the Health and Safety Executive to manage the implementation of all policy and procedure in connection with the Animal Welfare Act 2006. In addition WRS governs procedures in accordance with the Performing Animals (Regulation) Act 1925. Within that act it is made clear that there are restrictions on the exhibition and training of performing animals. (1) No person shall exhibit or train any performing animal unless he is registered in accordance with this Act. For example if a dog is to perform during a play at a theatre venue or at an outdoor venue, then that venue is obliged to contact the relevant authority (and in this case WRS) to seek the appropriate permissions and license to carry out that activity.

This specific policy outside of that wider context represents what Bromsgrove District Council seeks to do over and above that legislation. Bromsgrove District Council understands that it is in no position to remove the right of any individual or group to carry out activities with animals, birds or fish that sit appropriately within the legal framework briefly outlined above outside of Bromsgrove District Council's land. This policy only places control measures in place for events held on Bromsgrove District Council land and on our premises.

Bromsgrove District Council does wish to promote positive practice and specifically good quality animal husbandry. Bromsgrove District Council will support this approach by presenting at its events educational opportunities for residents (and in particular children and young people) to have animal, bird and fish educational experiences. More detail about this work is outlined in Section 4 below. Further information about the legal frameworks outlined above can be found by contacting Worcestershire Regulatory Services and the Health and Safety Executive and DEFRA.

3.0 Statement of Policy

The Council does not allow :

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1. Circuses or events that hire Bromsgrove District Council's own land or use Bromsgrove District Council's own premises as a venue to use performing animals, birds or fish.
2. Circuses or events that hire Bromsgrove District Council's own land or use Bromsgrove District Council's own premises as a venue to use animals, birds or fish as prizes. (For example goldfish at fairs).

The Council does allow:

1. Events who hire Bromsgrove District Council's land who work with animals, fish and birds in such a way that provides educational and/or charitable activity that promotes positive animal welfare as part of its contribution to a civil society here in Bromsgrove.
2. Event organisers to hire Bromsgrove District Council's own land who are affiliated with a relevant national governing body associated with the species concerned. (Examples include National Schools Equestrian Association, International Sheep Dog Trials, Dogs Unite, Amphibian and Reptile Conservation Trust: Note this list is not exhaustive).

4.0 Acceptable practice

Bromsgrove District Council does wish to promote and support high standards of quality care in animal, bird and fish education and husbandry. Bromsgrove District Council does support and carry out such activities that promote to its residents to high quality animal husbandry and handling. Bromsgrove District Council requires all contractors who do work (for example) at Bromsgrove District Council's events to adhere to minimum operating standards associated with the relevant regulation of their activity and hold a Licence Performing Animals registration (England, Scotland and Wales), Public Liability Insurance and an appropriate risk assessment. Bromsgrove District Council is aware in the background that such contractors are subject to scrutiny and regulation under the supervision of bodies such as DEFRA and the Animal Health and Veterinary Laboratories Agency.

5.0 Policy Application

The normal operating procedure for the hiring of Bromsgrove District Council's land and premises for event purposes requires customers (hirers) to accept a terms and conditions form and sign a contract committing themselves to those terms and conditions before making a payment to the Bromsgrove District Council and carrying out their activity on Bromsgrove District Council's land or premises. Without a signed agreement being in the possession of Bromsgrove District Council 28 days prior to a proposed event, permission to hire will not be granted.

The current terms and conditions for the hire of Bromsgrove District Council's land or premises already stipulate the following at 6.22

The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals or fish are, or might be involved as prizes or for sale.

This clause will be retained and an additional clause will be integrated that applies the performing animals element of the policy. That clause will say the following:

6.23 The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals are made to perform.

This process will be monitored on an ongoing basis. No prospective hirer will carry out an activity on Bromsgrove District Council land without prior permission and having signed up to Bromsgrove District Council's terms and conditions.

Officers of Bromsgrove District Council will spot check and inspect for appropriate implementation of Bromsgrove District Council's policy and ensure hirers are aware of their obligations at the following stages in the process:

- Initial telephone or online contact between hirer and Bromsgrove District Council's event team.
- Terms and conditions of hire clearly communicated with prospective hirer in writing.
- Hirer signs up to terms and conditions and contract of hire of premises.
- Deposit held by Bromsgrove District Council in event of breach of contract.
- Conditions of hire stipulated at on site planning stage with hirer.
- Conditions of hire stipulated on day of hire

6.0 Raising awareness of the policy

In order to promote awareness of this policy signage will be placed on Bromsgrove District Council land to make clear to hirers their obligations under their contract and Bromsgrove District Council's terms and conditions. Specific examples of relevant sites include (but not exhaustively) Sanders Park and Bromsgrove Recreation Ground.

All prospective hirers must liaise with officers at online and telephone, contract exchange, and onsite planning stage whereby the policy is confirmed in writing and face to face. There is a cross departmental process in place to raise awareness of this policy through the communications team, and in partnership with relevant agencies (e.g. WRS, Local forums, Bromsgrove LSP, Bromsgrove Community Safety Partnership).

7.0 Review

This policy will be reviewed six months after adoption. This review will be with the Portfolio Holder for Leisure and Cultural Services, Head of Service for Leisure and Cultural Services and the Manager for the Events service.

An annual review meeting will be held each year between January and February with the Portfolio Holder for Leisure and Cultural Services, Head of Service for Leisure and Cultural Services and the Manager for the Events service. All amendments will be implemented by March 31st of each year.

8.0 Breach of policy

Bromsgrove District Council will retain the financial deposit by hirers in the event of a breach of contract.

The hirer will be instructed to remove the offending element immediately.

Post events, any relevant membership organisation (e.g. the Showmen's Guild of Great Britain) that the hirer is affiliated to will be copied into all correspondence in order to ensure that the concern is formally understood. The Events service also insists on seeing an acknowledgement of our formal correspondence.

9.0 Dispute resolution

If a dispute arises between Bromsgrove District Council and hirer in connection to this Policy and the clauses within Bromsgrove District Council's terms and conditions of hire, the parties shall each use reasonable endeavours to resolve such dispute by means of prompt discussions with the Manager of the Events Team.

If a dispute is not resolved within 14 days of referral then either party may refer it to the Head of Services for Leisure and Cultural Services who shall meet for discussions within 14 days or longer as the parties may agree.

A dispute not resolved in accordance with above shall next be referred to the Chief Executive Officer or appropriate nominated officer at the request of either party within 14 days of one party requesting mediation. This decision will be final.

10.0 Access Issues

Bromsgrove District Council is fully aware of language barriers being an issue for some of our hirers. Bromsgrove District Council therefore puts measures in place to ensure that ignorance of the fact cannot be levelled at Bromsgrove District Council as an excuse for not being aware of this Policy and associated terms and conditions.

On the day of each event and on the day of receiving signed contracts, Officers will talk personally to the hirers and we ensure that all obligations are fully understood.

Contact details and further enquiries

All queries in relation to this policy are to be directed to :

Arts, Events and Museums Manager
Redditch Borough and Bromsgrove District Councils
Redditch Town Hall
Walter Stranz Square
Redditch
Worcestershire
B98 8AH

01527 64252 Ext 3487

events@bromsgroveandredditch.gov.uk

Terms and Conditions for use of parks, open spaces, highways, car parks

1. Definitions

- 1.1 "Conditions" means these booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 "Council" means Bromsgrove District Council includes its successors in title.
- 1.3 "Due Date" means 28 days prior to the date of the Event.
- 1.4 "Event" means the purpose for which the Venue has been booked.
- 1.5 "Hirer" means the company or the representative of the organisation booking the Event who pays any fees due under clause 2 below. This booking is personal to the Hirer and he may not transfer or sublet this consent to any other person.
- 1.6 "Head of Leisure and Cultural Services" of Bromsgrove District Council means the Head of Leisure and Cultural Services for Bromsgrove District Council for the time being of the Council or his duly authorised officer.
- 1.7 "Venue" means the location booked for the event (shown edged in red on attached plan) including the immediate surrounding area open to the public.

2. Payment

- 2.1 Payment of all fees and charges must be made in full prior to the Due Date. If payment is not received the Council shall have the right to cancel the booking immediately.
- 2.2 The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g. electricity, water, marking of pitches etc., over and above the hire charge for the event.

3. Deposit

A deposit may be requested which would have to be paid to the Council 28 days prior to the Event which will be forfeited in the event of any damage or loss to the Venue, (or loss of keys in respect of removable bollards etc.) or held as part payment of any necessary making good. The Hirer will be liable for the full costs of any damage, so should this exceed the deposit the Council will issue an account.

4. Refusal of Booking and Cancellation

- 4.1 The Council reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal.
- 4.2 The Council reserves the right to withdraw permission to use the Venue. However, the Council will repay any deposits paid on cancelling a hiring but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation.
- 4.3 Cancellation by the Hirer of a booking must be in writing and the effective date will be the receipt of such information by the Council's Head of Leisure and Cultural Services.
- 4.4 On cancellation of the booking the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council subject to the discretionary power of the Head of Leisure and Cultural Services for Bromsgrove District Council to vary this provision in appropriate cases.
- 4.5 Hirers who do not take up their commitment for any reason or fail to notify the Head of Leisure and Cultural Services for Bromsgrove District Council in writing of cancellation shall forfeit any hire charge paid and shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council.
- 4.6 Substitution and amendments of the nature of the booking must be notified in writing to the Head of Leisure and Cultural Services for Bromsgrove District Council who reserves the right either to cancel the booking or amend the hire fee as he/she considers appropriate. In the event of such cancellation, the Hirer shall be liable as stated in Clauses 4.4 and 4.5 above.
- 4.7 The Council accepts no responsibility for the non-arrival by the Due Date of application forms remittances or cancellations.

5. Emergencies

The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.

6. Use of the Venue

- 6.1 The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the event. The Hirer shall further ensure that the Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse are discharged.
- 6.2 All litter and refuse generated by the Event shall be removed from the Venue by the Hirer.

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- 6.3 The Hirer must at all times take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of the Council whether forming part of the hire or not.
- 6.4 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Head of Leisure and Cultural Services for Bromsgrove District Council. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 6.5 If the Hirer fails to perform any of its obligations set out in Clauses 6.1: 6.2 and 6.3 above the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.
- 6.6 The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfil these Conditions.
- 6.7 The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 6.8 The Hirer shall not be permitted to remove or obscure Council notices or placards displayed on the Venue without the prior written consent of the Council.
- 6.9 Where it has been necessary to make a road closure order the Hirer shall ensure that the road closure equipment provided by the Council is not moved and shall maintain the integrity of the closure.
- 6.10 The Hirer shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 6.11 The Hirer shall not excavate or drill pinning holes into the Venue except with the prior written consent of the Council.
- 6.12 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.
- 6.13 The Hirer shall ensure that no vehicles are parked or driven across any public footpath located within the Venue.
- 6.14 The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the Venue.
- 6.15 The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of the Council.
- 6.16 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks - Guidance on Safe Practice*

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published by the Health and Safety Executive, and all other statutory requirements.

- 6.17 The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surround the Venue or users of the immediate surrounding area of the Venue.
- 6.18 The Event must cease at time agreed and all clearing up operations must be completed by time agreed.
- 6.19 The Council reserve the right to require the Hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the Head of Leisure and Cultural Services at Bromsgrove District Council
- 6.20 The Hirer must ensure that all users of the event have unrestricted access to the public toilet facilities located within the Venue.
- 6.21 The sale or consumption of alcoholic drinks is strictly prohibited.
- 6.22 The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals or fish are, or might be involved as prizes or for sale.
- 6.23 The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals are made to perform.
- 6.24 The Hirer will not permit the operation or release of any high flying object without the prior written consent of the Council, the Civil Aviation Authority.
- 6.25 It is the responsibility of the Hirer to liaise with the Council's Head of Service for Leisure and Culture for Bromsgrove District Council and the West Mercia Police regarding the impact the Event may have on traffic arrangements in the vicinity of the venue. The Hirer agrees to comply with any requirements of the Head of Leisure and Cultural Services for Bromsgrove District Council and the West Mercia Police regarding traffic management.
- 6.26 The Hirer agrees that where the Venue is to be used in the dark then he will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 6.27 The Hirer shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Council.
- 6.28 The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.

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- 6.29 The Hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 6.30 The use of any public address system at the Event must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 6.17. Any necessary licences must be obtained by the Hirer.
- 6.31 The Hirer shall repay to the Council on demand the cost, as certified by the Head of Leisure and Cultural Services for Bromsgrove District Council of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.

7. Right of Entry

- 7.1 Authorised Council officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 7.2 The Council reserves the right to refuse admission to or evict any person from the Venue.
- 7.3 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

8. Assignment

The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Council.

9. Prohibition

The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of the Council.

10. Broadcasting and Television

The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the period of hire without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a part to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.

11. Advertisements

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- 11.1 No advertising material may be issued nor tickets sold until such time as a binding agreement to hire has been made on payment of the hire charge (and issue of a hiring permit).
- 11.2 Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever, whatsoever and by whomsoever caused, permitted or made then the Hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.

12. Fly Posting

- 12.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.
- 12.2 A deposit may be required as a security against the occurrence of fly posting which must be received at least 28 days prior to the Event. The deposit will be forfeited either in whole or in part depending on the extent to which the anti-fly posting provisions are complied with.

13. Permits and Licences

- 13.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.
- 13.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.
- 13.3 Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any licence (e.g. Public Entertainments Licence), permit and/or licences or consent issued in respect of the Venue.

14. Health and Safety

The Hirer agrees to undertake a risk assessment for the event and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the Venue for the event.

15. Indemnity and Insurance

- 15.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or persons(s) sustained by any person in the Venue.

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- 15.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or persons(s) sustained by any person(s) in the Venue.
- 15.3 The Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.
- 15.4 The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks (including products liability where appropriate) for a minimum of £5 million (five million pounds) and produce evidence of such insurance.
- 15.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, caterer which the Hirer has instructed or authorised to appear at the event.
- 15.6 Failure to provide proof of insurance cover as required under clauses 15.4 and 15.5 prior to the Due Date will lead to cancellation of the Event.

16. Catering

All catering and licensing arrangements must be made through the Council and no Hirer may undertake their own catering in the Venue except with the prior written consent of the Council

or

- 16.1 All caterers at the event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.
- 16.2 All caterers at the Event should be Members of the Mobile and Outside Caterers Association (Great Britain) Ltd (MOCA).

17. Traders

No commercial traders will be permitted to trade at the Event (without the prior written consent of the Council).

18. Collections or Lotteries

No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

19. Property not Removed

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The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

20. Variations to Agreement

The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

I have read and understood these conditions and agree to be bound by them.

Sign Date

Print Name

Name of organisation or company

Position with organisation or company

Cabinet

7th September 2016

SPONSORSHIP POLICY UPDATE

Relevant Portfolio Holder	Cllr Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin
Wards Affected	All
Ward Councillor Consulted	N/A

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks approval for the updated Sponsorship and Advertising Policy as requested by members at Full Council meeting 20th April 2016, with the inclusion of a section on Unacceptable Sponsorship types which was previously listed in the Sponsorship Agreement.

2. RECOMMENDATIONS

- 2.1 Cabinet is asked to approve the updated Sponsorship and Advertising Policy.

3. KEY ISSUES

Financial Implications

- 3.1 There are no direct financial implications contained within this report

Legal Implications

- 3.3 There are no direct legal implications contained in within this report however, advertisements need to comply with the Town and County Planning (Control of Advertisement) (England) Regulations 2007 in terms of dimensions and the relevant planning consent will need to be in place. This has already been reviewed and the Policy complies.
- 3.4 Sponsorship Agreements need to be in place for all sponsors.

Service / Operational Implications

- 3.5 The changes within this Policy reflect the current operating practice and information in the existing Terms and Conditions. The changes that have been made are in line with the notice of motion that was raised at Full Council:

‘Does the Chairman agree with me that it is wrong not to have an Ethical Policy regarding the awarding of contracts relating to organisations that use islands as advertising boards?’

Cabinet

7th September 2016

- 3.6 The Sponsorship Process has also been included in the Policy to give clarity on the procedure.

Customer / Equalities and Diversity Implications

- 3.7 There are no direct customer, equality or diversity implications contained within this report.

4. RISK MANAGEMENT

- 4.1 There are no direct risks contained within this report.

5. APPENDICES

New Draft Sponsorship Policy

6. BACKGROUND PAPERS

Existing Policy
Previous Report
Sponsorship Agreement
Site Location Plans
Advertising and Installation Criteria

7. KEY

AUTHOR OF REPORT

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Bromsgrove
District Council

www.bromsgrove.gov.uk

BROMSGROVE DISTRICT COUNCIL

**Sponsorship and Advertising
Policy**

7th September 2016

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SPONSORSHIP AND ADVERTISING

1.0 Introduction

Bromsgrove District Council introduced its Roundabout Sponsorship scheme eight years ago and has helped make Bromsgrove a vibrant place for all who live and work within the area and is renowned for being innovative in gaining investment and regeneration opportunities for the benefit of the local economy.

The opportunities exist to have external organisations and businesses sponsor key locations (roundabouts), in Bromsgrove in return for being allowed to place specified advertising signs/logos for their business in high profile and public locations. There is also an opportunity for sponsorship to be gained for specific programmes, projects and events to help increase the quality, frequency and profile of Council Services

Any funds received from sponsorship opportunities will be used to develop appropriate schemes and to improve and enhance services provided to local residents.

A selection of higher profile roundabouts have been processed through the planning advertisement process (Appendix 1)

For the purposes of this policy the service areas covered include:

- Roundabouts (as agreed with Worcestershire County Council Highways Dept. and BDC Planning)
- Community Events/Programmes/Activities
- Refuse/Recycling Vehicles
- Town Centre Bus Shelters (Provided by BDC)
- Landscaped embankments and wider landscaped verges at major junctions

Additional areas listed below may be considered in future amendments to this policy.

- Other landscaped public open spaces as approved by the Council

Whilst this document mainly focuses on highway related sponsorship schemes, the document will also be used as a basis for other types of sponsorship projects as highlighted above, including the installation of Public Art on key locations.

2.0 Statement of Policy

The Council will endeavour to enhance the appearance of its District by creating a Sponsorship Scheme whereby companies can sponsor Roundabouts, Events,

Activities and any other appropriate schemes in Bromsgrove. In return sponsors will receive genuine value for money for their sponsorship agreement with the erection of specified advertising signs, brand exposure, logos and website opportunities.

3.0 Partnership Working

In order for the Sponsorship Policy to be successful Leisure and Cultural Services need to operate with key internal and external partners as follows:

Bromsgrove District Council - Internal Partners

- **Planning Authority** Leisure and Cultural Services will apply for planning permission to put signs on each roundabout
- **Legal Services** – Sponsors will enter an agreement, which has been prepared by Legal Services, reflecting the terms and conditions described in this policy, including the duration and costs of the sponsorship
- **Environmental Services**
Maintenance of roundabouts will remain the responsibility of Bromsgrove Council.
Environmental Services will continue the scheduled routine landscape maintenance on each roundabout which includes:
 - Grass Cutting
 - Trees/shrub bed maintenance
 - Landscape plantingPlus in future to include:
 - Installing sponsorship signs
 - Cleaning and maintenance of sponsorship signs
 - Removal and replacement of damaged sponsorship signs

External Partners:

The District Council has an agreement with Worcestershire County Council Highway Partnership Unit in respect of maintaining grass verges and roundabouts. The District Council agrees to carry out planting scheme functions in accordance to the County Council's Guidelines dated June 2011.

4.0 The Sponsorship Process

The short guide below gives an insight to the different stages of the sponsorship process .

- The Council gain Advertisement consent for each Roundabout via the appropriate planning application and signs are then erected to invite sponsors to: 'Advertise Here'
- Interested sponsors can either apply directly by calling the Council or view the website for details and contacts
- Roundabouts are graded according to size, profile and location and the Council will decide the fee for each site. (see below)
- The successful sponsor will be sent all details including sign specification, payment plans if required and a copy of the Sponsorship Agreement for review.
- The Sponsor will submit their artwork for approval to the Council and will be charged the additional cost for changes to the signs
- The Council will bear the cost of signs and their installation
- The Sponsor will bear the cost of replacing vandalised/damaged signs throughout their agreed sponsorship term.
- The Agreement will be completed with the sponsors details and submitted to the sponsor for approval and signature
- The Council will invoice the sponsor once their signs have been installed, (payment plans can be set up to spread the cost if required.)
- The Council will inform the Valuation Office of the sponsorship term and price and pay the Business Rates on each location
- The Council will act as lead partner on behalf of the other parties as set out in the Sponsorship Agreement
- The Council will remove sponsors signage or information on completion of sponsorship term and the 'Advertise Here' signs will be re-installed

5.0 Sponsorship Duration and Selection

- 5.1 The duration of each agreement shall be for a minimum of one year with an option of up to 3 years with first refusal on subsequent years
- 5.2 Sponsorship is offered on a first come first serve basis and dependent on the agreed Terms and Conditions of the Agreement. More than one sponsor applying for the same site will firstly be offered alternative sites nearby, or placed on a waiting list and contacted when the roundabout becomes available.
- 5.3 Once a Roundabout becomes available for Sponsorship it will be offered to the next Sponsor on the waiting list before the 'Advertise Here' signs are re-installed. The Bromsgrove District Council Website also promotes the Roundabout opportunities and includes details such as the number of passing vehicles the sites attract.

6.0 Unacceptable Sponsorship Types

- 6.1 The Council will not approve Sponsorship Signs which are:-

- religious in significance or for religious organisations; or
 - of political significance or for political parties or organisations including trade unions; or
 - offering or promoting services of a sexual nature; or
 - offering or promoting the sale of tobacco or tobacco related products; or
 - in breach of the Councils duties under Equalities legislation; or
 - in breach of guidelines set by the Advertising Standards Authority; or
 - any other material which the Council consider to be unreasonable
- 6.2 The Council will refuse applications from companies who are in dispute with the Council or where there is pending/active legal action.
- 6.3 In the event that that the Sponsor fails to comply, the Council reserves the right to remove the Sponsorship Signs forthwith, the Council's costs of such removal to be borne by the Sponsor.

7.0 Termination and Consequences

- 7.1 Either party may terminate this agreement with immediate effect by giving notice in writing to the other party (the "defaulting party") following:-
- 7.1.1 the occurrence of a material breach of this agreement by the defaulting party which is not remedied within 14 days of being required by written notice to do so; or
 - 7.1.2 the insolvency or inability of the defaulting party to pay it's debts within the meaning of section 123 of the Insolvency Act 1986, or similar event; or
 - 7.1.3 the failure by the defaulting party to pay any sum due under this agreement within 14 days of such sum being due.
- 7.2 Either party may terminate this agreement on giving 3 months notice in writing to the other party.

8.0 Dispute Resolution

- 8.1 If a dispute arises between the District Council and hirer in connection to this Policy and the clauses within the Councils terms and conditions of hire, the parties shall each use reasonable endeavours to resolve such dispute by means of prompt discussions with the Business Development Manager
- 8.2 If a dispute is not resolved within 14 days of referral then either party may refer it to the Head of Services for Leisure and Cultural Services who shall meet for discussions within 14 days or longer as the parties may agree.

- 8.3 A dispute not resolved in accordance with above shall next be referred to the Chief Executive Officer or appropriate nominated officer at the request of either party within 14 days of one party requesting mediation. This decision will be final.

9.0 Sponsorship Price and Cost

- 9.1 Sponsorship price will be a set for each location based on the following:
- Location of roundabout
 - Traffic Flow and profile of roundabout
 - Size of roundabout
 - Demand
 - Comparative charges
- 9.2 The Head of Service in conjunction with the Portfolio Holder for Leisure and Cultural Services will agree the sponsorship fees
- 9.3 Those locations deemed to have the greatest impact based upon location, profile, traffic flow and comparative authority charges will be offered for sponsorship at a premium rate according to the schedule below and Bromsgrove District Council will determine the rate for each location. (example table below)
- 9.4 The sponsorship price will be required for each year of the contract and will be paid at the beginning of each contract year. Where longer terms are required that sponsor will pay at the agreed rate at the time and will not incur any increase. Payment plans can be set up if required.

Bromsgrove District Council Roundabouts	Proposed Maximum £p.a.	Map/Plan Reference Number	Planning Permission
Bromsgrove Highway (A448) Slideslow	A	1	In Place
Stoke Road/Austin Road (A38)	A	2	In Place
Stourbridge Road/Kidderminster Road	A	7	In Place
Stourbridge Road, (A491) and Madeley Road	B	6	In Place
Redditch Road (A38) Worcester Road	B	4	In Place
Redditch Road (B4120) Aqueduct Lane	B	9	In Place
Birmingham Road (A441) and Redditch Road (B4120)	B	8	In Place
Stoke Road (A38) and Buntsford Drive	C	3	In Place
Market Street (A448) and High Street (B4184)	C	5	In Place
Birmingham Road (A441) and Redditch Road	C	10	In Place
Ickneild Street (B4497) and Dagnell End	C	11	In Place

A = £5,000
B = £4,000
C = £3,000

10.0 Contact Information

For any queries about this policy please contact the Council's Leisure and Cultural Services, Business Development Manager on: 01527 881377 or email: j.heyesh@bromsgroveandredditch.gov.uk

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CABINET

7th September 2016

BROMSGROVE ENERGY EFFICIENCY FUND AND SCHEME

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Wards Affected	All
Ward Councillor Consulted	No
Key Decision	Yes

1. SUMMARY OF PROPOSALS

1.1 This report summarises proposals to launch an Energy Efficiency Fund and Scheme to help home-owners in Bromsgrove heat their homes more affordably and reliably by assisting them with heating system improvements and other cost effective energy efficiency measures.

1.2 The scheme will be delivered by Act on Energy, the Council’s energy efficiency advice partner. Along with other local councils, including all Worcestershire councils, we have a longstanding partnership with Act on Energy, which has included the delivery of several energy efficiency projects.

1.3 Background

Cold homes contribute to poor health and wellbeing. Living in a cold home brings increased risk of cardiovascular disease, respiratory illness and stroke (King’s Fund, 2013). Cold homes also increase the likelihood of falls (Department of Health Factsheet on Health and Winter Warmth, 2007). Both strokes and falls are areas of concern for Bromsgrove in the March 2016 Worcestershire Health and Wellbeing Board (HWB) Joint Strategic Needs Assessment (JSNA) profile for Bromsgrove.

Excess winter deaths are the number of additional deaths occurring in winter above the number of deaths in the non-winter period. The Worcestershire JSNA Briefing on Fuel Poverty states that there is strong evidence that a large number of these deaths are preventable and that elderly people are vulnerable. The excess winter death index for Bromsgrove is 26.5%, higher than the Worcestershire average at 25.6%. It is not adjusted for age, so the older age profile in Bromsgrove is likely to be a strong factor in this. Although people over the age of 60 are significantly less likely to be fuel poor than the national average, those who are fuel poor within this group may be particularly at risk of severe morbidity and mortality compared to other groups.

The JSNA profile for Bromsgrove adds that ‘for younger age groups, cold housing can have significant negative effects for: • childrens' health in terms of infant weight gain, hospital admission rates, developmental status, and asthma. • adolescent mental health • adult physical health, wellbeing and self-assessed general health particularly for vulnerable adults and those with existing health conditions’.

Fuel poverty increases the likelihood of cold homes and occurs when low income households face high costs of keeping warm. As well as health impacts due to cold, other

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effects can include anxiety about financial issues, using less rooms in order to reduce heating costs (with potential for overcrowding and psychological effects) and educational underperformance of children. It is driven by three main factors: income, current cost of energy and energy efficiency of the home (Public Health England, 2014). 3507 of 38675 households in Bromsgrove (9.1%) are estimated to be in fuel poverty.

Act on Energy already work with the Council and other partners to address these issues for Bromsgrove residents, for example by running a Freephone advice line and energy advice surgeries. They signpost people to funding for energy efficiency measures, help people to reduce their current cost of energy by assisting them to switch to better energy tariffs and liaise with the Council's financial inclusion team and Age UK to help people maximise their income. However, current funding for energy efficiency measures (primarily from energy companies) has constraints in terms of scope of works, eligibility and ability to respond promptly. That there is demand for more flexible funding to complement the existing funding has been demonstrated by the current Warmer Worcestershire partnership 'boilers on prescription' pilot, involving Public Health, Worcestershire County Council and district councils. This scheme helps low income owner occupiers with cold-related health conditions to replace energy inefficient boilers and install first time central heating systems. It was fully subscribed in Bromsgrove as soon as it opened.

2. RECOMMENDATIONS

2.1 Cabinet is asked to RESOLVE that:

1) An Energy Efficiency Fund and associated Scheme for homeowners in Bromsgrove be launched and delivered from autumn 2016 – 2019.

2) That authority be delegated to the Head of Community Services to finalise details of the approved scheme and, in consultation with the Portfolio Holders for Housing, to make minor amendments to the scheme and review the scheme as required.

3) That authority be delegated to the Head of Community Services to agree a legal contract with Act on Energy to deliver the scheme.

2.2 The Committee is asked to RECOMMEND:

1) That authorisation is given for £100,000 capital budget previously allocated to disabled facilities grants to be transferred to a capital budget for funding installation of energy efficiency measures, split over 3 years as follows:

2016/17 £34k, 2017/18 £33k and 2018/19 £33k.

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KEY ISSUES

Financial Implications

3.1 It is proposed to create an Energy Efficiency Fund (EEF) to provide a scheme comprising three complementary categories of assistance that will subsidise cost effective measures:

- (i) fuel poverty alleviation
- (ii) incentivising replacement of energy inefficient heating systems
- (iii) funding boiler repairs and servicing for vulnerable homeowners

(Please see Appendix 1 for more detail.)

The proposal is to run the scheme over three years to give continuity and stability, with any underspends being carried forward where appropriate.

- 3.2 Funding for capital elements of the scheme, 3.1 (i) and (ii), has been identified from the capital budget previously allocated to disabled facility grants. A recent increase in central government funding for disabled facilities has resulted in funding being available for other projects in the District to support residents in 2016-17. This is explained in more detail in Appendix 2.
- 3.3 Funding for revenue elements of the scheme, 3.1 (i) energy performance certificates and (iii), has been identified from existing revenue resources.
- 3.4 The cost of delivering the scheme is already covered within the existing Service Level Agreement (SLA) that Bromsgrove District Council have with Act on Energy.
- 3.5 Where residents could benefit from existing ECO or other funding streams, Act on Energy will help them to access such assistance. The Council's energy efficiency scheme would provide support only when other funding streams were not appropriate, to fill gaps in funding provision.
- 3.6 A household financial contribution of £250 would apply towards the costs of works for the fuel poverty alleviation group. Introducing a financial contribution requirement to the scheme would ensure that the Council's scheme mirrors the approach undertaken within the Affordable Warmth element of the Energy Company Obligation (ECO), where a minimum £250 contribution is currently required for broken boilers. The Head of Community Services would have discretion to consider applications which fell outside of the normal criteria where 'exceptional circumstances' applied.
- 3.7 Act on Energy will pay the contractor on behalf of the householder, on receipt of an invoice from the contractor with proof of completion of works. This will be from an annual lump sum transferred to the energy advice service and ring-fenced for this purpose. See also section 3.10.
- 3.8 Through helping people at risk of cold exacerbated health conditions to keep their house at a healthier temperature, cost savings may be achieved for health and social care services.

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The district council could negotiate as to whether they may consider using some of this saving to fund actions which will produce savings for the district council.

Legal Implications

- 3.9 Although the Council is not legally obliged to provide an Energy Efficiency Fund it does have a broader agenda around improving energy efficiency, especially for households on low incomes, and around reducing carbon emissions under international agreements, EU Law and the Climate Change Act. The general power of competence in s1 of the Localism Act 2011 empowers the council to undertake such a project.
- 3.10 Bromsgrove District Council has an existing SLA with Act on Energy to deliver energy advice services, including delivering special projects such as community schemes. Delegation is sought for the Head of Community Services to agree a legal contract with Act on Energy on behalf of the council regarding details of the scheme including financial arrangements.

Service / Operational Implications

- 3.11 Energy efficiency links to the following council purposes;
- Help me to be financially independent
 - Help me to live my life independently
- 3.12 Act on Energy will be the point of contact to access the scheme, and will undertake administration including grant payments. In addition to administering the application process, they will also provide home visits and referrals to other agencies where appropriate.
- 3.13 For the fuel poverty alleviation group, Act on Energy will complete energy performance certificates after work is complete, to better quantify the energy efficiency improvement achieved; this also gives an opportunity for issues to be identified and advice to be given about using the new installations.
- 3.14 Critically, Act on Energy will undertake follow-up arrangements one year after work is completed, to offer further advice and encourage regular servicing of the heating system. Encouraging regular servicing is a core objective as it improves boiler lifetime, efficiency and safety.
- 3.15 The benefits of delivery by Act on Energy include:
- minimising the Council officer time required to undertake these activities
 - Act on Energy have experience in taking a holistic approach, particularly in relation to vulnerable residents, which can help the council and partners to deliver a joined up, more effective service for those residents.

Customer / Equalities and Diversity Implications

- 3.16 Energy efficiency plays a role in good mental and physical health. Cold homes are detrimental to health, especially for those with cold related health conditions. Worry about

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energy bills can also have an impact. The Energy Efficiency Fund aims to have a preventative impact, by focussing on helping to prevent a crisis as well as assisting when difficulties do occur.

- 3.17 Act on Energy will assist the applicant with the process as required, aiming for equality of access. The aim is also to inform and empower applicants regarding maintenance, repair and replacement of heating and managing their energy usage and bills.

4. RISK MANAGEMENT

- 4.1 Some of the measures available within the fund must be undertaken by suitably qualified tradespersons – for example, the installation, servicing and repair of boilers. The proposed scheme has safeguards to ensure this is adhered to at all times. Any application for grant monies will only be accepted after the contractor provides evidence of appropriate accreditation and current public liability insurance.
- 4.2 Any liability regarding the contract remains between the homeowner and the contractor, but the energy advice agency will advise the homeowner if issues arise.
- 4.3 Act on Energy will collect data to enable auditing of the effectiveness of the programme, including home and health benefits to the resident from the intervention. The scheme will be monitored by the Council's Climate Change and Energy Efficiency Officer. Act on Energy will liaise for advice regarding any cases that are not straightforward, as well as providing regular reports on the scheme.

5. APPENDICES

Appendix 1 Energy Efficiency Funding

Appendix 2 Disabled Facility Grants Funding

AUTHOR OF REPORT

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Appendix 1 Energy Efficiency Fund

The fund will only be available to Bromsgrove owner occupiers and where the property concerned is their only and principle home. The fund will only be made available when there are no other funding streams available to resolve the homeowner's difficulties. Each household only receive one grant for each of boiler replacement, boiler repair and boiler servicing.

The Head of Community Services will have discretion to consider applications which fall outside of the normal criteria but in respect of which 'exceptional circumstances' apply.

The measures and eligibility are set out below:

Table 1

<u>Fund amount (£)</u>	<u>Eligibility</u>	<u>Measure</u>	<u>Financial Support available</u>	<u>Additional support</u>
<p>Fuel poverty alleviation</p> <p>e.g.</p> <p>£24,000 allocation first year, £23,000 subsequent years</p> <p>For an average cost of £1250 per household, over fifteen households could be helped per year.</p>	<p>In receipt of qualifying benefit or below qualifying income threshold*</p>	<ul style="list-style-type: none"> • Condensing boilers <ul style="list-style-type: none"> ○ to replace low efficiency boilers (F or G rated) ○ to replace boilers broken beyond economic repair ○ associated works • Wet central heating systems where these are not already present • Heating controls • Heating system insulation (cylinder, pipes) • Cavity wall insulation • Loft insulation • Draught proofing • Carbon monoxide alarm to be included with all works 	<p>Grant covering cost of works up to a total of £5000;</p> <p>£250 household contribution required towards the cost of works.</p>	<ul style="list-style-type: none"> • Home visit where appropriate to assess which measures would be beneficial and to offer additional energy efficiency advice. • Signposting to accredited contractors to obtain quotes • Review of quotes and check of contractor's accreditation and public liability insurance • Follow-up after installation including an energy performance certificate (£75 per certificate) • Follow-up after 1 year.
<p>Incentivising replacement of inefficient heating</p> <p>e.g.</p> <p>£10,000 allocation per year</p> <p>This could subsidise replacing around twenty boilers each year.</p>	<p>If under Worcestershire average household income of £37k (County Council profile)</p>	<ul style="list-style-type: none"> • Condensing boilers <ul style="list-style-type: none"> ○ to replace low efficiency boilers (F or G rated) ○ or to replace boilers broken beyond economic repair • Wet central heating systems where these are not already present. 	<p>£500 grant towards cost of works.</p>	<ul style="list-style-type: none"> • Signposting to accredited contractors to obtain quotes. • Review of quotes and check of contractor's accreditation and public liability insurance. • Follow-up after installation. • Follow-up after 1 year.

Appendix 1 Energy Efficiency Fund

<p>Funding boiler repairs and servicing for vulnerable homeowners</p> <p>e.g.</p> <p>£3,000 allocation per year</p> <p>This could help with around ten repairs and over forty boiler services each year.</p>	<p>In receipt of qualifying benefit or below qualifying income threshold*</p>	<ul style="list-style-type: none"> Boiler servicing 	<ul style="list-style-type: none"> 50% of cost up to £35 	<ul style="list-style-type: none"> Signposting to accredited contractors to obtain quotes. Review of quotes and check of contractor's accreditation and public liability insurance.
		<ul style="list-style-type: none"> Boiler repair for boilers above F and G rating that can be economically repaired 	<ul style="list-style-type: none"> 50% of costs up to £150 (repairs costing over £300 unlikely to be economic) 	<ul style="list-style-type: none"> Signposting to accredited contractors to obtain quotes. Review of quotes and check of contractor's accreditation and public liability insurance.

***Qualifying benefits/income threshold:**

- Income Support
- Pension Credit Guarantee (not pension saving credit)
- Jobseekers allowance (JSA) (income based)
- Employment Support Allowance (ESA) (income based)

OR

- Household income below threshold after tax, depending on household composition, as per Table 2 below.

Table 2

	0 children	1 children	2 children	3 children	4 or more children
Single adult	£10,720	£13,920	£17,120	£20,320	£23,520
Two adults or more	£16,000	£19,200	£22,400	£25,600	£28,800

Appendix 2 Disabled Facility Grant funding

- The Better Care Fund (BCF) provides financial support from central government for councils and NHS organisations to jointly plan and deliver local services. This includes funding for Disabled Facilities Grants, which is paid directly to local authorities.
- In 2016-17, there has been a specific distribution formula for allocating the Disabled Facilities Grant element of the Better Care Fund to local areas, which has in general resulted in an increased funding allocation. This is partly to address the inequality in local authority supplementation of the government funding (some local authorities do not provide any additional funding on top of the government grant). The increase also aims to encourage innovative measures with health and wellbeing benefits in addition to the standard disabled facilities grants programme.
- As a result, the allocation of £200k of Bromsgrove District Council capital borrowing to supplement the disabled facilities grant budget in 2016-17 can be utilised to support other projects in the District (please see Table 1 for more information). It is proposed that £100k of this fund be utilised for the Energy Efficiency Fund
- Using £100k of this capital saving for an Energy Efficiency Fund should enable the launch of an Energy Efficiency Scheme before Winter 2016-17, tailored to the specific needs of Bromsgrove District and delivered by energy efficiency experts Act on Energy.
- This would also eliminate any need to spend any of the additional Better Care Fund allocation for Bromsgrove District on energy efficiency, enabling all of this additional funding to be spent on other innovative measures. For example, action to address falls in the home has been identified as a priority for Bromsgrove by the Worcestershire Health and Wellbeing Board Joint Strategic Needs Assessment (JSNA). Falls prevention requires a multidisciplinary approach and is therefore well suited to delivery by the Home Improvement Agency (HIA) through the Better Care Fund.
- The good partnership working already practiced by Act on Energy and the HIA should enable the Bromsgrove Energy Efficiency Fund scheme and Better Care Fund Disabled Facility Grants programme to be delivered as complementary aspects of a more holistic service for Bromsgrove residents.

Table 1

Year	Total available for Disabled Facility Grants for Bromsgrove residents	Government contribution (used first)	Bromsgrove District Council (BDC) contribution (used if required)	Disabled Facility Grants – actual spend	Excess funding available for Disabled Facilities Grants above previous annual spend
Previous years	£587,000 (2015-16)	£387,000 (2015-16)	£200,000 (2015-16)	c. £500,000	c. £87,000
2016-17	£709,000	£709,000	£0	n/a	c. £209,000

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COUNCIL PLAN

Relevant Portfolio Holder	Councillor G. N. Denaro – Leader of the Council and Portfolio Holder for Finance, ICT, HR and Enabling Services
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole, Head of Business Transformation
Ward(s) Affected	All
Ward Councillor(s) Consulted	
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To agree the Council Plan, including actions relating to the Council's strategic purposes.

2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to RECOMMEND to the Council**

that the Council Plan attached at Appendix 1 be approved.

3. KEY ISSUES

Financial Implications

- 3.1 The transformation programme that the Council has embarked upon led to the development of the strategic purposes documented in the Council Plan. As the programme continues, finances will start to become aligned with these purposes and the priority actions contained within the Council Plan, allowing the Council to be more responsive to our customers' needs.

Legal Implications

- 3.3 There are no legal implications arising directly from this report.

Service / Operational Implications

- 3.5 The Council Plan and the strategic purposes contained within it will help to set the direction for the Council and how it works with its partners. Service areas will be working towards these purposes and the priority actions, supported by operational purposes and measures to ensure that everything we do relates to the demands and needs of our customers. The Council Plan will be supported by

an implementation plan, including measures, barriers and ownership, to ensure that the actions within the Council Plan are delivered.

Customer / Equalities and Diversity Implications

- 3.7 The strategic purposes set out in the Council Plan are all designed to be from our customers perspective, in order for their needs to be the driver for all that we do. The corporate principles also highlight the importance of understanding and listening to our customers, whilst providing excellent customer care at all times. When approved, the Council Plan will be published on the Council's website and the ORB.
- 3.8 There are no equality and diversity implications arising directly from this report; however, the customer focus referred to above is designed to understand the individual needs of our customers and as such empower officers to meet those needs, which would include specific issues relating to equality and diversity.

4. RISK MANAGEMENT

- 4.1 By publishing a Council Plan the strategic direction of the Council will be clear to employees, Members and the public and as such will support the management of risks identified around the delivery of the strategic purposes, robust decision making and the accuracy/effectiveness of performance data.

5. APPENDICES

Appendix 1 - Council Plan

AUTHOR OF REPORT

Name: Rebecca Dunne, Policy Manager
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Tel.: 01527 881616



Council Plan

2016-2020



Bromsgrove
District Council

www.bromsgrove.gov.uk

Welcome to the Bromsgrove District Council Plan.

It sets out our strategic purposes, what matters to our residents and our priorities for 2016-2020.

The Council Plan has been developed through understanding what customer demand is telling us, what issues are facing the District and how we can work together with our partners for the benefit of all of our communities.

The Council is committed to delivering effective, efficient and responsive services that really meet the needs of the people of Bromsgrove District. We will also use our Corporate Principles to ensure we are always working for the benefit of our residents.

This plan includes priority actions for each of our strategic areas, providing us with a clear focus for addressing issues and allocating budgets for the next four years.



Geoff Denaro,
Leader

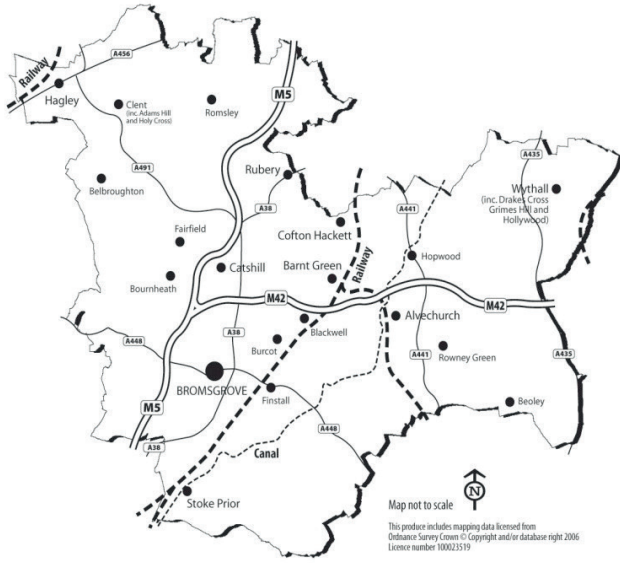


Kevin Dicks,
Chief Executive

Council Vision:

“Working together to build a district where people are proud to live and work, through community leadership and excellent services”

Bromsgrove District



- 2015 saw Bromsgrove District Council move to its new facilities at Parkside; this
- heritage site, in the heart of Bromsgrove Town Centre, houses not only the District
- Council but also Job Centre Plus, a new library and several other Worcestershire
- County Council functions, providing a range of services for residents and customers
- and increased footfall into the town centre.



Bromsgrove District is in the north of Worcestershire and over 90% of its 217 square kilometres is greenbelt. With 95,768* residents, there are population clusters including Hagley, Rubery and Wythall, with the town of Bromsgrove accounting for just over a third of the total population of the District. Approximately 20% of the population are children and 21% are over 65 years old.

Issues such as an ageing population, affordable housing and developing the local economy all impact on the District.

*ONS mid-year population estimate 2015

The economic picture for Bromsgrove District is positive, with consistently low unemployment. However the Indices of Multiple Deprivation 2007 (specifically income, health and education indicators) show there are issues, particularly in Charford and Sidemoor. Our Financial Inclusion Team (FIT) is working with residents to help them manage their finances and debt. We have also been working with Bromsgrove District Housing Trust (BDHT) and other partners through the Bromsgrove Sunrise Project, which supports residents in the areas of highest need.

Supporting business is incredibly important for the District; Bromsgrove entrepreneurs recorded the highest number of business start-ups outside London in the first six months of 2016. Through North Worcestershire Economic Development and Regeneration we will continue to support these businesses and established companies within the District to grow.



Bromsgrove town centre is a major area of focus and extensive redevelopment is underway. Recent improvements to the town centre include enhancement of the High Street, a new retail park and planning permission for an exciting development on the Market Hall Site. The Bromsgrove Town Centre Townscape Heritage Initiative has allocated £1.6 million of funding from Heritage Lottery Fund and Worcestershire County Council and is set to complete in October 2017.

The scheme has and continues to provide grant assistance for the repair of historic buildings including the iconic Tudor House on New Road. The scheme is also working to assist small independent retailers who are establishing themselves in the town, with support towards projects such as traditional hand painted signage.

The local centres are also key to



improving facilities and opportunities for all of our residents and improvement projects are underway across the district.

Bromsgrove has the highest level of home ownership in Worcestershire, and the smallest private rented sector in the county - demand for housing within the district has had a significant impact on property prices which are higher than the Worcestershire average. With affordability and suitable housing for the elderly both important issues, the Council's Local Plan is the driver that we are using to work closely with partners and developers to ensure that the housing mix in the district meets the needs of our residents.

Whilst the health of people in Bromsgrove District is generally good, health priorities include improving mental wellbeing, increasing physical activity and ageing well. Through the Bromsgrove Partnership various local agencies, including Bromsgrove District Council, have been playing their part to address these issues.

Mental Health has been a focus for the Council, with public commitment to the 'Time to Talk' initiative, providing support to our employees around wellbeing. Bromsgrove is also working towards becoming a Dementia Friendly Community, with officers and community members being supported to become 'Dementia Friends'.

The district is rich with biodiversity, geodiversity and attractive landscapes. The Council is committed to protecting our environment and has undertaken partnership work such as the 'Love Your Rivers Project' to improve ecology and biodiversity in Sanders Park in the creation of a wet grassland area. This improvement works not only provides further habitat opportunities for the endangered water

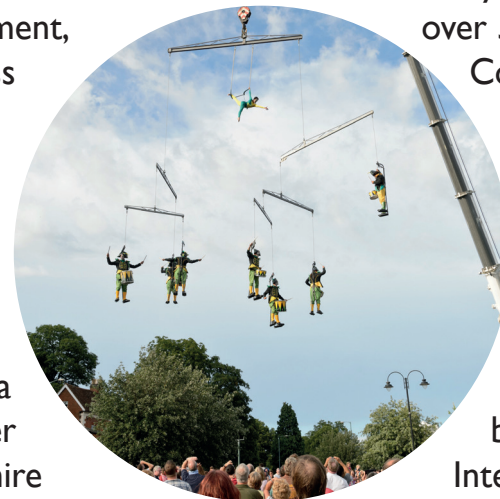


vole but will help by slowing the flow of the water in the brook reducing potential for downstream flooding as well as help tackling pollution.

It is important for the Council to ensure that Bromsgrove District remains attractive for everyone and our Place Teams provide a strong environmental service across the District based on local needs and priorities.

This focus gives our staff greater ownership and develops important local knowledge to support our communities, from picking up litter to cutting the grass. It also means that environmental crimes and hazards such as fly tipping can be removed and investigated in the quickest possible timescales to protect the public and our environment, with partnerships across the Worcestershire Authorities and the Police to ensure those responsible are stopped.

Bromsgrove District is a low crime area; however the North Worcestershire Community Safety Partnership



has been working hard across the district to address causes of crime and to support victims. A new website, Worcestershireruralwatch.co.uk, has been launched offering extensive rural crime prevention advice, links and resources to the rural community, with a new officer addressing Rural, Business and Cyber Crime issues in Bromsgrove. The Bromsgrove and Redditch Community Safety schools programme has provided one to one mentoring sessions for 81 young people across both districts since September 2015.

There has been continued investment in providing activities and facilities for all ages, such as an outdoor gym at Lickey End, inclusive play facilities at the ASDA Recreation Ground and a new skate park and risky play facilities in Hagley. There were over 55,000 attendances at Bromsgrove Council events during 2014 and 2015 with the international highlight "Mobile Homme" by Transe Express. The Council has also been committed to partnership working, leading to 10th Birthday celebrations at Artrix and a bigger and better Bromsgrove Festival and International Music Competition.

The December 2015 Spending Review announced an indicative four year funding settlement for local authorities. For Bromsgrove the settlement gives a much lower than anticipated level of revenue support grant from the Government with a potential unexpected repayment to Government in 2019/20 of £750k. Consultation has also started on planned changes to New Homes Bonus, which will see a reduction in the amount we receive towards the end of the five year period. The Council currently receives £1.7m of this grant and allocates £100k for community funding to support projects in those areas affected by housing growth. Government grant funding will be some £5m per year less in real terms by the end of this plan than it was in 2010/11. This equates to losing funding for just under half of the Council's net budget.



The Council has a proven track record in delivering cost and efficiency savings. Since 2010/11 the Council has made savings from sharing services with other Councils of £3.5m and generated other savings of approximately £2.468m from additional income and increasing efficiencies. With the continued cuts to our funding we will have to find more innovative ways to meet the on-going financial pressures that the Council faces and we are working with partners to achieve savings across the public purse that will ensure that valuable front line services continue to be delivered to our communities. The financial funding available will be aligned to our priorities as detailed in this document to ensure we meet customer and community need.

In order to address the financial challenges, over the financial planning period the Council will look at generating growth in our services to increase income,

redesigning services to make them as flexible and efficient as possible and to work with others to maximise the value of Council services with the limited funding we have available.

What matters

Bromsgrove District Council is committed to providing residents with effective and efficient services that not only meet their needs but understand them too. We have listened to demand from our customers in order to understand what goes on in our communities and considered how we work with partners to support the issues within those communities. Through considering what really matters to our residents we produced a set of six strategic purposes to guide us; they are based on customer demands and data and evidence about the needs of and issues affecting the people of Bromsgrove District. Working to these purposes will help us to understand the needs of the District and how, together with our partners, we can improve the lives of our residents and the prospects for Bromsgrove District as a whole.



Help me run a successful business



“I want to expand my business, is there any support or advice available?”

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“I want to start a new business, is there any information about vacant premises, please?”

“I want to set up my own business, can I get a grant?”

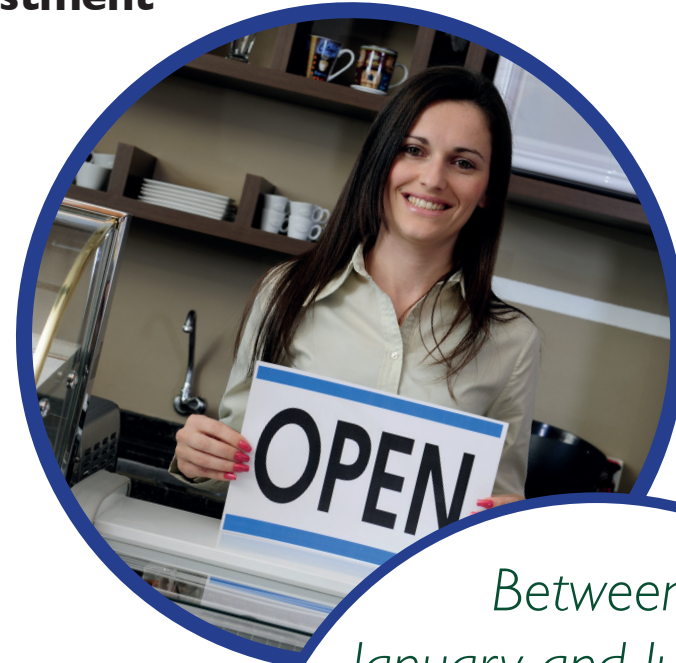




What matters

Encourage local business and inward investment

- Introduce a package of support mechanisms to help new businesses and inward investment
- Encourage businesses to come to Bromsgrove
- Develop the 'Business begins in Bromsgrove' brand
- Organise events to promote grants and access to national finance schemes
- Identify potential sites, funding and delivery partners
- Promote Bromsgrove Enterprise Park
- Promote key employment sites
- Proactively support the submission of commercial planning applications



Create a more vibrant Bromsgrove Town Centre and flourishing local centres

- Further develop the outdoor market in Bromsgrove
- Continue to support local centres across the district
- Develop and manage an events programme
- Continue the town centre regeneration programme
- Develop a car parking strategy for the Town Centre

Between January and June '16 the highest number of business start-ups outside of London were in Bromsgrove – 29 for every 1,000 residents



Improve connectivity within Bromsgrove (Digital and Transport)

- Ensure Bromsgrove's public transport needs are integrated into Local Transport Plans and delivered
- Work with WCC to identify a long term solution to tackling congestion along the A38
- Continue to work with WCC to rollout superfast broadband

Invest in our local workforce by supporting training and apprenticeships

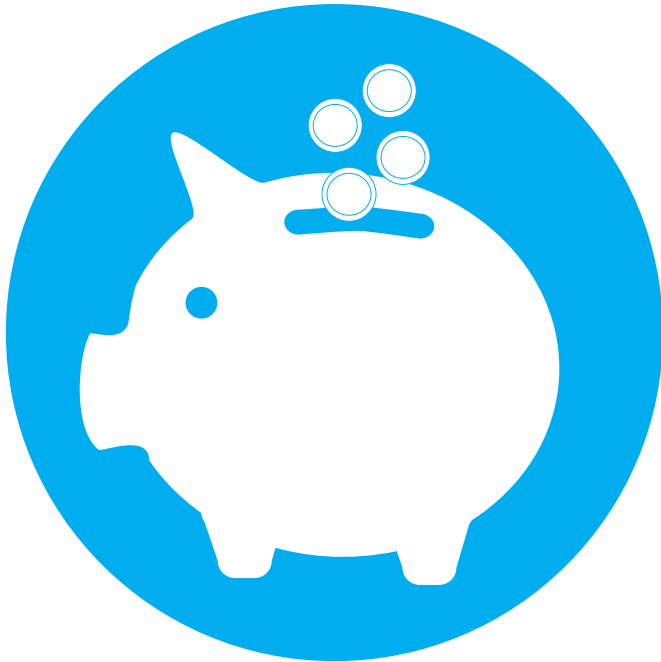
- Organise a programme of local Apprenticeships events and fairs
- Ensure SMEs can access Apprenticeship grant support
- Understand employer needs by carrying out a local skills audit
- Work with Heart of Worcestershire (HoW) College and other providers to deliver training that matches employer needs
- Work with local employers to promote career opportunities for young people in Bromsgrove
- Work with schools and other partners to understand the barriers to employability
- Undertake a fundamental review of our economic strategies and priorities

*In the last 9 years, there has been a **3 fold increase** in the number of apprenticeships completed*

*Almost **700** apprenticeships were started in 2014/15*



Help me to be financially independent

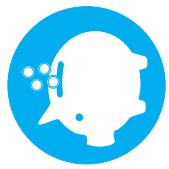


“I need to speak to someone about my housing benefit because my wages have changed.”

“I am struggling to live on my money - what help can I get?”

“I care for my mother and I want to check if we can get any benefits.”





What matters

Develop education and skills to sustain financial independence

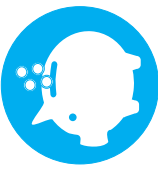
- Work with schools and colleges to deliver life skills in money and debt management
- Work with businesses to identify the skills that are required to enable local people to secure employment in their community
- Engage businesses to develop and grow in the area to continue to provide local jobs
- Support people in getting back to work

Support communities during changes to welfare and benefits

- Provide advice and guidance through the Financial Inclusion Team (FIT) to help residents maximise their income and reduce debt



*The
average weekly
income is over £65
more than the
West Midlands
average*



Support residents to reduce levels of individual debt

- Support residents to understand and manage all of their debts
- Work with voluntary sector and other partners to provide debt advice and support
- Promote schemes that encourage savings & financial independence

Support reductions in winter deaths and fuel poverty

- Work with stakeholders to ensure homes are energy efficient
- Provide funding to improve homes to reduce fuel poverty

Support the provision of affordable housing in the District to meet the needs of the community

- Work with partners to develop different options for housing provision
- Support older people in realising the value of their homes
- Understand affordability through a rents audit

Fuel poverty in Worcestershire has reduced from 12.6% in 2011 to 9.1% in 2014



Help me to live my life independently

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Agenda Item 11

“My wife can’t get out of the bath very well anymore, can you help?”

“I am interested in having lifeline fitted, can you help?”

“I am retired and looking for something to do...”





What matters

Help and support the vulnerable

- Work with health and other partners to reduce hospital admissions and keep people in their own homes
- Work with partners to support victims of domestic abuse
- Access to appropriate housing

Promote independence and reduce social isolation

- Work with partners to deliver adaptations/ improvements to homes (Disabled Facilities Grants)
- Access to (or support to find) appropriate transport
- Promote volunteering opportunities to reduce social isolation, particularly within rural communities



Over the last 2 years **nearly 300 people have been helped to continue to live at home** through disabled facilities grants

Over 1600 vulnerable or elderly residents have been supported by a Lifeline unit in their homes



Help people to be fit and well

- Work with partners to deliver appropriate mental wellbeing support
- Support in the Five Ways to Wellbeing
- Access to quality open space and facilities

Strengthening and supporting families and individuals

- Work with partners and the Bromsgrove Partnership to deliver appropriate family support through the 'Connecting Families' and 'Sunrise' programmes
- Access to work and employability skills




*More than
400 residents have
received activity
and falls prevention
referrals in the last 2
years*

Help me to find somewhere to live in my locality

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Agenda Item 11

A close-up photograph of a person's hands in a grey suit jacket and blue shirt. The right hand holds a silver key on a ring, while the left hand is open and held out. The background is a blurred window with a view of a city.

*“I have lost my job
and can’t pay my rent
any more - can you
help me?”*

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*“I would like to
move... I am having
problems where
I live...”*

*“Can you help
me, I am about to
be homeless.”*

Agenda Item 11



What matters

Support the development of appropriate and affordable housing in the district

- Understand community housing needs through a strategic assessment
- Use the Local Plan to drive development
- Encourage developers to adopt Safe by design standards
- Work with developers to increase the number of eco/energy efficient properties

Assist in making the best use of all housing across the district

- Work with Bromsgrove District Housing Trust (BDHT) to review the housing waiting list
- Work with partners to ensure appropriate level of occupancy
- Support people to downsize where appropriate
- Ensure the Disabled Facilities Grants (DFG) process is meeting the needs of our communities
- Work with stakeholders in the private rented sector



*In 2015/16
506 homes
were built in
the district*

Prevent and respond to homelessness

- Review current housing and homelessness delivery arrangements
- Work with BDHT and partners to resolve issues that can lead to homelessness
- Work with partners and providers to deliver accommodation appropriate to need

Between
July '15 and
June '16 **over 220**
households have been
prevented from
becoming
homeless



Keep my place safe and looking good



“Can I arrange to have my garden waste collected?”

“I am worried about crime in the area.”

“Can you help me improve my home security please?”





What matters

Help support and create communities where people feel safe

- Work with partners and our communities to reduce crime, nuisance and anti-social behaviour
- Encourage developers to adopt Safe by design standards
- Ensure that premises and vehicles licensed for various activities are safe
- Work with local businesses to deliver safe products and services



Look after our district to provide clean and tidy streets and open spaces

- Ensure our resources are aligned to the different needs of our local areas
- Work to reduce fly tipping, dog fouling, fly posting and chewing gum in the district
- Develop our commercial services to better support local businesses and residents
- Work in partnership with our communities



Over 1100 bulky waste collections undertaken in 2015/16



Protect and enhance the environment spaces

- Work with communities to enhance the environment
- Monitor air quality and encourage our communities to reduce emissions where possible to limit the effect of climate change
- Endeavour to reduce our emissions
- Change the way we maintain the environment to improve biodiversity
- Work with partners to achieve proactive tree management
- Work with stakeholders to improve the infrastructure for cycling and walking
- Promote the ethos of 'reduce, reuse, recycle' within the community and our organisation

On average
4275 tonnes
of waste was
recycled



17.5%
reduction in
carbon
emissions

19,000
customers are
benefitting from
garden waste
collection
service

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



“Can I book a swimming lesson for my child?”

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“My doctor said I need to lose some weight, can you help me?”

“What is there to do in Bromsgrove this weekend?”



Agenda Item 11



What matters

Provide a leisure, cultural and arts programme for the whole district

- Engage with communities to develop an events programme
- Develop new Leisure facilities to provide a range of activities for the community
- Ensure play areas and parks meet the needs of all ages of the community
- Work with partners to develop a diverse range of arts and cultural activities

Create a more vibrant Bromsgrove Town Centre and flourishing local centres

- Progress regeneration of Bromsgrove Town Centre and local centre sites across the district
- Further develop the outdoor market in Bromsgrove
- Develop and manage a Bromsgrove Town Centre events programme
- Develop an action plan for the local centres



Approximately
10,000 people
attended the **street**
theatre events



Help people to be fit and well and reduce social isolation

- Develop a programme to raise awareness of social isolation
- Work with partners to explore opportunities for Council facilities to improve health across the District
- Continue to support '5 ways to wellbeing'



140+
weekly
attended the
junior park
run course



“We will lead the way for the future of reshaped public services, enriching the lives of our citizens by providing high quality services to all, as well as radically improving outcomes for those most in need, by removing barriers and solving their underlying problems.

We will meet our challenging goals by designing all of our services from a customer perspective excepting that they differ from area to area (locality to locality). This approach will enable us to work with partners and completely change the shape, type and size of ours and their organisations. This includes posing questions around whether we are the right people to do what we determine is necessary.

We will treat our workforce fairly, with respect and honesty, engaging their passion and talent and growing leaders”.



We will ensure that we:

- Provide excellent customer care at all times
- Listen to our residents to understand their needs
- Deliver our core services efficiently and effectively
- Make the best use of our resources, with residents at the heart of all we do
- As a community leader, work with partners in the public, voluntary and private sectors to ensure residents of Bromsgrove District get the services and support they need
- As a good employer, support our employees to provide services that meet the needs of our residents

As issues within the district can change we are committed to understanding whether we are delivering our strategic purposes; we do this by using measures to capture data which Officers, Managers and Members use to understand the services we provide. This data will be used to allocate resources and to help us gain a true picture of the District. We also need to recognise the continuing changes in national agendas and the impact they could have on our outcomes

As the strategic purposes cover issues fundamental to our customers' lives, we are working differently with our partners. The Bromsgrove Partnership, the local strategic partnership for Bromsgrove District, is a key stakeholder in developing and supporting these new ways of working. We are also continuing to work in a more locality and place driven way, which helps the Council to understand the differing needs of communities within our district and how public services can support them.

The Council Plan is central to the strategic direction of the Bromsgrove District Council and links to other corporate documents, including the Local Plan, the Medium Term Financial Plan and the Corporate Performance Strategy.

1. *Design all our services from the customer's perspective to ensure we respond to the needs of our communities.*
2. *Help people to help themselves where appropriate*
3. *Be corporately responsible by ensuring we meet our ethical, environmental and social responsibilities, and that services support our communities to develop*
4. *Constantly innovate, to make the best use of ours resources to ensure we deliver efficient, quality services and by eliminating waste*
5. *Make decisions and provide challenge based on data, evidence and learning*
6. *Use the council's unique position in the community to encourage and support change amongst partners and other agencies.*
7. *Live the systems thinking philosophy, principles and behaviours, treating people and issues fairly, with respect and honesty*
8. *Identify the best way to work, to satisfy customers' needs, by pushing departmental and organisational boundaries*

How we work





Bromsgrove District Council

www.bromsgrove.gov.uk

01527 881288

Parkside, Market Street, Bromsgrove,
Worcestershire B61 8DA

CORPORATE PERFORMANCE STRATEGY

Relevant Portfolio Holder	Councillor G. N. Denaro – Leader of the Council and Portfolio Holder for Finance, ICT, HR and Enabling Services
Portfolio Holder Consulted	
Relevant Head of Service	Deb Poole, Head of Business Transformation
Ward(s) Affected	All
Ward Councillor(s) Consulted	

1. SUMMARY OF PROPOSALS

- 1.1 To agree the content of the Corporate Performance Strategy, including how performance is reported across the Council.

2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to APPROVE the Corporate Performance Strategy attached at Appendix 1.**

3. KEY ISSUES

Financial Implications

- 3.1 Effective performance management will enable the Council to use limited resources in a more targeted manner, maximising the value of Council services and allowing the Council to be even more responsive to our customers' needs.

Legal Implications

- 3.2 There are no legal implications arising directly from this report.

Service / Operational Implications

- 3.3 Using data enables the Council to understand if it is working towards our strategic purposes and delivering the priority actions set out in the Council Plan. Service areas, working towards the strategic purposes, will be informed by measures data, ensuring that everything we do relates to the demands and needs of our customers. Operational data will also allow teams to understand their day to day performance and react to this. The strategy will support the Council and officers to understand the role data plays within the service areas and corporately as a whole.

Customer / Equalities and Diversity Implications

- 3.4 The strategic purposes are all designed to be from our customers' perspective, so relevant and robust performance data will enable us to understand if we are delivering what matters to our customers. When approved, performance data will be published on the Council's website.
- 3.5 There are no equality and diversity implications arising directly from this report; however, the importance of understanding how we perform for all of our residents is important.

4. RISK MANAGEMENT

- 4.1 By using data to ensure we meet the strategic purposes and deliver on the priority actions in the Council Plan, we will support the management of risks identified around the delivery of those strategic purposes. The strategy will also contribute to the management of risks around robust decision making and the accuracy/effectiveness of performance data.

5. APPENDICES

Appendix 1 - Corporate Performance Strategy

AUTHOR OF REPORT

Name: Rebecca Dunne, Policy Manager
email: r.dunne@bromsgroveandredditch.gov.uk
Tel.: 01527 881616

DRAFT

**Bromsgrove District Council
Corporate Performance Strategy**

2016

1. Introduction

This document sets out Bromsgrove District Council's (BDC) strategy for managing systems performance across the organisation and outlines key building blocks to achieving its six strategic purposes.

2. Purposes

Strategic Purposes

A set of strategic purposes were developed for BDC by the Senior Management Team and Bromsgrove Cabinet Members. Data gathered from interaction with the Council's services, customer demand data, evidence provided by Bromsgrove Cabinet and future demographic profiles were used to inform these strategic purposes.

All of this data was used to establish what matters to the customer and to develop a set of strategic purposes that reflect the needs of our community. The purposes below outline the Council's areas of focus and will be used to allocate resources and plan services:

- Help me to find somewhere to live in my locality
- Help me run a successful business
- Help me to financially independent
- Help me to live my life independently
- Provide good things for me to do, see and visit
- Keep my place safe and looking good
- *Enable others to work/do what they need to do (to meet their purpose)*

The strategic purposes are owned by the Leader of the Council and the Portfolio Holders, supported by the Chief Executive and the Directors, who will drive activity within the Council in order to deliver against these purposes.

Operational Purposes

Operational Purposes have also been developed for locality, service areas and teams, and reflect how they contribute to what matters to the customer or how they enable others to deliver their purposes.

3. The Strategy

Bromsgrove District Council is using the systems thinking method to change the way services are delivered to the customer. What do we mean by system? This is about looking at what we do from the outside-in or from the customers point of view; it means understanding the points of transaction with our customers and the end to end processes that are in place to deliver services. It is the design of the system, and what the people in the system are focused on, that results in its performance.

- A culture of customer service- where there is a real desire to deliver what matters to the customer
- A system management culture- where there is a focus on managing the system to improve performance and using measures as the basis for taking action on the system to do things better

The system thinking review cycle or 'check-plan-do' is used to provide data about current system performance so new designs for working can be based on knowledge rather than assumption. The 'check-plan-do' cycle provides:

- Data about the current systems so everyone knows how the system performs from the customers perspective
- Measures that let Members and Senior Managers see how the system is performing and how it might be changed
- Knowledge about partner organisations and how we work together to provide improved outcomes for the community

The 'Check-Plan-Do' Cycle



Check What are we doing now? What do our customers want from us (our service /organisation)? What does demand data tell us? What measures do we have?

Plan 'Trial' new system designs based on data gathered during check. Use measures to establish if the new designs are working.

Do Implement the successful trial and make normal by rolling in to the new system. Finalise measures

This is a continuous cycle. Once a successful trial is implemented it is important for a service to continually review performance through data and measures.

4. Organisational Culture

The right organisational culture is critical to improving the effectiveness of the system, although it can be difficult to change the culture of an organisation. There needs to be an 'outside in' perspective, where the culture is led by the customer. To achieve this, services should be designed against demand and what matters to the customer, rather than historical practices which could be perpetuating waste in the system. This needs to happen alongside a continuous learning environment which understands what is truly happening in the system and uses fact and data to react accordingly. To enable the organisation to work to purpose the principles developed through learning need to be followed.

Managerial Leadership

Managers must make sure that they base system management decisions on performance measures and data. Through their own behaviour and actions, managers must:

- Model the behaviours associated with a systems thinking organisation
- Use performance measures to improve the system
- Ensure their teams are working to deliver purpose
- Allow staff the space and time for learning and development

Individuals and the System

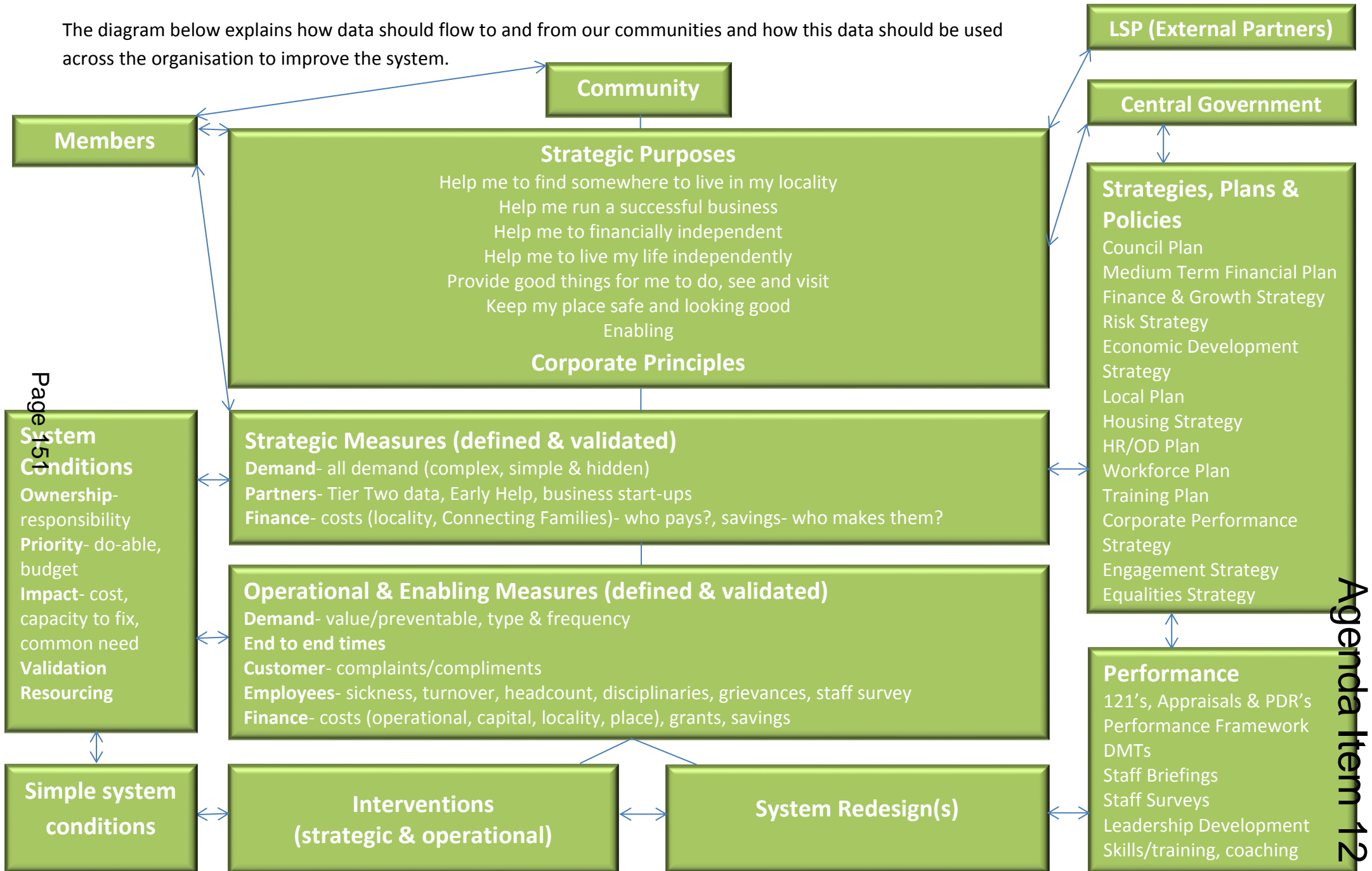
The aim of one to one support and mentoring is to work together to constructively challenge, solve problems and improve the system. There needs to be a focus on managing the system as well as managing people, with decisions based on fact and data. This does not mean losing the focus on the individual's wellbeing or on the individual; if the system is improved the person will naturally do so as well.

Political Leadership

The role of all Councillors, especially those with Cabinet, Portfolio or Scrutiny responsibilities, is vital if systems are to be well managed. Members' strategic role is vital in ensuring the organisation focuses on the right things. To do this effectively, Members must be aware of measures and what they tell us about performance to ensure that strategic purposes are being met. Portfolio Holders in particular need to work with officers, using performance measures to understand and improve the system. Members more generally should bring local knowledge into the organisation to help to formulate a wider view of what matters to our communities.

5. The Data Flow

The diagram below explains how data should flow to and from our communities and how this data should be used across the organisation to improve the system.



6. Measures and Data Quality

If data is not accurate and of good quality it can undermine attempts to use performance measures to improve the system. Both data and measures should be:

- **Relevant:** to purpose
- **Well defined:** clear and unambiguous, so data will be collected consistently and the measure is easy to use and understand
- **Timely:** producing information regularly enough to track progress and quickly enough for the data still to be useful
- **Reliable:** accurate enough for its intended use and responsive enough to change
- **Verifiable:** data collection can be validated and others can test that this is an accurate measure of performance
- **Accurate:** data should be sufficiently accurate for their intended purpose

7. Dashboard

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The Bromsgrove Dashboard is how we will record, review and report our measures. It has been designed to allow both the easy input of data and clear and customisable access to that data.

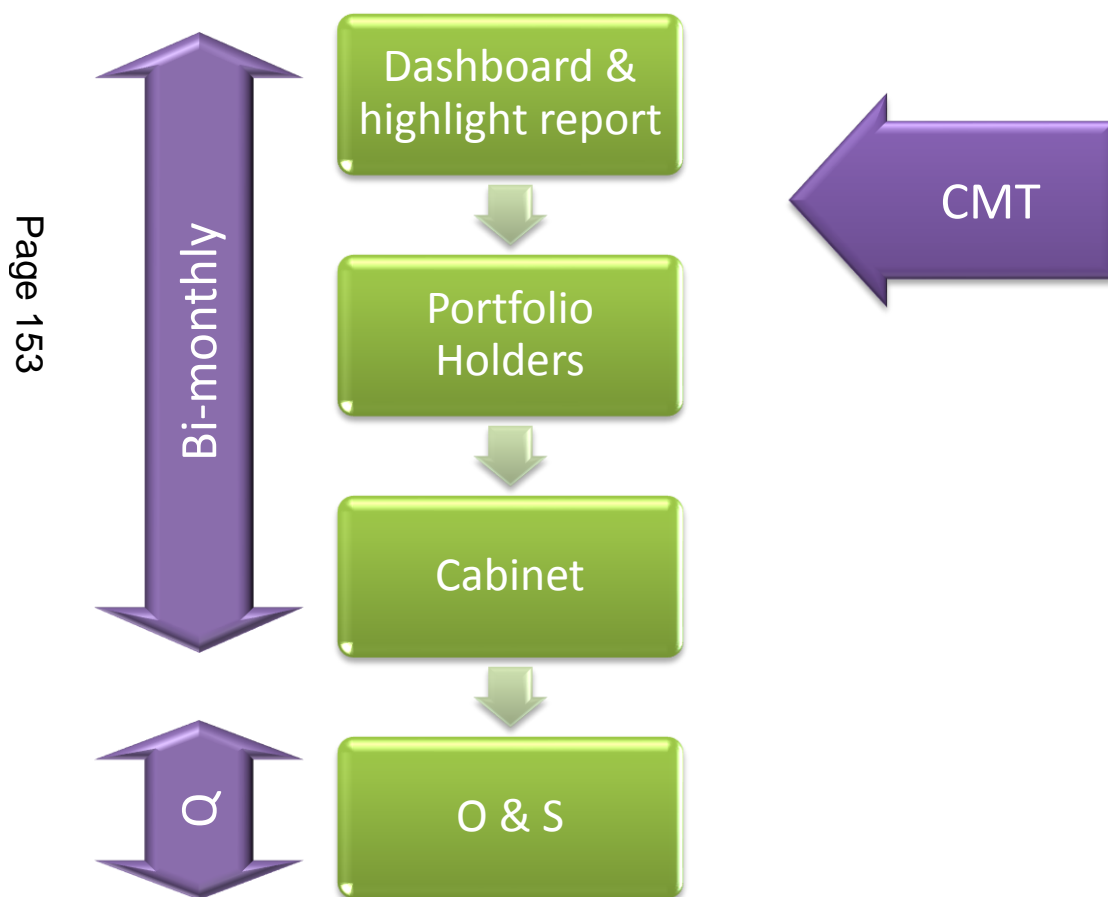
It supports:

- Strategic Measures- structured by Council and Strategic Purpose (including Enabling)
- Operational Measures- structured by team, service area or locality but used across the whole system
- Wider demographic data & useful reports- structured by council, Strategic Purpose and general demographics

Roles, Responsibilities & Ownership

The measures on the Dashboard will be updated by officers who use the data and comment will need to be added by officers or managers who own and understand that data. Managers and Heads of Service need to understand the measures to confirm that the data and commentary is accurate and appropriate. They will also need to review the Dashboard regularly to ensure that it is up-to-date. Directors, as owners of the strategic purposes, will need to have a clear understanding of the measures that contribute to each purpose.

8. Reporting to Members



The Dashboard is the main tool for understanding and reporting our measures.

Corporate Management Team (CMT) monitor measures on the Dashboard and will decide on a focus for bi-monthly reporting to Cabinet, based on the data. Portfolio Holders will then be briefed on the measures relevant to their responsibilities prior to Cabinet.

A bi-monthly report for Cabinet will be produced by the Policy Team highlighting the key areas identified by CMT. This report also contains key organisational measures as standard. This report will compliment the use of the Dashboard.

The Policy Team will produce a quarterly report for Overview & Scrutiny (O & S), which will also be used in conjunction with the dashboard.

9. Sharing our Data

The Council, through projects such as Sunrise and Connecting Families, will need to share data with partners. Partner data is also key for understanding whether we are meeting our strategic purposes.

The Council will make financial and performance information available to the public through a web based version of the Dashboard. It is important that information be made available through different channels and in different formats. The key is that it needs to be accessible, relevant and meaningful.

10. Financial Efficiency

There is a close link between system performance and financial efficiency. By ensuring the system is as waste free as possible costs will be reduced. It is important for the Council and its partners to understand what the true cost of service is and to ensure the Council is focusing its resources on delivering against strategic purpose.

11. IT Systems

IT Systems are well placed to provide support for the delivery of strategic purposes and should be designed to support what is identified in the 'check-plan-do' cycle. Good IT systems should be designed against the new ways of working and should:

- Provide automation if that is needed in the new design
- Enable easier sharing across services and with partners
- Support new ways of doing things by enabling better analysis of data and data capture

12. Role of Policy Team

The Policy Team will:

- Maintain the Dashboard and support its future development
- Support officers, teams and managers to develop measures and, if appropriate, support the development of data capture
- Produce bi-monthly reports to Cabinet
- Produce quarterly reports to O & S
- Provide analysis of measures, data and demographics, as required
- Coordinate the development and ultimately collation and analysis of address level data
- Update the demographic & other useful data section
- Act as a 'critical friend' for the measures

EFFICIENCY PLAN

Relevant Portfolio Holder	Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

- 1.1 To present the Councils Efficiency Plan 2016/17 – 2019/20 for Cabinet consideration and to enable Members to decide on the recommendation to Council to request a 4 year financial settlement from Central Government.

2. RECOMMENDATIONS

- 2.1 **That Cabinet recommend to Council that the Efficiency Plan 2016/17-2019/20 as detailed at Appendix 1 is approved for submission to Central Government to enable a 4 year financial settlement to be secured.**

3. KEY ISSUES

Financial Implications

- 3.1 This document responds to the invitation/offer from the Secretary of State of 10 March 2016 to secure a minimum level of funding for the 4 years commencing April 2016. The aim of the Government is for the deal to increase local authority certainty and be a step towards strengthening financial management and work collaboratively with partners and reform the way local services are provided. The settlement would cover the 4 years from 2016/17-2019/20 and would provide certainty in relation to the Revenue Support Grant . The response from the Government following the New Homes Bonus consultation has not been received and therefore certainty of the NHB funding will not form part of the 4 year settlement.
- 3.2 There has been no specific guidance from Government in relation to the format or detail that needs to be included in the Efficiency Plan however it is anticipated that the basis of the statements will be the Councils Medium Term Financial Plan together and the Council Plan which together will inform the Government how the Council aims to deliver on its strategic purposes to the community within the reducing financial funding it will receive.

- 3.3 It is therefore important that the Efficiency Plan is not purely about the funding and that there are key actions included in the Plan / Council Plan that will be delivered by the available funding. It is anticipated to be a high level plan that will be informed by further detailed savings plans as they are developed.
- 3.4 Officers have considered the funding that is to be received over the next 2 years and the 'Negative Grant' of £750k that will be payable back to Government in 2019/20. The following key themes have been identified to enable officers to manage the shortfalls in funding:
- Identifying opportunities to increase income and growth
 - Identify alternative models of delivery in the provision of services and to consider the most appropriate provider
 - Identify further efficiency by continuing to drive waste out of services and reduce cost
 - Continue to redesign services to provide quality support and service to the customer whilst releasing savings
 - Assessing the value for money of service provided and demonstrating where resources can be realigned note 1
 - Designing services across public and voluntary sector organisations to secure better outcomes and reduce overall spend
 - Resetting future budget to meet prior years expenditure and income
- 3.5 The Efficiency Plan as presented at Appendix 1 is based on assessments made by Heads of Services as to the levels of additional income and reductions in costs that can be made over the next 3 years to meet the shortfalls in funding. More detailed delivery plans are currently being prepared as part of the review of the Medium Term Financial Plan and these will be brought to members later in the year.

Legal Implications

- 3.6 Whilst there is no legislative framework that requires Councils to prepare an Efficiency Plan it is clear that for Councils to secure the most effective financial position over the next 4 years that the production of a plan for this purpose is advisable.

Service / Operational Implications

- 3.7 Officers will develop detailed plans to enable the delivery of the Council Plan within the funding levels available.

4. RISK MANAGEMENT

- 4.1 The risks associated with the delivery of the Efficiency Plan will be addressed by officers and mitigation plans put in place to assure confidence in managing the financial pressures.

Appendices

Appendix 1 – Efficiency Plan

AUTHOR OF REPORT

Name: Jayne Pickering – Exec Director Finance and Resources
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Tel: 01527-881400

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BROMSGROVE DISTRICT COUNCIL EFFICIENCY PLAN

2016/17-2019/20

This plan is based on the current Medium Term Financial Plan which was approved in February 2016. This Plan aims to provide relevant information to secure a 4 year deal on Government funding to ensure that the Council has some certainty of the pressures that it faces over the next 4 years.

The Councils faces a significant challenge in addressing its forecasted budget deficit over the next 4 years in an environment where there is significant uncertainty and increasing levels of risk. Over the last 5 years the Council has embarked on an innovative approach to service redesign and releasing savings based on systems thinking methodology. In adopting the principles of this approach the Council will consider the following themes when addressing how to manage the shortfalls in funding :

- Identifying opportunities to increase income and growth
- Identify alternative models of delivery in the provision of services and to consider the most appropriate provider
- Identify further efficiency by continuing to drive waste out of services and reduce cost
- Continue to redesign services to provide quality support and service to the customer whilst releasing savings
- Assessing the value for money of service provided and demonstrating where resources can be realigned ^{note 1}
- Designing services across public and voluntary sector organisations to secure better outcomes and reduce overall spend

In delivering the savings to ensure Bromsgrove can meet its financial pressures over the next 4/5 years the Council will focus on its Strategic Purposes to maximise the value of the funding it retains to support its customers and communities. These are :

- Help me live my life independently
- Help me find somewhere to live in my locality
- Provide good things to see, do and visit
- Help me be financially independent
- Keep my place safe and looking good
- Help me run a successful business

Note 1 – Value for money is an assessment of the customer value of the service not purely the cost v demand

Background

For Bromsgrove the financial settlement gives a much lower than anticipated level of revenue support grant from the Government with a potential unexpected repayment to Government in 2019/20 of £750k. Consultation has also started on planned changes to New Homes Bonus, which will see a reduction in the amount we receive towards the end of the five year period. The Council currently receives £1.7m of this grant and allocates £100k for community funding to support projects in those areas affected by housing growth.

Government grant funding will be some £5m per year less in real terms by the end of this plan than it was in 2010/11. This equates to losing funding for just under half of the Council's net budget.

The Council does not accept a methodology of 'negative grant' which would be payable by 2019/20. Whilst the payment is included in the projected financial gap faced by the Council there is an expectation that this will be offset by changes to Business Rate Legislation that will be released later this year.

The Council has a proven track record in delivering cost and efficiency savings. Since 2010/11 the Council has made savings from sharing services with other Councils of £4.3m and generated other savings of approximately £2.648m from additional income and increasing efficiencies. With the continued cuts to our funding we will have to find more innovative ways to meet the on-going financial pressures that the Council faces and we are working with partners to achieve savings across the public purse that will ensure that valuable front line services continue to be delivered to our communities. The financial funding available will be aligned to our purposes as detailed in this document to ensure we meet customer and community need.

The Efficiency Statement should be considered alongside the Council Plan 2016-2020 as this demonstrates how the Council will utilise its resources to deliver the strategic purposes and outcomes to the community.

The monitoring of the plan will be undertaken through the Councils Management Team, Cabinet and Audit & Governance Committee. Associated risks of delivery of savings and outcomes will be reported through the performance and financial reporting mechanisms to ensure early action can be undertaken to address any concerns.

EFFICIENCY STATEMENT – BROMSGROVE DISTRICT COUNCIL

Area	Cost reduction / Additional income growth/ Alternative Service Delivery	2016/17 £'000	2017/18 £'000	2018/19 £,000	2019/20 £'000
ALREADY APPROVED					
Across all services	Efficiencies realised from : <ul style="list-style-type: none"> - Removing waste processes from service following redesign - Deleting vacant posts - Reset budget to previous year - Service review to realign management and staffing structures 	307	307	307	307
Members Expenses	Reduction of number of Councillor and therefore reduced associated member allowance and other expense costs	44	44	44	44
Development Control	Increased trend in planning application income across the District	50	50	50	50
Balances	Use of balances following review of requirement	0	500	500	-
Reserves	Use of reserves following review of requirement	849	539	222	222
TOTAL ALREADY APPROVED		1,250	1,440	1,123	623
SAVINGS / ADDITIONAL INCOME PROPOSED					
Leisure Services	Additional income from the redeveloped Leisure Centre		106	422	422
Cross Organisational	Alternative Models of Service Delivery - Reviewing the provision of services with the aim to redesign and work with other partners to deliver savings		140	245	345
Customer Access & Financial Support	Improved efficiencies by moving to a new system for Revenues and Benefits		80	90	90
Cross Organisational	Increases in income and growth (including compliance		75	200	300

	in relation to Council Tax)				
Cross Organisational	Organisational Management Review		35	235	285
Cross Organisational	Reduce waste in system		90	100	150
Cross Organisational	Reset budget from baseline of 2015/16		50	100	100
Additional Business Rate Growth			50	100	150
Balances	Additional use of balances			229	919
TOTAL NEW SAVINGS PROPOSED			628	1,721	2,761
TOTAL ALL SAVINGS		1,250	2,066	2,844	3,384
Budget Pressure to be funded		1,250	2,066	2,844	3,384
Shortfall / (surplus)		0	0	0	0

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FINANCE MONITORING REPORT 2016/17

Relevant Portfolio Holder	Councillor Geoff Denaro, Portfolio Holder for Finance and Enabling Services
Relevant Head of Service	Jayne Pickering, Executive Director Finance and Corporate Resources
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to Cabinet on the Council's financial position for Revenue and Capital for the period April – June 2016 (Quarter 1 – 2016/17)

2. RECOMMENDATIONS

2.1 That Cabinet note the current financial position on Revenue and Capital as detailed in the report.

3. KEY ISSUES

3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas.

3.2 This report includes both a summary for revenue and capital expenditure with a summary for the Council followed by the departmental analysis of expenditure detailed appendices showing the areas that link to the Strategic Purposes. A projected outturn will be reported within the April – September report.

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**Revenue Budget summary
Financial Year 2016/17 – Overall Council**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	4,947	400	250	-151
Help me run a successful business	-592	-128	-107	21
Help me be financially independent	263	-378	-417	-39
Help me to live my life independently	593	-21	-61	-40
Help me find somewhere to live in my locality	1,082	279	264	-15
Provide Good things for me to see, do and visit	1,388	334	319	-15
Enable others to work/do what they need to do (to meet their purpose)	5,784	1,419	1,406	-14
Totals	13,465	1,906	1,655	-252

Financial Commentary:

There are a number variances within the first quarter of 2016/17. In particular there have been two large planning applications fees received and are included within 'Keep my place safe and looking good'. In addition there has been an increase in lifeline customers which has led to additional income being received within the strategic purpose 'Help me to live my life independently'.

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Capital Budget summary Financial Year 2016/17 – Overall Council
--

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	3,290	823	857	34
Help me be financially independent	17	4	0	-4
Help me to live my life independently	1,103	276	279	3
Help me find somewhere to live in my locality	29	7	10	3
Provide Good things for me to see, do and visit	10,266	2,566	2,542	-24
Enable others to work/do what they need to do (to meet their purpose)	114	28	12	-16
Totals	14,820	3,705	3,715	10

Financial Commentary:

The majority of capital projects are currently in progress and there are no significant variances to report in this first quarter. It is worth noting that the £10.2m in 'Provide good things for me to see, do and visit' relates to the redevelopment of the dolphin centre and this may need reprofiling into 2017/18.

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4. TREASURY MANAGEMENT

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.
- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30th June 2016 short term investments comprised:

	30th June 2016 £'000
Deposits	1,500
Total	1,500

Income from investments and other interest

- 4.5 An investment income target of £93k has been set for 2016/17.

5. REVENUE BALANCES

5.1 Revenue Balances

The revenue balances brought forward at 1st April 2016 were £4.160m.

Legal Implications

None.

Service/Operational Implications

All included in financial implications.

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Customer / Equalities and Diversity Implications

None as a direct result of this report

7. RISK MANAGEMENT

7.1 Risk considerations covered in the report. There are no Health & Safety considerations

8. APPENDICES

Appendix 1 – Strategic Purposes

9. BACKGROUND PAPERS

Available from Financial Services

AUTHORS OF REPORT

Name: Kate Goldey – Business Support Senior Accountancy Technician
Email: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

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Please note figures have been rounded.

Keep my place safe and looking good.

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
BDC Reg Client	Exp	508	120	120	-0
	Inc	-100	-25	-25	0
	Net	408	95	95	-0
Bereavement Services	Exp	351	88	86	-2
	Inc	-388	-90	-88	2
	Net	-36	-2	-2	-0
Building Control	Exp	465	116	116	-0
	Inc	-505	-126	-131	-5
	Net	-40	-10	-16	-6
Climate Change	Exp	7	4	7	3
	Inc	0	0	-3	-3
	Net	7	4	4	-0
Community Safety	Exp	423	67	57	-10
	Inc	-50	-13	0	13
	Net	373	54	57	2
Core Environmental Operations	Exp	416	104	115	11
	Inc	-228	-57	-57	-0
	Net	188	47	58	11
Core Waste	Exp	3,291	823	776	-46
	Inc	-1,882	-1,194	-1,191	2
	Net	1,409	-371	-415	-44
Depot	Exp	1,281	320	297	-24
	Inc	-503	-126	-118	8
	Net	778	195	179	-16
Development Control	Exp	636	159	168	9
	Inc	-509	-207	-308	-101
	Net	127	-48	-140	-92
Engineering	Exp	392	98	84	-14
	Inc	-189	-47	-44	4
	Net	203	51	40	-11
Environmental Health / Protection /	Exp	0	0	0	0
	Inc	-7	-6	-6	0
	Net	-7	-6	-6	0

Highways	Exp	12	3	3	0
	Inc	0	0	-1	-1
	Net	12	3	2	-1
Land Drainage	Exp	62	15	17	1
	Inc	0	0	0	0
	Net	62	15	17	1
LSP/P'ships	Exp	102	28	28	-0
	Inc	-50	-13	-14	-1
	Net	52	16	15	-1
Pest & Dog control	Exp	0	0	0	0
	Inc	0	0	-1	-1
	Net	0	0	-1	-1
Place Teams	Exp	1,885	471	446	-26
	Inc	-1,064	-266	-239	27
	Net	821	205	206	1
Public Conveniences	Exp	99	25	25	0
	Inc	-0	-0	0	0
	Net	98	25	25	0
Strategic Housing	Exp	18	10	18	8
	Inc	-11	-3	-11	-8
	Net	7	7	7	0
Strategic Planning	Exp	329	82	91	9
	Inc	-0	0	0	0
	Net	329	82	91	9
Town Centre Development	Exp	115	29	28	-0
	Inc	-37	-9	-10	-1
	Net	78	19	19	-1
Transport	Exp	478	120	123	3
	Inc	-493	-123	-124	-1
	Net	-15	-4	-2	-1
Trees & Woodland Management	Exp	368	92	86	-6
	Inc	-277	-69	-69	0
	Net	92	23	17	-6
Waste Management Policy	Exp	10	2	2	-0
	Inc	-9	-2	0	2
	Net	1	0	2	2
Totals:		4,947	400	250	-151

Financial commentary:

Development Management has received additional income due to two large planning applications being received - Foxlydiate Lane and Perryfelds Lane.

Help me run a successful business

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Business Development - Business	Exp	18	5	19	15
	Inc	-1	-0	-13	-13
	Net	17	4	6	1
Car Parks / Civil Enforcement	Exp	631	175	173	-2
	Inc	-1,236	-309	-283	26
	Net	-605	-134	-110	24
Economic & Tourism Development	Exp	276	69	38	-31
	Inc	-109	-27	0	27
	Net	167	42	38	-4
Licenses (all)	Exp	0	0	0	0
	Inc	-171	-40	-40	-0
	Net	-171	-40	-40	-0
Totals:		-592	-128	-107	21

Financial commentary:

There is an overall shortfall in income from Car Parking in the first quarter and there may be a further impact from the recent temporary closures of Hanover Street and Station car parks which is not yet known.

Help me to be financially independent

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Revenues & Benefits	Exp	16,805	4,050	4,009	-41
	Inc	-16,542	-4,428	-4,426	2
	Net	263	-378	-417	-39
Totals:		263	-378	-417	-39

Financial commentary:

The variance on Revenues is due to savings on vacant posts and additional income recovered from Council Tax and NNDR.

Help me to live my life independently

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Community Safety - lifeline	Exp	232	44	44	-1
	Inc	-229	-214	-252	-38
	Net	2	-169	-208	-39
Community Transport / Dial a ride	Exp	28	7	8	1
	Inc	0	0	-1	-1
	Net	28	7	6	-1
Disabled Facilities grants	Exp	563	141	141	0
	Inc	0	0	-0	-0
	Net	563	141	141	-0
Totals:		593	-21	-61	-40

Financial commentary:

The lifeline team has been working to attract new business and has achieved extra income.

Help me to find somewhere to live in my locality

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Housing Strategy & Enabling	Exp	1,115	288	265	-26
	Inc	-233	-58	-51	8
	Net	882	229	214	-15
Private Sector Housing	Exp	200	50	50	-0
	Inc	0	0	0	0
	Net	200	50	50	-0
Totals:		1,082	279	264	-15

Financial commentary:

There is a saving on Housing strategy due to the disabled facilities grant management fees being paid from the capital scheme due to increased funding now given. There are also some salary savings due to temporary vacancy.

Provide good things for me to do, see and visit

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Business Development - Cultural	Exp	12	3	2	-1
	Inc	0	0	-1	-1
	Net	12	3	1	-2
Community Cohesion (older and young)	Exp	29	7	0	-7
	Inc	0	0	0	0
	Net	29	7	0	-7
Cultural Services	Exp	219	65	65	0
	Inc	-26	0	-0	-0
	Net	193	65	65	-0
Grants & Donations	Exp	108	40	40	0
	Inc	0	0	0	0
	Net	108	40	40	0
Highways - Seasonal	Exp	27	0	-0	-1
	Inc	-31	-8	-7	1
	Net	-3	-7	-7	0
Parks & Green Space	Exp	413	110	96	-13
	Inc	-95	-44	-34	9
	Net	318	66	62	-4
Shopmobility	Exp	6	2	1	-0
	Inc	0	0	0	0
	Net	6	2	1	-0
Sports Services	Exp	781	180	183	3
	Inc	-55	-22	-26	-5
	Net	726	158	157	-2
Totals:		1,388	334	319	-15

Financial commentary:

There are no significant variances this quarter.

Enable others to work/do what they need to do (to meet purpose)

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Accounts & Financial Management	Exp	472	111	95	-15
	Inc	0	0	18	18
	Net	472	111	113	3
Business Development	Exp	532	133	139	6
	Inc	-46	-11	-10	2
	Net	487	122	130	8
Central Overheads	Exp	1,246	304	304	-0
	Inc	-3	-2	-2	-0
	Net	1,243	302	302	-0
CMT	Exp	397	99	87	-12
	Inc	-148	-37	-25	12
	Net	250	62	62	-0
Communications	Exp	153	39	32	-7
	Inc	-63	-15	-15	0
	Net	90	24	18	-7
Corporate	Exp	157	43	48	5
	Inc	-0	-0	0	0
	Net	156	43	48	5
Corporate Administration / Central	Exp	205	51	53	2
	Inc	-5	-1	-1	0
	Net	201	50	52	2
Customer service centre	Exp	349	78	72	-6
	Inc	-42	-10	-10	0
	Net	307	68	62	-5
Democratic Services & Member	Exp	571	138	139	1
	Inc	-167	-42	-42	-0
	Net	403	97	97	1
Election & Electoral Services	Exp	518	91	151	60
	Inc	-340	-80	-140	-60
	Net	178	11	11	0
Emergency Planning / Business	Exp	14	3	3	0
	Inc	0	0	0	0
	Net	14	3	3	0
Equalities	Exp	48	12	8	-4
	Inc	-19	-5	-5	0

	Net	29	7	3	-4
Human Resources & Welfare	Exp	249	62	55	-8
	Inc	0	0	0	0
	Net	249	62	55	-8
ICT	Exp	1,816	454	515	61
	Inc	-766	-192	-241	-49
	Net	1,050	262	275	12
Land Charges	Exp	71	32	33	1
	Inc	-170	-35	-35	0
	Net	-99	-3	-2	1
Leisure & Cultural Mgt	Exp	99	25	24	-0
	Inc	-50	-12	-12	0
	Net	50	12	12	-0
Policy	Exp	146	36	22	-15
	Inc	-67	-17	-17	0
	Net	79	20	5	-15
Printing & Reprographics	Exp	178	44	45	1
	Inc	-72	-18	-17	1
	Net	106	26	27	2
Professional Legal Advice & Services	Exp	515	132	133	1
	Inc	-269	-61	-63	-3
	Net	247	71	70	-1
SMT	Exp	355	88	89	0
	Inc	-144	-36	-36	-0
	Net	211	52	53	0
Transformation	Exp	127	32	26	-6
	Inc	-64	-16	-16	0
	Net	63	16	10	-6
Totals:		5,784	1,419	1,406	-14

Financial commentary:

Income generated from Hire of Rooms at Parkside has been lower than budgeted, this has resulted in the variance on business development, this should improve as the business grows.

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NOMINATION OF AN ASSET OF COMMUNITY VALUE

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford – Head of Planning & Regeneration
Wards Affected	
Key Decision – N/A	

1. SUMMARY OF PROPOSALS

To consider a request to list The New Inn , Bournheath, Bromsgrove as an Asset of Community Value.

2. RECOMMENDATIONS

That Cabinet consider the contents of the report and decides to either:-

- (a) Support the listing of The New Inn, Bournheath as an Asset of Community Value; or**
- (b) Not support the listing of The New Inn, Bournheath as an Asset of Community Value**

3. KEY ISSUES

- 3.1 As Members are aware from previous reports the Localism Act included the ‘Community Right to Bid’ which gave communities a right to identify a building or other land that they believe to be of importance to their community’s social well-being so that if it comes up for sale there is a six month period within which they can prepare their bid to buy the asset. The property in question can then be sold on the open market. Community groups have the same rights as any other bidders but there is no preference given to the local community bid.
- 3.2 Two nominations have been received for The New Inn, Bournheath. Initially one was submitted by CAMRA (Campaign for Real Ale) , Bromsgrove and Redditch Branch and more recently one from the Bournheath Parish Council. The nomination of an asset does not give any organisation an advantage in any future purchase. Both organisations have requested that the asset be nominated to give the ability for it to remain as a community asset in the future. The nominations are attached at Appendix 1 & 2.

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3.3 Punch Taverns and the local ward Councillors have been consulted as part of the process. The landlord has raised two concerns in relation to the listing:

- They have advised that there is an alternative public house in close proximity to the New Inn and they are of the view that this is more popular and successful venue than the New Inn and therefore this has been the reason for the trade struggling and the frequency of turnover of licensee at the New Inn. On the basis of the alternative amenity they of the belief that the pub, in itself, does not further the social wellbeing or social interest of the community as a whole
- In addition they have stated that during the period of them marketing the freehold of the site, no community group has come forward to put an offer to purchase the building. It is of the landlords view that listing the pub would not have the desired intention of allowing a community group to purchase the pub as they have not taken this opportunity during the marketing

3.4 It is worth noting that any sale of a going concern business would be exempt from the legislation relating to assets of community value. Therefore if the pub was to be sold on as a going concern the 6 month moratorium would not apply.

3.5 The nominations supports the inclusion of the asset due to the fact that The New Inn provides a number of services that they believe further the social wellbeing and interests of the local community. These are detailed in the nomination forms attached at Appendix 1 & 2 and include:

- Pub is used by walkers and is part of the Hunters Walk
- Meetings held by Bromsgrove Olympic Cycling Club & Dominoes Club
- Folk Club every month is well attended
- Charitable night held for fundraising
- Live Music events hosted at the Pub & summer barbeques
- Historical notoriety
- Childrens play area
- Free car parking used by the local community
- Local Beer Festival
- Good transport links
- Easy to access for the elderly
- Only pub showing live sporting TV events
- Community Phone

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- 3.6 Both organisations have provided officers with the relevant documentation in support of the nomination.
- 3.7 Members are reminded that under the new process for assets of community value introduced in November 2012 the final decision regarding whether to list an asset rests with the Head of Planning and Regeneration in consultation with the Portfolio Holder for Planning and Regeneration.

Financial Implications

- 3.8 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. As previously reported to Council, Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government. The owners also have a right to appeal the decision made by the Council in agreeing that the building be included on the Assets of Community Value.

Legal Implications

- 3.8 The Localism Act 2011 made provision for a new system of listing of assets of community value, giving community groups the right to make nominations, and requiring local authorities to maintain local registers. Further more detailed rules around the operation of assets of community value are set out in the Assets of Community Value Regulations 2012.
- 3.9 The test for listing an Asset of Community Value as set out in Section 88 (1) of the Localism Act 2011 is as follows:-
- “A building or other land in a Local Authority’s area is land of community value if in the opinion of the authority:-
- (a) an actual current use of the building or other land that is not an ancillary user furthers the social well-being or social interests of the local community, and
 - (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social well-being or social interests of the local community.”
- 3.10 The legislation and guidance are silent on the issue of repeat applications. Research by officers has established that some Councils

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specifically limit the ability of unsuccessful applicants to re-apply, for example by not allowing a repeat application within a specified period of time, or unless there have been significant changes. However the Bromsgrove policy does not include any such restrictions.

Service/Operational Implications

- 3.11 There are no specific operational implications for the District. The list of nominated assets will be maintained by Land Charges officers and will be available on the Councils Website.

Customer / Equalities and Diversity Implications

- 3.12 The approval of the nomination of The Cross Inn will ensure that should the property be declared for sale any community group would be able to express an interest in purchasing the asset. This would result in up to 6 months of moratorium whereby any sale could only be to a community group. Following this the owner can sell to any purchaser. This excludes the sale as a going concern.

4. RISK MANAGEMENT

- 4.1 The register will be maintained to ensure that all assets nominated are included to mitigate any risks associated with assets not being included on the register. Consideration by officers and members will be undertaken at each nomination to ensure a consistent approach is taken.

APPENDICES

Appendix 1 –Nomination Form

AUTHOR OF REPORT

Name: Ruth Bamford
 E Mail: r.bamford@bromsgroveandredditch.gov.uk
 Tel: (01527) 881202

<p style="text-align: center;">BROMSGROVE DISTRICT COUNCIL</p> <p style="text-align: center;">ASSETS OF COMMUNITY VALUE – THE COMMUNITY RIGHT TO BID</p> <p style="text-align: center;">NOMINATION FORM</p>
--

Section A: About your organisation

A1 Organisation's name and address

Name of organisation*: Redditch & Bromsgrove CAMRA Branch
Address including postcode Martin Hancox

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name: Martin Hancox
Position in organisation: Public liaison officer
Address including postcode
Daytime telephone no.
Email address
How and when can we contact you?* Email

**by email or phone, and days of the week and/or times of day you would prefer*

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council		
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee	X	1270286
Industrial and provident society		

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its members must be registered to vote in the Bromsgrove District . If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Bromsgrove , please confirm which area that is.

A5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bromsgrove District Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Bromsgrove, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation's local connection is.

CAMRA, the Campaign for Real Ale, is an independent consumer organisation campaigning for real ale, community pubs and consumer rights. CAMRA is a company limited by guarantee, registered in England with company number 1270286. CAMRA's national surplus is not distributed to its members and the individual CAMRA Branch activity where the pub is nominated is wholly or partly applied to the local authority area. The local CAMRA Branch submitting this nomination does not distribute any surplus it makes to its members in line with Section 5 of the regulations. The CAMRA branch has a local connection as demonstrated by the following activities which are run and funded by the branch within the local authority district:

- The CAMRA Branch hosts a beer festival in the local are
- The Branch hosts meetings in the local pub and the local area
The Branch nominates a local pub of the year in this area
- The Branch presents awards to pubs in the area

- The Branch runs campaigns to save local pubs in the area
- The Branch writes a local newsletter about pubs and campaigns in the area

The nomination is being submitted by the CAMRA Branch in line with Judge NJ Warren's First Tier Tribunal General Regulatory Chamber decision in *St Gabriel Properties Limited – v – London Borough of Lewisham and South East London Branch of CAMRA* (also enclosed within this letter). The decision outlined that CAMRA and its local branches can be treated in a 'hybrid' way and relies upon CAMRA's status as a company limited by guarantee which does not distribute any surplus it makes to its members as well as the local branch's own activities that provide a local connection with the land/property nominated.

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Bromsgrove or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

The nomination is being submitted by the CAMRA Branch in line with Judge NJ Warren’s First Tier Tribunal General Regulatory Chamber decision in *St Gabriel Properties Limited – v – London Borough of Lewisham and South East London Branch of CAMRA* (also enclosed within this letter). The decision outlined that CAMRA and its local branches can be treated in a ‘hybrid’ way and relies upon CAMRA’s status as a company limited by guarantee which does not distribute any surplus it makes to its members as well as the local branch’s own activities that provide a local connection with the land/property nominated.

A7 More about your organisation

What are the main aims and activities of your organisation?

- The CAMRA Branch hosts a beer festival in the local are
- The Branch hosts meetings in the local pub and the local area
The Branch nominates a local pub of the year in this area
- The Branch presents awards to pubs in the area
- The Branch runs campaigns to save local pubs in the area
- The Branch writes a local newsletter about pubs and campaigns in the area

A8 Your organisation’s rules

Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is	X
Memorandum and Articles of Association (for a company)	X
Trust Deed (for a trust)	
Constitution and/or rules (for other organisations)	X

Part B: About the land or building(s) you are nominating

B1 Description and address

What it is (eg. pub, local shop) Public House
Name of premises (eg. Post office , Community Centre) New Inn
Address including postcode (if known) Address Line 1: 10 Doctors Hill
Address Line 2: Bournheath City: Bromsgrove Postcode: B61 9JE

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land.
- Any roads bordering the site.

LAND REGISTRY ATTACHED

B3 Owners and others with an interest in the building or land

You should supply the following information, if possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land	ATTACHED	Same as B1.
Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor)	ATTACHED	ATTACHED
Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor)	ATTACHED	ATTACHED

B4 Why you think the building or land is of community value

Note that the following are not able to be assets of community value:-

- A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.
- A caravan site.
- Operational land. This is generally land belonging to the former utilities and other statutory operators.

Does it currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

Live music events are often hosted at the pub

The pub hosts advertising for local events

There is a beer garden attached to the pub which is used and enjoyed by local people

A children’s play area for local families is also available at the pub

The pub has a great food menu enjoyed by the local community

The pub hosts regular quiz nights which bring the community together

Free wifi is available for customers

A local beer festival offering a range of local beers is hosted at the pub

There is free parking available which is accessed by the wider community

This pub is a member of CAMRA’s LocAle scheme, committed to serving locally produced real ales and meeting consumer demands for local produce

There are good transport links available to/from the pub

Local sport teams meet in this pub

The Pub has been included in a tourist or local pub guide

There is good access for disabled people at the pub

back in 1889 as a result of a dispute over a button between two men a fight was set up and in the third round one of the men a Mr Alfred Waldren fell to the floor and dies the other man a Mr Thomas Price was charged with manslaughter

Meeting spaces are available for local community groups and charities to use: Used by many walkers and is on The Hunters Walk (Bromsgrove Heritage Walk) Used by many cyclist including members of Bromsgrove Olympic Cycling Club. MG Club Folk Group Fundraising and Charity Events Dominoes Club Elderly and infirm that can’t go anywhere else (i.e. important social aspect of lives for locals) Used by members of five different Masonic Lodges Visited Regularly by Bromsgrove Court Leet in history, and now! Farmers groups Jazz Nights Excellent Carvery and good food Beer Festivals Keeps various local ales Summer Barbeques Darts Games Machine Background music and live music events in restaurant/function room

The pub has a dominoes club and a darts team

Local sports teams meet in the pub

The pub has a community phone

This pub is one of three in the village of Bournheath and all three are very well supported and as mentioned in previous sections this pub goes back a long way and has some historical notoriety attached to it

This pub is one of three in the village of Bournheath and all three are very well supported and as mentioned in previous sections this pub goes back a long way and has some historical notoriety attached to it

Agenda Item 15

Could it in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use.)
Yes as above

**These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.*

Section C: Submitting this nomination

C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature

C3 Where to send this form

You can submit this nomination:-

- **By post to:** Jayne Pickering , Executive Director Finance and Resources, Bromsgrove District Council , Council House , Bromsgrove B60 1AA
- **By email to:** j.pickering@bromsgroveandredditch.gov.uk

BROMSGROVE DISTRICT COUNCIL

**ASSETS OF COMMUNITY VALUE – THE COMMUNITY
RIGHT TO BID**

NOMINATION FORM

Section A: About your organisation

A1 Organisation's name and address

Name of organisation*	BOURNHEATH PARISH COUNCIL
Address including postcode	GRANGE COTTAGE BIRMINGHAM ROAD HOPWOOD BIRMINGHAM B48 7AJ

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name	GILL LUNGLEY
Position in organisation	CLERK
Address including postcode	AS ABOVE
Daytime telephone no.	07594 024625
Email address	clerk@bournheath-pc.gov.uk
How and when can we contact you?*	Any time by email or phone (message service available)

**by email or phone, and days of the week and/or times of day you would prefer*

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum	<input type="checkbox"/>	
Parish Council	X	
Charity	<input type="checkbox"/>	
Community interest company	<input type="checkbox"/>	
Unincorporated body	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	
Industrial and provident society	<input type="checkbox"/>	

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its members must be registered to vote in the Bromsgrove District . If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Bromsgrove , please confirm which area that is.

N/A

A5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bromsgrove District Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Bromsgrove, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation's local connection is.

PARISH COUNCIL IN BROMSGROVE DISTRICT

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Bromsgrove or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

N/A

A7 More about your organisation

What are the main aims and activities of your organisation?

TO IMPROVE THE QUALITY OF LIFE FOR RESIDENTS, PROVIDE
APPROPRIATE SERVICES AND REPRESENT THE AREA.

A8 Your organisation's rules

Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is	X
Memorandum and Articles of Association (for a company)	N/A
Trust Deed (for a trust)	N/A
Constitution and/or rules (for other organisations)	N/A

Part B: About the land or building(s) you are nominating

B1 Description and address

What it is (eg. pub, local shop) PUB
Name of premises (eg. Post office , Community Centre) THE NEW INN
Address including postcode (if known) DOCTORS HILL, BOURNHEATH, BROMSGROVE B61 9JA

B2 Sketch plan

<p>Please include (here or on a separate sheet) a sketch plan of the land. This should show:-</p> <ul style="list-style-type: none">• The boundaries of the land that you are nominating• The approximate size and position of any building(s) on the land.• Any roads bordering the site. <p>SEE ATTACHED</p>
--

B3 Owners and others with an interest in the building or land

You should supply the following information, if possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land		Same as B1.
Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor)	Punch Taverns	Punch Jubilee House Second Avenue Burton upon Trent Staffordshire DE14 2WF
Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor)	Not known	Not known

B4 Why you think the building or land is of community value

Note that the following are not able to be assets of community value:-

- *A building wholly used as a residence, together with land "connected with" that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

Does it currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

1. The pub is used by many walkers and is, in fact, part of the Hunters Walk, which is a Bromsgrove Heritage listed walk.
2. Many cyclists use the pub including members of the Bromsgrove Olympic Cycling Club.
3. Before the uncertainty of the pub's future it was used as a meeting place for several clubs including the MG Owners Club. (It is possible they will want to return for their monthly meetings)
4. A well-attended folk club/music session use the bar of the pub on the first Tuesday of every month which are always well attended and enjoyed by all of the locals.
5. Following the sad death of a regular's wife, who was indeed herself a regular user of the New Inn, several of the local customers arranged a locals' meal and night of fundraising, with raffles, games and an auction in aid of the local Primrose cancer charity. The evening was a complete sell-out involving 65 regular customers who put their hands in their pockets to pay for their meals on the evening but also donated over £1200 pounds to the aforementioned charity. This was featured in a local newspaper.
6. An established dominoes club meets at the pub every Monday night with a less structured group meeting on a Sunday night also playing dominoes.
7. Several of the regular users of the pub are in the twilight of their years and some not in the best of health. The New Inn is their nearest pub and is somewhere for them to socialize and avoid them having to stay at home.
8. The pub is historically known as putting on a good carvery and with the new landlord, that is sure to continue. A successful beer festival took place last year and although not the Munich Beer festival, was well attended by Bromsgrove people as well as locals.
9. The restaurant is still used by locals and Bromsgrove people alike for family parties/meals etc.
10. It is the only pub of three in the village where sport can be watched and has recently had an extremely successful and well attended Six Nations group of matches where bar food was available for avid fans. This has recently moved on to other sporting occasions and most weekends there are people in the bar watching football, rugby and horse racing, amongst other sports. As a side issue, locals always run sweeps on events such as the Grand National, rugby and football world cups.

Could it in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use.)

To continue as now and augment services with a village shop; there is no shop in Bournheath.

**These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.*

Section C: Submitting this nomination

C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

C2 Signature

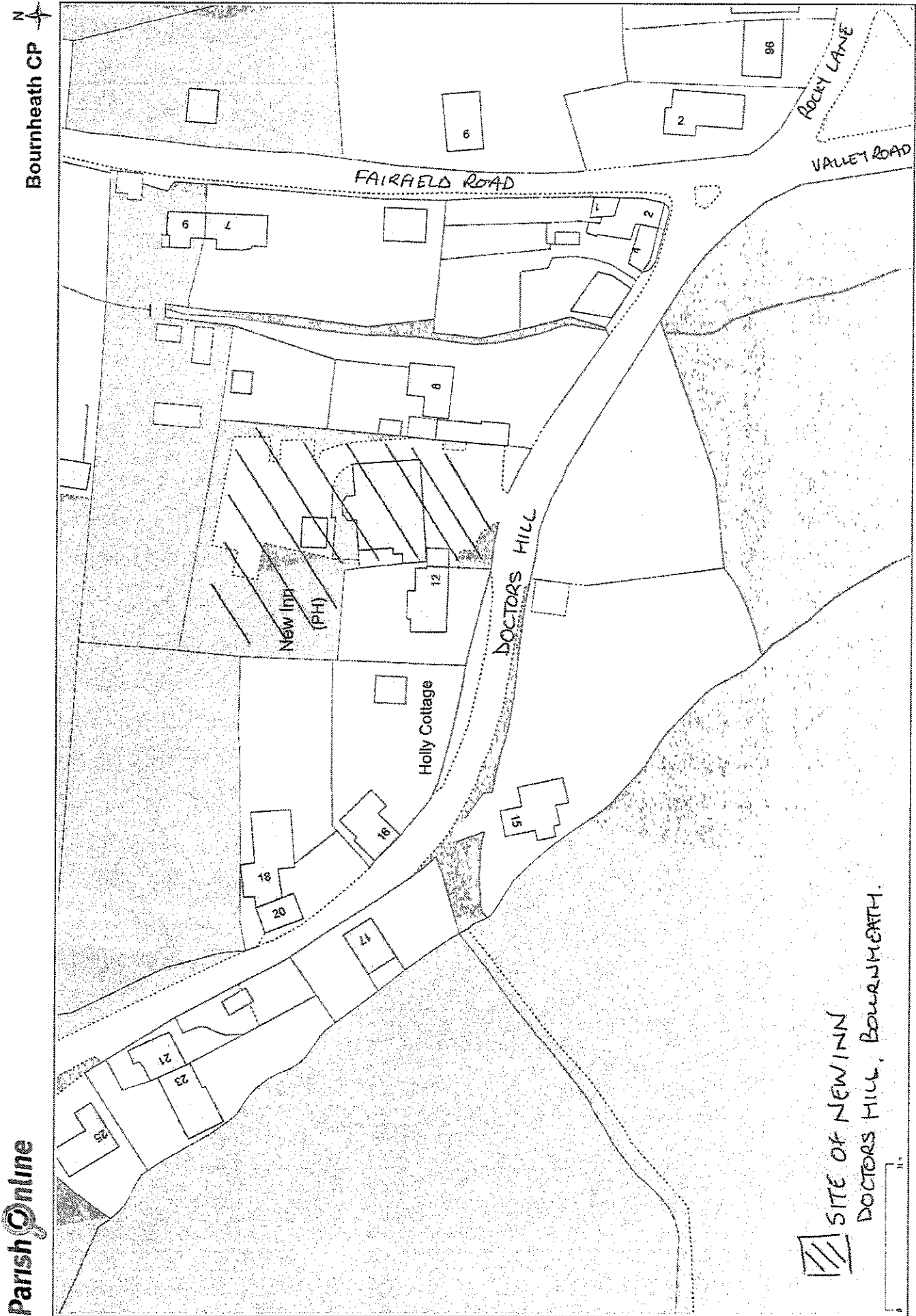
By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature

C3 Where to send this form

You can submit this nomination:-

- **By post to:** Jayne Pickering , Executive Director Finance and Resources, Bromsgrove District Council , Council House , Bromsgrove B60 1AA
- **By email to:** j.pickering@bromsgroveandredditch.gov.uk



By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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