



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 3RD DECEMBER 2018**  
**AT 6.00 P.M.**

**PARKSIDE SUITE - PARKSIDE**

**MEMBERS:** Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, S. R. Colella, R. J. Deeming, M. Glass, C.A. Hotham, R. J. Laight, P. M. McDonald, 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 29 October 2018 (Pages 1 - 12)
4. Finance and Budget Working Group - Verbal Update
5. Corporate Performance Working Group - Update (Pages 13 - 18)
  - Paperless Report
6. Topic Proposal - Bromsgrove Sporting (Pages 19 - 22)
7. Task Group Updates
8. Worcestershire Health Overview and Scrutiny Committee - Verbal Update

9. Cabinet Work Programme - Tabled at the meeting
10. Overview and Scrutiny Board Work Programme (Pages 23 - 26)
11. Confidential Minutes of the Overview and Scrutiny Board held on 29 October 2018 (Pages 27 - 30)

**"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(s) of business on the grounds that it/they involve(s) 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:-

| Item No. | Paragraph(s) |
|----------|--------------|
| 11       | 3 and 5      |

K. DICKS  
Chief Executive

Parkside  
 Market Street  
 BROMSGROVE  
 Worcestershire  
 B61 8DA

23rd November 2018



## **INFORMATION FOR THE PUBLIC**

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- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
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You can access the following documents:

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

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



## **BROMSGROVE DISTRICT COUNCIL**

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

**29TH OCTOBER 2018, AT 6.00 P.M.**

PRESENT: Councillors L. C. R. Mallett (Chairman), C. Allen-Jones, C. J. Bloore, S. R. Colella, R. L. Dent (Substitute), R. J. Deeming, M. Glass, C.A. Hotham, H. J. Jones (Substitute), P.L. Thomas and M. Thompson

Observers: Councillor B. T. Cooper, Councillor G. N. Denaro, Councillor K. J. May and Councillor C. B. Taylor

Officers: Mr. D. Allen, Mr. K. Dicks, Mrs. C. Felton, Mr C. Forrester, Mr. J. Godwin, Claire Green, Ms F. Mughal, Ms. J. Pickering, Mr D Riley, Ms. A. Scarce and A. Wyre

54/18 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received on behalf of Councillors R. J. Laight and S. A. Webb. Members were advised that Councillor R. Dent was attending as substitute for Councillor S. A. Webb and Councillor H. Jones was attending as substitute for Councillor R. J. Laight.

55/18 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

56/18 **MINUTES**

**RESOLVED** that the minutes of the Overview and Scrutiny Board held on 1<sup>st</sup> October, 2018 be approved as an accurate record.

57/18 **COUNCIL TAX SUPPORT SCHEME REPORT - PRE SCRUTINY**

The Revenue Services Manager presented the Council Tax Support Scheme report. The report provided information on the work undertaken by the Customer Access and Financial Support Service and amendments to the Council Tax Support Scheme for implementation by 1<sup>st</sup> April, 2019 and set out proposals for public consultation.

Members were advised that Cabinet were being asked to give approval to undertake a formal consultation with the major preceptors and the public on the proposed design of a revised scheme. This would commence on 1<sup>st</sup> November, 2018 and last for 8 weeks.

The Board was advised that the Council had previously agreed a minimum council tax contribution from working age claimants as 20%. Further to this Members agreed to consider reducing the minimum contribution to 15% with effect from 2019. This change would require formal consultation as it was an amendment to the existing scheme. Consultation was also required to implement 100% discount for care leavers, subject to consultation, with effect from 1<sup>st</sup> April, 2019.

Based on the initial financial modelling that had been undertaken, a revised scheme to increase support to maximum of 85%, would result in an estimated cost of £100k. Initial information provided by County Council and cross referenced to Council Tax information indicated that the cost of 100% for care leavers would be approximately £11k.

The Portfolio Holder for Finance and Enabling advised Members that the revised scheme incorporated the comments of the Board made at the previous meeting. He reiterated that the two key elements for consultation were the increase of support to 85% and 100% discount for care leavers.

In response to a Member question, the Revenue Service Manager stated that there were approximately 20 care leavers; although currently the exact figures was not known.

**RESOLVED** that the Council Tax Support Scheme Report be noted.

58/18

## **CORPORATE PEER CHALLENGE ACTION PLAN**

The Chief Executive presented the LGA Corporate Peer Challenge Report (CPC). Members were reminded that this report had been received prior to the “purdah” period (for the Redditch Borough Council elections) and the Leaders of both Councils had agreed that due to this the publication of the report should be delayed.

The report outlined the outcomes and next steps resulting from the CPC visits which had taken place in January and February 2018. This had been followed up with a written report summarising the recommendations for improvement. The Action Plan set out responses to those recommendations together with relevant timescales for completion.

It was highlighted that in terms of the establishment of a single workforce (which had been recommended), the Corporate Management Team (CMT) had concluded that there was not sufficient benefit in terms of moving to a single organisation at this point in time, for the following reasons:

- Work was ongoing around the harmonisation of policies and procedures which would address some of the issues raised.

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- Work was ongoing around the harmonisation of the Job Evaluation Schemes and the potential costs associated with this – dependent on this, further consideration would be given to moving to a single employer.
- Work continued to be undertaken in respect of the culture of the workforce across both authorities.

The Leader confirmed his support in not moving to a single organisation and advised that ongoing discussions were being undertaken between the Leaders at both Councils.

The Chairman reminded Members that the original rationale behind the Peer Challenge, which had followed a debate at Council, had been to carry out a review of the management team in order to generate savings as part of the Efficiency Plan. It was questioned as to whether this was still the case and whether Cabinet was clear in how it would meet that section of the Efficiency Plan.

Members discussed the level of debate at Council meetings and that as follow up questions were not permissible, this restricted the level of debate. It was therefore suggested that a review of Council procedures and the debating process be carried out. The Leader confirmed that he was happy for this to take place and suggested that the Constitution Review Working Group undertake the review.

**RESOLVED** that the Corporate Peer Challenge Action Plan be noted.

**RECOMMENDED** that the Constitution Review Working Group carry out a wider review of Council procedures to aid the debating process, with particular focus on supplementary questions.

59/18

## **TRANSPORT PLANNING REPORT - VERBAL UPDATE**

The Chairman advised that, as discussed at the previous Board meeting, he, together with Councillors S. Colella, P. Thomas and S. Webb, together with the Strategic Planning Manager, had met with key officers from Worcestershire County Council's (WCC) Highways Team to discuss the ongoing and historic issues in respect of highways in Bromsgrove.

The Chairman reported that previously it had been difficult to get the answers from the officers to all the questions raised and it was therefore felt that it was prudent for a small group to be set up to hold a one off private meeting to discuss the issues in more detail. It was recognised that there were traffic problems in Bromsgrove and that various models that had been considered had not been successful. The Group had discussed potential solutions to resolve the current issues going forward.

The Senior Democratic Services Officer (Bromsgrove) advised that following discussions with the Chairman, she had spoken to the Strategic Planning Manager and it had been agreed that they would work together to

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produce a report similar in format to that of a Scrutiny Review, with a number of recommendations being included. This report would then be presented to the Board on 14<sup>th</sup> January 2019 and if agreed, would then go on to either Cabinet and/or Council for further consideration

Councillor S. Colella commented that following the meeting he had felt that the officers from WCC continued to not fully appreciate or understand the issues in relation to highways faced throughout the District. He further stated that he did not feel that the Council's officers had gathered enough evidence to devise a report that would give a true reflection of the situation. He proposed that the Council's current consultation in respect of the Issues and Options (part of the overall review of the Local Plan) be withdrawn, pending further detail from WCC in respect of the future infrastructure plans for Bromsgrove District.

Members discussed previous concerns which had been raised in respect of WCC's Local Transport Plan 4 (LTP4) and that the Council had recommended that it was withdrawn as it was not fit for purpose. However, it had gone ahead despite the reservations of its effectiveness for Bromsgrove. It was commented that there was a need for more radical actions to be taken in order for Bromsgrove, in particular, to resolve its congestion problems.

Councillor Colella stressed that residents in Bromsgrove were continually experiencing highways issues. Members discussed that there had not been any investment provided for Bromsgrove in order to alleviate these issues and it was clear that a long term strategy was needed to address this.

As an aside, Councillor C. Bloore advised the Board that WCC was currently carrying out a consultation as part of a Bus Service Scrutiny Review. The Districts had one Member on the review but he encouraged all Members to take part in the consultation.

The Portfolio Holder for Planning and Strategic Housing advised that he had discussed the issues with Worcestershire Highways and also believed that WCC did not fully understand the issues in Bromsgrove. He suggested this should be escalated to the Director of Highways at WCC and agreed to discuss the issues with the Leader of WCC. Members were concerned that if the issues were not addressed quickly, that the situation would get worse for Bromsgrove in the longer term.

Members acknowledged that it was important that the County Council Officers worked with the District Officers to ensure the necessary infrastructure was put in place and a firm commitment in respect of this needed to be made by the County Council.

The Leader confirmed that he had spoken to the Strategic Planning Manager, who had provided him with a list of the areas of concern and he would be meeting with the Leader of WCC as a matter of urgency.



**RECOMMENDED** that the Issues and Options consultation process be suspended pending receipt of further information from Worcestershire County Council in respect of the future plans in respect of the infrastructure for Bromsgrove District.

60/18 **TASK GROUP - VERBAL UPDATE**

The Senior Democratic Services Officer (Bromsgrove) informed the Board as there had been no further interest from Members to sit on the Paperless Meetings Task Group, this would be consider by the Corporate Performance Working Group.

Members were informed that the Senior Democratic Services Officer (Redditch) was undertaking a Leadership Course and as part of that course was carrying a project looking at paperless committees across both Councils. The Paperless Task Group terms of reference would be incorporated within that project and She would be liaising with the Working Group and work with them to produce a report, which would be considered at Overview and Scrutiny Board in due course.

61/18 **FINANCE AND BUDGET WORKING GROUP - VERBAL UPDATE**

The Chairman provided an update in relation to the Finance and Budget Working Group meeting which had taken place on 16<sup>th</sup> October 2018. He reported that the agenda covered the following items:

- Cost recovery – the Head of Community Services had provided information around cost recovery in respect of the CCTV service and had provided information in respect of the recent contract undertaken to provide this service to Cannock Chase Council.
- Fees and Charges – Head of Environmental Services and the Head of Community Services provided updates to Members.
- Outturn v Budget for Environmental Services – Head of Environmental Services had provided Members with an update in respect of the outturn figure for 2017/18 compared to those for 2018/19.

The Board was advised that the next meeting of the Group was scheduled to take place on 14<sup>th</sup> November 2018.

62/18 **CORPORATE PERFORMANCE WORKING GROUP - VERBAL UPDATE**

The Senior Democratic Services Officer (Bromsgrove) provided an update in relation to the Corporate Performance Working Group held on 18<sup>th</sup> October 2018. The Board was informed that the Head of Environmental Services had attended the meeting and provided an update in relation to the Waste Collection Services. A number of potential recommendations had been discussed and it was anticipated that the Working Group would

bring a brief a report to the December Board meeting for Members consideration.

Members were advised that the next meeting of the Corporate Performance Working Group was scheduled to take place on 7<sup>th</sup> November 2018.

63/18 **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - VERBAL UPDATE**

Councillor C. Bloore informed Members that there had not been a meeting since his last update. The presentation in relation to the Worcestershire County Council funding arrangements in respect of Adult Services had been disseminated to Members as previously agreed.

64/18 **CABINET WORK PROGRAMME - 1 NOVEMBER 2018 TO 28 FEBRUARY 2019**

Members were provided the Cabinet Leader's Work Programme from 1<sup>ST</sup> November, 2018 to 28<sup>th</sup> February, 2019.

**RESOLVED** that the Cabinet Leader's Work Programme from 1<sup>st</sup> November, 2018 to 28<sup>th</sup> February, 2019 be noted.

65/18 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME 2018/19**

The Senior Democratic Services Officer (Bromsgrove) presented the Overview and Scrutiny Board's Work Programme for 2018/19. It was advised that the Transport Review would be considered at the Board in January 2019.

In addition, Councillor C. Bloore expressed an interest in reviewing the work and role in the community of the Bromsgrove Supporting Football Club. As he understood that the club was paying a rental fee to the Council for use of the ground and had invested funds in the ground itself, to support the club's promotion within the league. He suggested that the Council should consider reducing the lease cost to the club (which was confirmed to be £12k annually) this would help the club to improve the facilities and attract more people to the ground.

Members agreed to launch a Short Sharp Review in respect of Bromsgrove Supporting Football Club to review this together with their role within the community. The Senior Democratic Services Officer (Bromsgrove) advised Members that terms of reference for this review would be devised and circulated to Members and nominations sought to take part in this review. The Board also agreed to appoint Councillor Bloore as the Chair of this review.

## **RESOLVED:**

- a) that the Overview and Scrutiny Board's Work Programme for 2018/19 be noted; and
- b) that a Short Sharp Review be established to review the Bromsgrove Sporting Football Club.

66/18

## **DEVELOPMENT OF THE BURCOT LANE SITE**

The Chairman thanked those Officers in attendance and explained to Members that this item would begin in public session, but it was highlighted that should they wish to discuss the financial implications in detail then the Board would need to consider whether it was appropriate to go into private session.

The Chief Executive presented the report which provided Members with an update of the current position regarding the site and the funding application submitted to Homes England. The report also set out the conditions attached to the offer and the officers' suggested preferred option for the site.

The Portfolio Holder for Planning and Strategic Housing advised Members that the report was a live document and that he believed that the proposal set out in option 3 – Housing Company was the best option for the Council as it would help balance out some of the current housing problems in Bromsgrove.

The Strategic Housing Manager provided background information and outlined the key issues whilst reminding Members that at the Cabinet meeting on 6<sup>th</sup> September 2017 the options available to the Council regarding developing the site at Burcot Lane had been considered. Three options had been proposed with the pros and cons of each being included within the report. The preferred option was that of establishing a housing company to manage the retained housing stock, subject to the business case for this being brought to Cabinet for approval in due course. The Strategic Housing Manager also provided Members with details of the indicative plans for the site together with the breakdown of proposed properties.

The Strategic Housing Manager also highlighted the following:

- A wider development role in the district, together with opportunities for local businesses/constructors;
- Projected ongoing revenue stream ;
- The opportunity for the Council to retain the assets;
- The opportunity to take the first steps in helping to rebalance the local housing market;
- Identifying other local opportunities for development.

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It was highlighted that the Local Housing Market currently had approximately 39k properties of which 32,000 were private, 4,000 social housing and 3,000 private rented properties. The Strategic Housing Manager also stated that it was important to explore other models to enable the Council to develop rental properties and understand the market. It was further stated that option 3 identified the model which achieved the most properties for rent and kept outright sales down to a minimum.

Members questioned the viability test and if there was any risks attached to the proposed scheme and what confidence the Council had in this test. It was clarified that a considerable amount of work had been undertaken and it was believed that the scheme was viable and would return a surplus to the Council. In response to a Member question, clarity was sought that a right to buy option was not available in the option 3 model.

Members discussed the reintroduction of a Housing Revenue Account (HRA) and the Leader confirmed that this was not a realistic option and that the introduction of a Housing Company would go some way to addressing the lack of housing that was affordable in the District..

Members questioned whether the option that was proposed within the report was that which had been made in the initial decision. Officers highlighted that the options set out in appendix 4 to the report were not in the correct order and a revised appendix was circulated at the meeting. Clarity was given that option 3 was the Housing Company and option 2 was a partnership with a Registered Provider.

In response to a Member question, the Strategic Housing Manager informed the Board that Homes England had stated in the conditions attached to the grant that it should be spent by March 2021. It was anticipated that the development would commence prior to this date pending Cabinet approval.

The Portfolio Holder for Planning and Strategic Housing confirmed that highways issues had been considered and as the Burcot Site had an existing building on it, that there should be no issues with additional highways reports. However, should the current building be demolished prior to planning permission being sought then this may impact on the highways considerations.

Members were provided with full details in respect of the costs associated with the redevelopment of the site. Officers then responded to a number of questions from Members, which covered the following areas:

- Areas to be covered by the maintenance costs.
- The Council would look to reduce the surplus cost.
- The rent would be increased by 1%.
- The role of the Shareholders Committee and the involvement of Members, in order to ensure that they had an insight into the operation of the Housing Company.

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- How it was anticipated that the Housing Company would set the rent for the properties.
- How the rental figures had been calculated – it was highlighted that in the first instance a comparative figure for Redditch had been used.
- It was clarified that the properties would be available for the local people in Bromsgrove.
- The Council would look at other sites within the District for future developments once the Burcot Lane site had been established; however it confirmed that it was difficult to identify other areas at this early stage.
- Members expressed their concerns that the project was not sustainably for the Council without multiple sites being identified, as the current development for 61 properties was not sufficient. Members were advised that this was the first step and there was the potential for the project to be successful in the long term. In addition it was confirmed that the current proposals were viable as a stand alone site.
- The Board was informed that other local authorities had had a significant impact on the local market and that local businesses had also benefited from similar developments.
- Members expressed concerns that this project had not been considered in enough detail.
- It was important that long term investment was considered within this project.
- It was suggested that a Committee should be set up to look at the housing needs for Bromsgrove and to ensure that the Housing Company met these needs.

Councillor H. Jones supported the recommendations set out in the report and proposed that the matter be put to the vote without further debate. On being put to the vote the proposal was lost.

Further debate followed, which included the discussion of a number of areas, including:

- Members suggested that a letting agency be considered as an option, it was noted that this had been a recommendation from an Overview and Scrutiny Task Group investigation previously. The Board was informed that currently there were 50 letting agencies in Bromsgrove and that Council would explore this option in the future.
- Members were informed that Homes England had been satisfied that the Council's application met the necessary criteria.
- The Council was aware of a number of potential sites, although further investigation was required before consideration being given to them.
- Members reiterated the view that the Cabinet should consider exploring working with letting agencies or setting up its own.

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- Members suggested that there was a need for a longer term strategic plan to be developed and brought back to the Board for further scrutiny.
- Members expressed concerns that it was unclear as to how this project would be sustainable and requested further clarification in order to understand the longer term implications.

The Portfolio Holder for Planning and Strategic Housing invited Members of the Board to the Cabinet meeting due to take place on Wednesday 31<sup>st</sup> October, 2018 when the matter would be considered. He also requested that, should Members have any further questions that they email him prior to that meeting.

The Leader informed Members that a business plan of the Housing Company would be shared with the Board at an early stage. The Board was further informed that the scrutiny of the Housing Company would be reviewed by the Finance and Budget Working Group.

## **RECOMMENDED:**

- a) that further work be carried out to explore the options available to the housing company to allow it to act as a letting agent; and
- b) that the housing company's overarching principle be to provide "affordable" rental accommodation for local people.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to financial and business affairs. However, there is nothing exempt in this record of the proceedings.)

67/18

## **IN HOUSE MANAGEMENT OF BROMSGROVE MARKET - VERBAL UPDATE**

Councillor K. May, Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships provided an update in respect of the Bromsgrove market. She reminded the Board that in May, 2018 the Council agreed that the management and operation of Bromsgrove Town Centre Outdoor Market to be brought back 'in-house'.

Councillor May informed Members of the events which had taken place in recent weeks. She expressed her gratitude to the Head of Leisure and Cultural Services and his team for their hard work and commitment and welcomed the new Market Manager.

The Head of Leisure Cultural Services advised Members that positive feedback had been received from market traders. He further advised that a business plan would be devised to review the current market provision as the Council was committed to investing in the Town Centre market. A further update would be provided in January, 2019.

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(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to financial and business affairs. However, there is nothing exempt in this record of the proceedings.)

The meeting closed at 8.40 p.m.

Chairman

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### OVERVIEW AND SCRUTINY BOARD

3rd December 2018

#### CORPORATE PERFORMANCE WORKING GROUP – PAPERLESS COMMITTEE MEETINGS REVIEW

|                          |   |
|--------------------------|---|
| Lead Portfolio Holder    | Councillor Brian Cooper                           |
| Relevant Head of Service | Head of Legal, Equalities and Democratic Services |
| Ward(s) Affected         | No specific ward relevance                        |
| Non-Key Decision         |   |

#### 1. SUMMARY OF PROPOSALS

This report outlines the findings to date of the Corporate Performance Working Group in respect of paperless meetings and reducing paperwork for Committee meetings.

#### 2. RECOMMENDATIONS

The Board is asked to **RESOLVE** that

- 1) a trial of paperless meetings should be undertaken by Members of the Overview and Scrutiny Board;
- 2) the Overview and Scrutiny Board should launch a trial whereby the agenda should be displayed on a screen during the meetings.

#### 3. KEY ISSUES

##### Background

- 3.1 In December 2017 Councillor Brian Cooper proposed that a scrutiny review should be launched into how to reduce the paperwork generated for Bromsgrove District Council’s Committee meetings. The Overview and Scrutiny Board recently concluded that this work should be undertaken by the Corporate Performance Working Group, rather than a bespoke Task Group.
- 3.2 The Corporate Performance Working Group held an initial meeting on Wednesday 7<sup>th</sup> November 2018 to discuss this matter further. Members considered the amount of paperwork generated for Committee meetings, the financial costs to the Council involved in producing this paperwork and action that could be taken to reduce the amount of paperwork that is printed for Committee meetings. As part of their discussions Members of the group accessed agenda packs in an electronic form using the modern.gov app on their iPads.

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- 3.3 The group learned that at present paper copies of agenda packs are produced for every Member of a Committee, the Officers attending that meeting, the public and any other guests who may be present. Spare copies of agenda packs are also produced for every meeting in case needed. This results in a lot of paperwork being printed for Committee meetings every year.
- 3.4 During the meeting of the group in November Members learned that Democratic Services produce agenda and minute packs using the modern.gov Committee management system. Public copies of the agenda packs, minutes and Cabinet Work Programme together with information about each Councillor, each Committee, outside bodies and other relevant matters can be accessed on the modern.gov pages of the Council's website.
- 3.5 The agenda and minutes can also be viewed on the modern.gov app. There is a public version of the modern.gov app which accesses copies of agenda and minute packs that are in the public domain. There is also an exempt app which can be activated to provide Members and some Officers with access to private information in agenda packs and minutes. Those using both the public and private app can annotate their copy of the agenda or minutes of a particular meeting as well as view the information provided on that document.
- 3.6 Members welcomed the functionality of the modern.gov app and concluded that this could be used by Members in meetings to replace paper copies of agenda packs. They concurred that this could potentially help to achieve financial savings for the Council. However, as paperless meetings would represent a new development for the Council Members agreed that it would be helpful to trial paperless arrangements at Overview and Scrutiny Board meetings.
- 3.7 During the meeting the agenda was projected from the app on to the television in the room and was used as a training aide. The Corporate Performance Working Group noted that this could be a helpful tool at Committee meetings and would be particularly helpful for enhancing the transparency of Committee meetings to the benefit of the public. The group also noted that the projection of the agenda on to a screen would help Members to familiarise themselves with the app. Again, the group concluded that it would be helpful to trial this arrangement at meetings of the Overview and Scrutiny Board.

#### **Financial Implications**

- 3.8 The Council's printing contract changed in August 2018 and the charges for the new service differ from those under the previous contract. As the change in the contract was so recent, Officers are only able to provide an estimate of projected annual printing costs for Bromsgrove District Council based on the average number of print jobs requested in previous years.

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- 3.9 Bromsgrove District Council's demand for printing for all services is projected to cost £44,450 per annum. The Council has a shared print service with Redditch Borough Council. When the costs of printing at Redditch are taken into account, together with the costs of maintaining the Print Unit, the projected overall cost of running the service is £127,000 across the two authorities.
- 3.10 The Democratic Services team sends 90 per cent of all their printing requirements to the Print Unit. Given the nature of the work undertaken by Democratic Services, which involves producing often lengthy agenda packs, 51 per cent of all demand for printing from the Print Unit is received from Democratic Services. This equates to a projected cost of £22,700 per year, roughly half of the total printing costs for the Council.
- 3.11 There are fixed costs attached to printing, including maintaining a Print Unit, staffing costs, utilities and so on. These fixed costs have been set at a level that will allow the Print Unit to provide a service that meets existing demand for work. There are also marginal costs, which are the costs of each printing job. The fixed costs represent two thirds of the costs of printing and the marginal costs make up the remaining third.
- 3.12 In this context if Members reduce demand for printing by a small margin, only the marginal costs will be affected. However, if a majority of Members and Officers chose to go paperless for Committee meetings demand from Democratic Services for printing will reduce significantly and this could have implications for both the fixed and the marginal costs.
- 3.13 Members should also note that printing in colour costs more than printing in black and white. Colour printing costs range from 2.9 pence to 37.5 pence per page whilst black and white printing ranges from 1 pence to 15.5 pence, with economies of scale achieved for longer reports. Democratic Services have urged officers for some time to print only in black and white but sometimes colour printing is necessary, (for example to display charts in the Corporate Performance Reports).

#### **Legal Implications**

- 3.14 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Part 2 (7) requires a copy of an agenda for a public Committee meeting to be available for inspection at the Council's offices and on the Council's website. Councils are also required under these regulations to provide a reasonable number of copies of agenda packs for the public to access at meetings, though local authorities are able to determine what number of copies would be reasonable for any meeting.

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

- 3.15 Currently every Member has an iPad, which can be used to access emails, the modern.gov app and the measures dashboard. However, concerns have been raised by Members about the general functionality of the iPads and whether this equipment is meeting the needs of Bromsgrove Councillors.
- 3.16 For this reason the Members' IT Project Group has been established to review the IT equipment provided to Members. The group's conclusions could have implications for the ways in which Members can access electronic versions of agenda and minute packs for Committee meetings. For example whilst the modern.gov app can be accessed on Members' iPads, the app will not be accessible on laptops until the Council has upgraded its software.
- 3.17 At present some Members of the Overview and Scrutiny Board do not have access to the exempt modern.gov app. Should the Board agree to launch a trial whereby the meetings of the Board are paperless, Democratic Services will need to work with members of the Board to provide access before the first meeting when the trial will commence. Training will need to be provided to Members to enable them to use the modern.gov app during meetings. This training could be provided on a one-to-one or group basis.
- 3.18 The Member Development Steering Group discussed the potential to reduce the amount of paperwork generated for Committee meetings at a meeting on 8<sup>th</sup> October 2018. The group concluded that it would not be appropriate to impose a paperless approach to all Committee meetings on every Member, though individual Councillors could opt to go paperless. However the group did suggest that a shorter version of the agenda pack could be printed for Committee meetings; covering reports could be published whilst appendices would be available to access electronically (except for at least one copy for the public and a copy in the Members' Room). The group has also proposed that, if a report must contain colour, it should be printed in a separate colour supplement. This will help to reduce the costs of colour printing as only the relevant report, rather than an entire pack, will be printed using a colour printer.
- 3.19 The conclusions reached by the Member Development Steering Group do not preclude the Overview and Scrutiny Board from undertaking a trial for paperless meetings. Overview and Scrutiny is a Member-led process and if Members decide to launch a trial that would require meetings of the Board to be paperless this could be undertaken.

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

- 3.20 Some Members may prefer to access paper copies of agenda packs or may need to do so. The screens on the iPads currently used by Members are relatively small which some Members may find difficult to view. The Board should therefore note

## **OVERVIEW AND SCRUTINY BOARD**

**3rd December 2018**

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that a paperless approach to attending Committee meetings may not be suitable for every Member.

### **4. RISK MANAGEMENT**

No specific risks have been identified.

### **5. APPENDICES**

#### **AUTHOR OF REPORT**

Name: Amanda Scarce, Senior Democratic Services Officer  
Email: [a.scarce@bromsgroveandredditch.gov.uk](mailto:a.scarce@bromsgroveandredditch.gov.uk)  
Tel: (01527) 881443

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### OVERVIEW AND SCRUTINY BOARD

3 December 2018

#### SCRUTINY INVESTIGATION PROPOSAL

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

#### 1. SUMMARY OF PROPOSALS

An Overview and Scrutiny Topic Proposal Form relating to the Bromsgrove Sporting has been completed by Councillor C. Bloore and is submitted for consideration by the Board.

It should be noted that the Board agreed to the topic being investigated at its previous meeting and to appoint Councillor Bloore as Chairman of the investigation. As any Overview and Scrutiny Board investigation must be chaired by a Member of the Board and Councillor Bloore is no longer a Member, a Chairman will need to be appointed. Councillor Bloore is still eligible to sit on a Task Group should he so wish.

#### 2. RECOMMENDATIONS

- 2.1 The Board are asked to consider the completed proposal form (at Appendix 1) and agree to the following:
- (a) that a Task Group is established to undertake a more in-depth investigation into Bromsgrove Sporting;
  - (b) appoint a Chairman for the Task Group and set a time scale for completion of the investigation; and
  - (c) ask Officers to make the necessary arrangements to set up a Task Group and for its work to commence as soon as possible.

#### 3. KEY ISSUES

##### Financial Implications

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

##### Legal Implications

### OVERVIEW AND SCRUTINY BOARD

3 December 2018

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

#### Service/Operation Implications

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to Bromsgrove Sporting has been completed by Councillor C. Bloore.
- 3.4 Should the Board decide to go ahead and set up a Task Group to investigate this matter then Members need to be aware that this will impact on the workload of the Democratic Services Officer supporting the Board.
- 3.5 It has previously been agreed that the Democratic Services Officer would not be asked to carry out more than two task groups or Short Sharp Reviews at any one time. Currently, the Board is not carrying out any Task Groups or Short Sharp Reviews and therefore Officers have the capacity to carry out this piece of work.

#### Customer / Equalities and Diversity Implications

- 3.6 N/A

#### 4. RISK MANAGEMENT

- 4.1 N/A

#### 5. APPENDICES

Appendix 1 – Overview and Scrutiny Proposal Form

#### 6. BACKGROUND PAPERS

None

#### 7. KEY

None

#### AUTHOR OF REPORT

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





## OVERVIEW & SCRUTINY TOPIC PROPOSAL

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

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

|   |   |
|---|---|
| <b>Name of Proposer:</b> Christopher Bloore |   |
| Tel No: 07905 612 710                       | Email: <a href="mailto:c.bloore@bromsgrove.gov.uk">c.bloore@bromsgrove.gov.uk</a> |
| Date: 13/11/18                              |   |

|  |  |
|--|--|
| <b>Title of Proposed Topic</b><br>(including specific subject areas to be investigate)   | Supporting Bromsgrove Sporting FC including reducing the cost of rent for use of the Victoria Ground.  |
| <b>Background to the Proposal</b><br>(Including reasons why this topic should be investigated and evidence to support the need for the investigation.) | Bromsgrove Sporting FC have had a meteoric rise since Bromsgrove Rovers folded. The club has risen from the bottom of the football Pyramid to the Evo-Stik South and has now commenced with plans to increase their work within the local community. They currently pay £12,000 to Bromsgrove District Council for use of the Victoria Ground. This land was originally gifted to the Council for the use of football. Growing attendances and the improved junior football offer mean hundreds of people are now using shops in the town centre when they visit Bromsgrove. |
| <b>Links to national, regional and local priorities</b><br>(including the Council's strategic purposes)  | To grow our local economy and promote health and well-being.   |
| <b>Possible Key Objectives</b><br>(these should be SMART – specific, measurable, achievable, relevant and timely)                                      | To establish the benefit the club currently brings to the local community and town centres, if this is sustainable and what the next steps would need to be to increase the community offer of the club.<br><br>The task group could recommend that any money  |

# Agenda Item 6

|   |   |  |                     |  |
|---|---|--|---------------------|--|
|   | refunded to the club is used for community development/junior football development. |  |                     |  |
| Anticipated Timescale for completion of the work.   | TBC   |  |                     |  |
| Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box) | Task Group  |  | Short Sharp Inquiry |  |

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

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

## OVERVIEW AND SCRUTINY BOARD

### WORK PROGRAMME

2018/19

#### 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>03/12/18</b>        | Working Group Updates: <ul style="list-style-type: none"> <li>• Finance and Budget</li> <li>• Corporate Performance (Paperless Committee report)</li> </ul>                   |  |
|                        | Bromsgrove Sporting – Topic Proposal  |  |
|                        | WCC Health Overview & Scrutiny Committee – update from Representative   |  |
|                        | Cabinet Leader’s Work Programme   |  |
|                        | O&S Board Work Programme  |  |
| <b>14/01/19</b>        | Working Group Updates: <ul style="list-style-type: none"> <li>• Finance and Budget</li> <li>• Corporate Performance (including the Waste Collection update report)</li> </ul> |  |
|                        | Cabinet Response to the CCTV Short Sharp Review Recommendations   |  |
|                        | Cabinet Response to the Road Safety Around Schools Task Group Recommendations   |  |
|                        | Transport Planning Report   |  |
|                        | Task Group Updates:   |  |
|                        | WCC Health Overview & Scrutiny Committee – update from Representative   |  |
|                        | Cabinet Leader’s Work Programme   |  |
|                        | O&S Board Recommendation Tracker  |  |
|                        | O&S Board Work Programme  |  |
| <b>11/02/19</b>        | Bromsgrove Sports and Physical Activity Strategy  | Picked up from the Cabinet Leader’s Work Programme |
|                        | Task Group Updates:   |  |

| Date of Meeting | Subject   | Additional Information |
|-----------------|---|------------------------|
|                 | WCC Health Overview & Scrutiny Committee – update from Representative   |                        |
|                 | Cabinet Leader’s Work Programme   |                        |
|                 | O&S Board Work Programme  |                        |
| <b>04/03/19</b> | Working Group Updates: <ul style="list-style-type: none"> <li>• Finance and Budget</li> <li>• Corporate Performance</li> </ul>                                    |                        |
|                 | Task Group Updates:   |                        |
|                 | WCC Health Overview & Scrutiny Committee – update from Representative   |                        |
|                 | Cabinet Leader’s Work Programme   |                        |
|                 | O&S Board Work Programme  |                        |
| <b>08/04/19</b> | Working Group Updates and Review of work carried out in the 2017/18: <ul style="list-style-type: none"> <li>• Finance and Budget</li> </ul> Corporate Performance |                        |
|                 | Task Group Updates:   |                        |
|                 | WCC Health Overview & Scrutiny Committee – update from Representative   |                        |
|                 | Cabinet Leader’s Work Programme   |                        |
|                 | O&S Board Work Programme  |                        |

**Topic Proposals for future further consideration.**

- Review of the sports hall negotiation process

**Potential Items for pre-scrutiny**

- Bromsgrove Local Lottery – Awaiting further information from Cabinet (put on hold for at least 6 months).

**Updates Received - Monthly**

The Council’s representative on the Worcestershire Health Overview and Scrutiny Committee 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.

# Agenda Item 10

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.

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

**Our Strategic Purposes for Bromsgrove**

*Help me to live my life independently*

*Help me to be financially independent*

*Keep my place safe & looking good*

*Help me find somewhere to live in my locality*

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

*Help me run a successful business*

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

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

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

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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