



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 23RD APRIL 2018**

**AT 6.00 P.M.**

**PARKSIDE SUITE - PARKSIDE**

**MEMBERS:** Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, C. J. Bloore, S. R. Colella, M. Glass, C.A. Hotham, R. J. Laight, C. J. Spencer, P.L. Thomas and M. Thompson

### **AGENDA**

1. Apologies for Absence and Named Substitutes
2. Declarations of Interest and Whipping Arrangements

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 11th April 2018 (to follow)
4. Districts and County Safeguarding and Early Help - Presentation
5. Overview and Scrutiny Draft Annual Report 2017/18 (Pages 1 - 28)

Members are asked to consider the work of the Board and review the associated Working Groups to ensure that they are meeting the terms of reference set by the Board. Consideration should also be given to the future role of the Board and those Groups.

6. Finance and Budget Working Group - Update
7. Measures Dashboard Working Group - Update

8. Task Group Updates
  - CCTV Short Sharp Review
  - Road Safety Around Schools Task Group
  - Hospital Car Parking Charges – Board Investigation
9. Worcestershire Health Overview and Scrutiny Committee - Update
10. Cabinet Work Programme (Pages 29 - 36)
11. Overview and Scrutiny Board Work Programme (Pages 37 - 42)
12. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

13th April 2018







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

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# Overview and Scrutiny **Annual Report**

**2017-2018**

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## **OVERVIEW AND SCRUTINY ANNUAL REPORT 2017-18**

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## **FOREWORD FROM THE CHAIRMAN**

Welcome to the Bromsgrove District Council's Overview and Scrutiny Board's Annual Report for 2017-2018.

Overview and Scrutiny has a key role in the ensuring the effectiveness and efficiency of the Council's democratic structures and in ensuring continuous service improvement, value for money and the effective operation of the Council. This role of critical friend and/or challenge becomes even more key in the current context of declining funding and the need to identify other models to fund local services in the face of significant reductions in government funding support.

The past 12 months have seen a wide range of activity and discussion at the Overview and Scrutiny Board.

There have been a number of formal task groups this year. The activity of these task groups are detailed in our report. They include the Social Media Task Group, whose recommendations were accepted by the Cabinet. Other task groups agreed or in operation this year were The Strategic Review of CCTV (Short, Sharp Review); Road Safety around Schools; Hospital Car Parking; and agreed at the end of the year was a review of the Leisure Centre Project (in the light of the Sports Hall options paper received by the Board in March 2018.) My thanks to all Council Members who have been part of these reviews this year, and in particular to those who have led these reviews.

Out with the formal task groups the whole Board has been involved in a range of Pre-Scrutiny and other reviews. These have included:

- Legal and Democratic, Parks and Open Spaces, Catering and Cleaning and Planning Policy Business Cases
- The Centres Strategy was reviewed and changes adopted
- A38 Investment
- Dolphin Centre replacement (ultimately leading to a task group investigation into the project planning process to commence shortly)
- Planning backlogs
- Transport Planning in Bromsgrove
- Air Quality Management (and in particular the Hagley AQMA decision)

The working groups, Finance and Budget (FBWG) and Measures dashboard (MDWG) have continued this year, and following a Council delegation the F&BWG will now support the review of commercial and investment business cases.

The Board has continued to provide representation for the District Council at the County's Health Overview and Scrutiny Committee. My thanks to those members of the Board undertaking this important role over the past twelve months.

# Agenda Item 5

I would like to thank all the members of the Board, and the Democratic Services officers who have so efficiently supported the growing work of the Board this year.

**Councillor Luke Mallett  
Chairman**

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## **INTRODUCTION**

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2017/18 (this covers the municipal year from May 2017 to April 2018) and provides general information on the overview and scrutiny processes at Bromsgrove District Council.

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

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

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

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

**MEMBERSHIP** (The Board is made up of 11 Members)



**Cllr Luke Mallett – Chairman**



**Cllr Shirley Webb (Vice Chairman)**



**Cllr Chris Allen-Jones**



**Cllr Chris Bloore**



**Cllr Steve Colella**



**Cllr Malcolm Glass**



**Cllr Charlie Hotham**



**Cllr Rod Laight**



Cllr Caroline Spencer



Cllr Phil Thomas



Cllr Michael Thompson

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

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

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

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

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

### **Number of Meetings**

The Overview and Scrutiny Board try to meet on a monthly basis, during the 2017-18 municipal year a total of 11 meetings were held.



## **REPORTS CONSIDERED BY THE BOARD**

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

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

### **Pre-Decision Scrutiny**

The Board had actively undertaken pre-decision scrutiny of a number of key issues, including the reviews of Legal and Democratic Services, Catering and Cleaning, Parks and Open Spaces and Planning policy. Members commented on the proposals and noted developments.

### **The Centres Strategy**

The Head of Economic Development and Regeneration presented the Centres Strategy for the Board's consideration. Members discussed a number of options available moving forward, however the Board recommended that the Strategy was not approved until further information was provided. This was shared with the Board in October 2017 with the full document presented. During the discussion it was noted that there had been an article in the local press in respect of a new connecting bridge which would be built at Bant Mill Road and it was confirmed that this project was the result of funding from Central Government. Members went on to discuss a number of issues in respect of the A38, including a suggestion which had been made to make the section where the new footbridge was proposed dual carriage way. It was agreed that the Centres Strategy be noted and that a briefing paper be prepared by officers regarding the proposed footbridge on the A38 which was subsequently presented to the Board in November 2017.

### **Dolphin Centre**

The Board has continued to examine the replacement of the Dolphin Centre, and in particular the facilities for displaced groups and the availability of a sports hall facility. The Head of Leisure and Cultural Services delivered a presentation and reassurances were provided that a number of groups that had participated in daytime and weekend sessions had been accommodated elsewhere. Football club bookings had primarily transferred to North Bromsgrove High School and the site had been the subject of improvement works, with a new lift installed to ensure access for people with physical disabilities. It was highlighted that a new operator had been awarded the contract for delivering the Council's leisure services; Sport and Leisure Management Ltd (SLM) - Everyone Active and the aim was to open the new leisure centre on 1st November 2017. The Board noted this progress. Following this meeting, the Executive Director, Finance and Resources discussed with the Board in March 2018 potential Sports Hall development options. During the presentation it was confirmed that an approach had been made to Sports England in respect of support and funding. Following in-depth scrutiny, Members made a number of suggestions and the Executive Director, Finance and Resources confirmed that she would take back concerns raised to the Chief Executive. It was agreed that a Task Group would be established to carry out a "lessons learnt" exercise (with Councillors Bloore and Baxter asked to complete a scoping document for presentation at the next meeting of the Board); and that the presentation be noted.

## **Planning Backlog**

The Board received a report detailing the determination times for major planning applications in the period 1st April 2015 to 31st March 2017. It was noted that improvements continued to be made in the processing of major applications. Highways issues presented a challenge and the Portfolio Holder for Planning Services and Strategic Housing advised the Board that he would shortly be attending a meeting with the Leader of Worcestershire County Council, together with the relevant Cabinet member for Highways at the County Council and the Leader and Deputy Leader of Bromsgrove District Council, to discuss these highways issues further. The time taken by the Council to process minor planning applications was not due to be scrutinised at a national level and there were no plans to add data for these applications to the update report. In October the Board again noted the latest data on the matter and agreed that as the information was prepared for other purposes that the data would be sent out to Members prior to a Board meeting and if Members had any particular concerns then it could be placed on the agenda on an ad hoc basis.

## **Transport Planning**

Worcestershire County Council (WCC) Officers attended the Board regarding transport planning matters. A number of issues were discussed including traffic count data, air quality monitoring (with particular reference to the Kidderminster Road in Hagley) and the Freight Quality Partnership. Members commented that although reference had been made to specific problems in Bromsgrove Town Centre

and Hagley it should be remembered that future developments could also impact on other areas of the District, this included the potential for developments arising from the duty to co-operate with other local authorities. In March 2018 the Board revisited the issue of Transport Planning, with the Strategic Planning and Conservation Manager providing a view of the current position. He had spoken to Mott Macdonald consultants employed by the District Council, in respect of the Western Distributor Road and they were prepared to respond with some high level recommendations. It was also suggested that Members may wish to include comments provided by community groups such as the Whitford Voice within their final report. Members put forward a number of suggestions and the Strategic Planning and Conservation Manager confirmed that he would take away the ideas that Members had put forward and contact the relevant officers to come up with a suitable report which looked to the future.

## **Air Quality Management Area (AQMA), Kidderminster Road, Hagley - Pre-scrutiny of Cabinet Report**

The Board considered in detail air quality monitoring, with the Technical Services Manager, Worcestershire Regulatory Services (WRS) highlighting that the levels being monitored were below the national objective and under DEFRA guidelines if this was the case for the previous 3 years then it was sufficient to trigger revocation of the AQMA and that WRS would continue to monitor the air quality within the area. Following in-depth discussion, the Board recommended that; WRS reverse the proposal to revoke the Hagley AQMA; that the Council invest in sensitive and appropriate monitoring equipment in all of its AQMAs, carry out voluntarily monitor for Particulate Matter as its duty as the responsible authority and increase the AQ monitoring points in Hagley from Stakenbridge Lane to the B4187 (Worcester Rd junction); and that Worcestershire Regulatory Services engages fully and positively with Worcestershire County Council Highways to resolve known local Highways issues that exist along AQMAs and adjoining carriageways that effect air quality and health.

## **General Items**

Update in respect of Council's Economic Priorities

The Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships, Councillor May, updated the Board on the Council's economic priorities. A new strategy, exploring future growth areas had been commissioned. During consideration of this item the Executive Director of Finance and Corporate Resources also provided Members with an update in respect of the Investments and Acquisitions Strategy, which was due to be considered by Cabinet and Council in September. This strategy explored the potential to invest in land or buildings for commercial use and the Board noted the position.

Recommendation Tracker

This report goes to the Board on an annual basis and lists all the recommendations that have been made by the Board and the progress on implementation made to date.

## Artrix SLA Annual Update Report

The annual report for Bromsgrove District Council is presented to the Board as part of the Service Level Agreement (SLA). It evidences and evaluates Bromsgrove Arts Centre Trust's (Artrix) performance and impact during the financial year, with impact measured where possible against key deliverables set out in the Service Level Agreement between Bromsgrove District Council and Bromsgrove Arts Centre Trust. It includes the ambitions for the following year throughout the narrative. Members noted the content of the report.

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## **WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE (HOSC)**

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

Council appointed Councillor Shirley Webb as the Board's representative and she performed this role until resigning in October 2017. Councillor Hotham was appointed to replace Councillor Webb and held the post from October 2017 to February 2018. Councillor Hotham resigned in February 2018, and was replaced by Councillor Bloore.

Councillor Hotham provided feedback from the HOSC meetings he had attended and responded to questions from Members. In particular the following matters were referred to:-

### November meeting

- Budget issues which had been discussed by HOSC at its November meeting which had taken place jointly with the County Council Adult Care and Well Being Overview and Scrutiny Panel.

### January meeting

- The budget for Adult Social Care and the implications of the increase in Council Tax which would provide an additional £7.2 million ring fenced funding for 18/19.
- Staff shortages for health care staff and that the high number of vacancies had led to the closure of several care homes across Worcestershire.
- Whether the increase in Council Tax would be sufficient to address the situation in future years.
- The problems around recruitment and low wages for health care staff and whether the additional funding would have any impact to improve the situation.

Councillor Bloore provided the following feedback from the meeting that he attended.

### March meeting

- Waiting times at the Acute Hospitals. Ambulance staff had been dealing with life threatening situations and acting as medical staff within the hospital environment. From the Ambulance Services point of view that there were serious concerns around both waiting times and delays in moving people out of hospital and into social care together with a real need for extra beds to be made available.

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## **WORKING GROUPS – UPDATE**

Following the review of the work of the Board at the April 2016 meeting, a number of areas of improvement were discussed. One of these was its role in scrutinising the budget and the other the role of performance monitoring. It was agreed that for 2016/17 the Board would set up a Finance and Budget Working Group and a Measures Dashboard Working Group. This would enable a dedicated group of Members to consider these areas in both more detailed and timely manner, which would in turn allow them to feed through any recommendations to Cabinet more promptly.

The terms of reference for each Working Group were agreed by the Board. The terms of reference included details of a quorum and stated that Members must be members of the Overview and Scrutiny Board, together with how recommendations could be made and would be fed back into the main Board.

A review of how both these groups had worked took place at the April meeting of the Board, when there was general consensus that these groups had made a constructive contribution to the scrutiny process and it was agreed that both groups would therefore continue to form part of the Council's scrutiny process for 2018/19.

### **Finance & Budget Working Group**

**Membership: Councillors Luke Mallett (Chairman), Steve Colella, Charles Hotham, Rod Laight and Phil Thomas**

The Finance and Budget Scrutiny Working Group was set up by the Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports and the setting of the Council's budget. The group have met on 9 occasions to date and considered issues such as shared services, cost allocations, commercialisation and Financial Strategy, procurement regulations and a budget timeline for future meetings. On the 15th January 2018, the Chairman of the Working Group, introduced a report which put forward two recommendations, that Redditch Borough Council refund Bromsgrove District Council for the officer time spent due to the additional management time being spent on the housing service in Redditch; and a review of the Management Team re-charge between the two councils be carried out in light of the information received by the Finance and Budget Working Group.

In February 2018 the Board considered the Medium Term Financial Plan and Fees and Charges and it was recommended by the Board that the budget table, as presented in the Medium Term financial Plan, reflect the cumulative position over the four years for unavoidable and other cost pressures; that the estimated funds required to develop a Sports Hall be ring fenced; that the Management Team model

scenarios in relation to shared service exit arrangements, due to financial sustainability, to include alternative wider options ; and that income from major planning applications is removed from the budget projections to enable a more realistic financial projection to be presented.

## **Measures Dashboard Working Group**

**Membership: Councillors Shirley Webb (Chairman), Chris Allen-Jones, Rod Laight and Caroline Spencer**

This Working Group has met regularly to scrutinise the measures associated with each of the strategic purposes in turn. In some cases the group highlighted where the detail provided was out of date. In other cases Members suggested that the style in which the measures were being presented could be changed. Members were reminded that following a Board decision to participate in informal meetings with Members of Redditch Borough Council's Performance Scrutiny Working Group, and an invitation had been sent to the Chairman of the Redditch group to attend one of the Measures Dashboard Working Group's meetings later in the year. In August 2017 the Chairman of the Working Group reported on Members accessing the Measures Dashboard via their iPads. A trial was undertaken involving Board Member volunteers and in November it was confirmed that access to the Dashboard was now available on iPads. In February Councillor Colella attended the Working Group's meeting, as the Chairman of the Staff Survey Joint Scrutiny Task Group, to discuss how best the Working Group could support the recommendations put forward by that Group.



## **TASK GROUP INVESTIGATIONS & SHORT, SHARP REVIEWS CARRIED OUT**

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

### **Social Media Task Group**

**Membership: Councillors Rod Laight (Chairman), Sean Shannon, Michael Thompson and Les Turner**

**Completed October 2017**

In September 2016 the Board agreed to set up a Task Group to investigate the Council's use of social media in response to a topic proposal put forward by Councillor Chris Bloore. This was something which had been discussed at the Preventing Homelessness Task Group when the potential for social media to be used more effectively to promote the support available from the Council to vulnerable residents had been discussed.

The terms of reference were to :-

- Establish how social media is currently used within the Council and what improvements, if any could be made.
- Review any related policies.
- Research into how other Councils use social media.
- Achieve greater engagement with the public and customer satisfaction.

The Group held 10 meetings in total and gathered evidence from a range of sources. Interviews were held with the Council's Communications Manager and a reporter from the local free newspaper. A brief questionnaire was also sent to all Members in order to establish how they used social media, which received an excellent return rate. The Group also reviewed detailed data including usage and comparisons with other local authorities in the County, and considered the impact of social media platforms such as Facebook and Twitter. Members discussed ideas of how social media could be used to engage with people and involve them more in the democratic process, including detailed consideration of the option of "live streaming" public meetings. Another important area the Group covered was use of social media by Members, how this can link to their role as councillors and whether Members would benefit from more training to understand the subject better and appreciate the advantages and potential pitfalls.

# Agenda Item 5

The final recommendations from the Task Group were considered at the Overview and Scrutiny Meeting on 30<sup>th</sup> October 2017. The Task Group made 5 recommendations namely:

- That the Council should promote its meetings through social media in order to engage with residents;
- That the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook;
- That the Council's Social Media Policy be reviewed to include guidance for officer use, and a separate section dedicated to Members' use of social media, with Members of the Task Group to assist with the section in respect of guidance for Members' use.
- That an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage; and
- That as part of the Member Induction Programme a workshop type training session be provided for Members, covering:
  - An introduction to Social Media on an iPad; and
  - Any legal implications of Members' use of social media and how to keep safe.

The final report of the Task Group was considered by Cabinet at its meeting on 1<sup>st</sup> November 2017 and all five recommendations were adopted.

## **Strategic Review of CCTV – Short, Sharp, Review**

**Membership: Councillors Steve Colella (Chairman), Caroline Spencer, Michael Thompson and Shirley Webb**

**Deadline: April 2018**

A short sharp review into issues around CCTV was established in January 2017 to further explore issues that had been highlighted by a review of the CCTV. Members were keen to ensure that the work the review carried out did not repeat that previously done and set three main objectives, including understanding and validating the process and monitoring of CCTV cameras and its ongoing review.

Due to changes in membership of the Review there was a delay in meetings taking place. In June 2017 the Review was able to recommence with Councillors Caroline Spencer and Shirley Webb joining the group following Councillor Cooper having moved to Cabinet.

A series of meetings have taken place and the work of the Review is continuing with the final report due to be published in June 2018.

## **Road Safety Around Schools**

**Membership: Councillors Chris Bloore (Chairman), Rita Dent, Steve Colella, Sean Shannon and Caroline Spencer.**

In June 2017, the Board considered a proposal for a scrutiny review of parking enforcement in the district which had been originally raised in a Council meeting held on 26th April 2017. The Board felt that it would be helpful to receive further information and it was agreed that Officers would attend a future meeting. In September 2017 the Environmental Services Manager together with a representative of Wychavon District Council's Civil Parking Enforcement Service presented a report addressing the points raised by the Board. Following consideration there was general consensus that a Task Group review focusing on parking problems around schools should be undertaken, with the detailed topic proposal agreed by the Board in October. The Group met for the first time on the 5th February and re-named the review "Road Safety Around Schools" following further discussion in respect of the scope. The work of the Group is progressing and it is anticipated that a report will be presented to the Board summarising the Group's findings in September 2018.

## **Hospital Car Parking**

**Membership: Councillors Chris Bloore (Chairman), Steve Colella, Chris Allen-Jones and Shirley Webb**

In August 2017 the Board considered a referral that had been received from Council to undertake a review of parking charges at hospitals, which had been the subject of a Notice of Motion. Whilst concerns had been raised in the motion regarding the impact of parking charges on patients and their families it was noted that some of the content of the motion was factually incorrect. A number of Members who had recently visited hospitals in the county noted that signs were on display in the car parks and these clearly advised patients and visitors that, after covering the costs of maintaining the car parks, any revenue would be reinvested in hospital services. Members noted that it would be helpful to obtain further information about the charges in place for parking at the hospitals in Worcestershire which was subsequently provided to the Board in October.

## **JOINT OVERVIEW AND SCRUTINY INVESTIGATIONS**

### **Staff Survey Joint Scrutiny Task Group**

**BDC Membership: Councillors Steve Colella (Chairman), Caroline Spencer and Shirley Webb.**

**RBC Membership: Councillors Jayne Potter (Vice Chairman), Tom Baker-Price and Jennifer Wheeler**

**Deadline: Completed October 2017**

As set out in the 2016/2017 annual report, Members agreed in October 2016 to set up a joint scrutiny task group with Members of Redditch Borough Council and Scrutiny Board, to consider the outcomes of the Councils' staff surveys conducted in 2013 and 2016. This joint approach was considered appropriate in light of the fact that many staff work in services shared across the two Councils. This was the first Joint Task Group involving these two authorities only.

Concerns arising from the poor staff response rate to the two surveys inspired this review. The Task Group was allocated the following terms of reference:-

- To consider how to increase the response rates in future.
- To consider the merits of the questions both in terms of desired outputs and number of questions.
- To establish reasons for the low response rates.
- To benchmark the survey with other similar organisations
- To make recommendations to the Bromsgrove Overview and Scrutiny Board and Redditch Overview and Scrutiny Committee.

Over a series of meetings between November 2016 and June 2017 the Task Group carried out a detailed review of the outcome of the staff surveys and the measures being put in place by officers to address the poor response rate and associated issues. Interviews took place with senior officers including the Head of Business Transformation, and Organisational Development, the Human Resources and Development Manager and the Chief Executive.

The Task Group made four recommendations namely:

- 1) That a Member of the Overview and Scrutiny function be appointed to the role of Leader Councillor for Supporting Staff;

# Agenda Item 5

- 2) That the Lead Councillor for Supporting Staff and the relevant Portfolio Holder from each Council assist in the formulation of all future staff surveys and attend staff briefings;
- 3) That a quarterly update on the Programme Board's Action Plan be received by the Overview and Scrutiny Committee; and
- 4) That the Performance Scrutiny (RBC) and Measures Dashboard (BDS) Working Groups' terms of reference be updated to include an area covering performance management processes, performance targets and objective setting across both authorities;

The recommendations were considered by Cabinet on 6<sup>th</sup> September 2017 and were accepted save that the suggestion in recommendation 2 for the Portfolio Holder to assist in the formulation of staff surveys and attending staff briefings was declined; Cabinet was of the view that this would be a more suitable function for the Lead Councillor for Supporting Staff to carry out.

Councillor Steve Colella has been appointed as the Lead Councillor for Supporting Staff and is continuing to carry out the functions for this role.

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## **PLANS FOR THE FUTURE**

At its final meeting on 23rd April the Board discussed its key achievements over the year and the work of the task groups and working groups. The Chairman also took the opportunity to thank Members and Officers for their hard work in supporting the scrutiny process.

### **Paperless Bromsgrove**

Councillor Cooper presented this topic proposal to the Board in January 2018. Following discussion the Board agreed that the topic be included in the work programme and that a Task Group be established to undertake a more in-depth investigation, with the appointment of a Chairman for the Task Group being set at a date to be determined.

### **Provision of a Sports Hall Facility**

This subject has been discussed at a number of meetings over recent years and at the meeting held in March 2018, the Board agreed that a Task Group should be set up to carry out a lessons learnt exercise as detailed earlier in the report.

## **FURTHER INFORMATION**

### **Overview and Scrutiny Board Meetings**

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

### **Public Involvement**

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

### **Giving Evidence**

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

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

### **Contact Overview and Scrutiny**

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

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

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DRAFT





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

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

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

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

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

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

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



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



## **Legal, Equalities and Democratic Services**

Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA.

Telephone: (01527) 881288, Fax: (01527) 881414, DX: 17279 Bromsgrove

e-mail: [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk)

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# CABINET LEADER'S WORK PROGRAMME

**1 MAY 2018 TO 31 AUGUST 2018**  
**(published as at 11<sup>th</sup> April 2018)**

This Work Programme gives details of items on which key decisions are likely to be taken in the coming four months by the Council's Cabinet

The Work Programme gives details of items on which key decisions are likely to be taken by the Council's Cabinet, or full Council, in the coming four months. **Key Decisions** are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided, alternatively you may write to the Head of Legal, Equalities and Democratic Services, Parkside, Market Street, B61 8DA or e-mail: [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at Parkside. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527 881443) to make sure it is going ahead as planned. If you have any queries Democratic Services Officers will be happy to advise you. The full Council meets in accordance with the Councils Calendar of Meetings. Meetings commence at 6pm.

## CABINET MEMBERSHIP

Councillor G. N. Denaro	Leader of the Council without Portfolio Holder (Retaining Overarching Governance/Policy and Performance/HR)
Councillor K. J. May	Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships
Councillor B. T. Cooper	Portfolio Holder for Finance and Enabling
Councillor M. A. Sherrey	Portfolio Holder for Health and Well Being and Environmental Services
Councillor C. B. Taylor	Portfolio Holder for Planning and Strategic Housing
Councillor P. J. Whittaker	Portfolio Holder for Leisure and Cultural Services, Community Safety and Regulatory Services

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Transport Planning Review <b>Key: No</b>	Cabinet Not before 30th May 2018  Council Not before 13th Jun 2018	(This report may contain information that might need to be considered in exempt session).	Report of the Head of Planning and Regeneration	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor C. B. Taylor
Sports Hall Feasibility Options Appraisal <b>Key: No</b>	Cabinet 30 May 2018  Council 13 Jun 2018		Report of the Executive Director, Finance and Resources	Jayne Pickering, Executive Director (Finance and Corporate Resources) Tel: 01527 881207  Councillor P. J. Whittaker

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
CCTV Short Sharp Review <b>Key: No</b>	Cabinet Not before 30th May 2018		Report of the Chair of the CCTV Short Sharp Review	Amanda Scarce, Senior Democratic Services Officer (Bromsgrove) Tel: 01527 881443  Councillor P. J. Whittaker
Performance Report <b>Key: No</b>	Cabinet 30 May 2018		Report of the Head of Business Transformation	Deb Poole, Head of Business Transformation Tel: 01527 881256  Councillor B. T. Cooper
Alvechurch Parish Neighbourhood Plan <b>Key: No</b>	Cabinet Not before 3rd May 2018		Report of the Head of Planning and Regeneration	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor C. B. Taylor

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Accounting Policies 2017/18 <b>Key: No</b>	Cabinet 30 May 2018		Report of the Executive Director, Finance and Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673  Councillor B. T. Cooper
Audit, Standards and Governance Committee's Annual Report 2017/18 <b>Key: No</b>	Council 13 Jun 2018		Report of the Chairman of the Audit, Standards and Governance Committee	Amanda Scarce, Senior Democratic Services Officer (Bromsgrove) Tel: 01527 881443  Councillor M. J. A. Webb
Overview and Scrutiny Board's Annual Report 2017/18 <b>Key: No</b>	Council 13 Jun 2018		Report of the Chairman of the Overview and Scrutiny Board	Amanda Scarce, Senior Democratic Services Officer (Bromsgrove) Tel: 01527 881443  Councillor L. C. R. Mallett

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Anti-Social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions) <b>Key: No</b>	Cabinet 27 Jun 2018  Council 25 Jul 2018		Report of the Head of Community Services	Bev Houghton, Community Safety Manager Tel: 01527 64252  Councillor P. J. Whittaker
Bromsgrove District Plan Review - Issues and Options Consultation <b>Key: No</b>	Cabinet 27 Jun 2018  Council 25 Jul 2018		Report of the Head of Planning and Regeneration	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor C. B. Taylor

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Industrial Units Investment - Outline Business Case <b>Key: No</b>	Cabinet Not before 27th Jun 2018  Council Not before 25th Jul 2018		Report of the Chief Executive	Dean Piper, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192  Councillor K. J. May
Commercial Cards Policy <b>Key: No</b>	Cabinet 27 Jun 2018		Report of the Executive Director, Finance and Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673  Councillor B. T. Cooper
Private Sector Home Repair Assistance Policy Update <b>Key: No</b>	Cabinet 27 Jun 2018		Report of the Head of Community Services	Derek Allen, Strategic Housing Manager Tel: 01527 881278  Councillor C. B. Taylor



Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove Sports and Physical Activity Strategy <b>Key: No</b>	Cabinet Not before 5th Sep 2018	This item has slipped from 10 January 2018 due to changes in the way activity levels are monitored by Sport England	Report of the Head of Leisure and Culture	John Godwin, Head of Leisure and Cultural Services Tel: 01527 881762  Councillor P. J. Whittaker
Performance Report <b>Key: No</b>	Cabinet 5 Sep 2018		Report of the Head of Business Transformation	Deb Poole, Head of Business Transformation Tel: 01527 881256  Councillor B. T. Cooper
Council Tax Reduction Scheme and Winder Support Framework - Draft Recommendations <b>Key: No</b>	Cabinet 5 Sep 2018  Council 19 Sep 2018		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252  Councillor B. T. Cooper

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Performance Report <b>Key: No</b>	Cabinet 31 Oct 2018		Report of the Head of Business Transformation	Deb Poole, Head of Business Transformation Tel: 01527 881256  Councillor B. T. Cooper
Performance Report <b>Key: No</b>	Cabinet 16 Jan 2019		Report of the Head of Business Transformation	Deb Poole, Head of Business Transformation Tel: 01527 881256  Councillor B. T. Cooper
Council Tax Reduction Scheme and Winder Support Framework - Final Recommendations <b>Key: No</b>	Cabinet 13 Feb 2019 Council 27 Feb 2019		Report of the Head of Customer Access and Financial Support	Amanda Singleton, Head of Customer Access and Financial Support Tel: 01527 64252  Councillor B. T. Cooper

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## OVERVIEW & SCRUTINY BOARD

### WORK PROGRAMME

2017/18

#### RECOMMENDATION:

That the Board considers and agrees the work programme and updates it accordingly.

#### ITEMS FOR FUTURE MEETINGS

<b>Date of Meeting</b>	<b>Subject</b>	<b>Additional Information</b>
<b>23/04/18</b>	Safeguarding and Early Help – an Overview of the Worcestershire County Council Priority Plan. (All Members to be invited to attend)	
	Overview & Scrutiny Board Annual Report and Review of the Work of the Board (including the role of the working groups).	
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Road Safety Around Schools Task Group</li> <li>• Hospital Car Parking charges – Board Investigation (Led by Councillor C. Bloore)</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	

## WORK PROGRAMME

2018/19

Date of Meeting	Subject	Additional Information
<b>24/05/18</b>	Transport Planning Report	
	Hospital Car Parking Charges – Board Investigation Final Report (Led by Councillor C. Bloore)	Requested following notice of motion at Council 19/07/17
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Road Safety Around Schools Task Group</li> <li>• Leisure Centre Lessons Learnt Task Group</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>18/06/18</b>	CCTV Short Sharp Review Report	
	Anti-social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions)	
	Scrutiny of the Crime and Disorder Partnership	
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Road Safety Around Schools Task Group</li> <li>• Leisure Centre Lessons Learnt Task Group</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>30/07/18</b>		
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Road Safety Around Schools Task Group</li> <li>• Leisure Centre Lessons Learnt Task Group</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	

# Agenda Item 11

Date of Meeting	Subject	Additional Information
	O&S Board Work Programme	
<b>03/09/18</b>		
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Road Safety Around Schools Task Group</li> </ul> Hospital Car Parking charges – Board Investigation (Led by Councillor C. Bloore)	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>01/10/18</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>29/10/18</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>03/12/18</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>14/01/19</b>		
	Task Group/Short Sharp Review	

Date of Meeting	Subject	Additional Information
	Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>11/02/19</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>04/03/19</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	
<b>08/04/19</b>		
	Task Group/Short Sharp Review Updates:	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	O&S Board Work Programme	

**Outstanding Items Picked Up from Cabinet Work Programme**

- Industrial Units Investment – Outline Business Case – Picked up from the Cabinet Leader’s Work Programme 26/06/17
- Bromsgrove Sports and Physical Activity Strategy - Picked up from Cabinet Leader’s Work Programme 27/11/17

## **Updates Received - Monthly**

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (who must be a member of the Overview and Scrutiny Board) provides a verbal update to the Board each month.

The Council's representative on any Joint Scrutiny Task Group's will be expected to provide an update (verbal or written) on the work of that Group at each Board meeting.

The Chairman of any Working Group, Task Group or Short Sharp Review set up by the Board will be expected to provide a written or verbal update in respect of the work being carried out and progress of the investigation by the Group Members.

## **Reports to be Received by the Board (at its discretion)**

Write Off of Debts Report	(last report received by Finance & Budget Working Group on 9 <sup>th</sup> November 2017))
Sickness Absence Performance - biannually	(last report received 31/10/16)
Making Experiences Count	(last report received 27/06/16)
Summary of Environmental Enforcement	(last report received 08/08/16)

## **Planning Backlog Data**

With effect from 30<sup>th</sup> October 2017 to be circulated to Members of the Board and if they have any concerns to notify Democratic Services Officer and ask for it to be placed on the agenda for a future meeting:

31<sup>st</sup> March  
30<sup>th</sup> September

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

The Board must hold at least one meeting at which it considers the scrutiny of Crime and Disorder Partnership (last done on 27<sup>th</sup> March 2017).

When considering topics for investigations Members may wish to take into account the Council's Strategic Purposes as detailed below:

**Our Strategic Purposes  
for Bromsgrove**

*Help me to live my life independently*

*Help me to be financially independent*

*Keep my place safe & looking good*

*Help me find somewhere to live in my locality*

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

*Help me run a successful business*

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

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

 **Bromsgrove District Council**  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)