



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY 2ND JUNE 2020
AT 6.00 P.M.

VIRTUAL MEETING - SKYPE - VIRTUAL

MEMBERS: Councillors M. Thompson (Chairman), J. Till (Vice-Chairman), A. J. B. Beaumont, S. R. Colella, R. J. Deeming, M. Glass, C.A. Hotham, R. J. Hunter, A. D. Kriss, P. M. McDonald and C. J. Spencer

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 10th February 2020 (Pages 1 - 8)
4. Remote Meeting Protocol & Virtual Meetings (Pages 9 - 14)
5. Annual Report 2019-2020 (Pages 15 - 36)
6. Work Programme and Future Planning
 - (i) Overview and Scrutiny Board Work Programme (Pages 37 - 46)
 - (ii) Cabinet Work Programme

(Report to follow)

7. Task Group - Update and Future Meetings (Pages 47 - 54)
8. Finance and Budget Working Group - Update and Future Meetings
9. Worcestershire Health Overview and Scrutiny Committee - Update
10. Corporate Performance Working Group - Update
11. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

21st May 2020



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can attend all Council, Cabinet and Committee/Board meetings, except for any part of the meeting when the business would disclose confidential or “exempt” information.
- You can inspect agenda and public reports at least five days before the date of the meeting.
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- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
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You can access the following documents:

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

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

10TH FEBRUARY 2020, AT 6.00 P.M.

PRESENT: Councillors M. Thompson (Chairman), S. R. Colella, R. J. Deeming, M. Glass, R. J. Hunter, A. D. Kriss, P. M. McDonald, M. Middleton (Substitute), C. J. Spencer and P. J. Whittaker (Substitute)

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

Officers: Ms. J. Pickering, Ms. A. Scarce and Mrs. J Gresham

82/19 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillors A. Beaumont, C. Hotham and J. Till. Councillor M. Middleton was present as substituted for Councillor Beaumont and Councillor P. Whittaker attended as substitute for Councillor Till.

82/19 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillors A. Beaumont, C. Hotham and J. Till. Councillor M. Middleton was present as substituted for Councillor Beaumont and Councillor P. Whittaker attended as substitute for Councillor Till.

83/19 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest on this occasion.

84/19 **MINUTES**

The Minutes of the meeting of the Overview and Scrutiny Board held on 13th January 2020 were considered.

Councillor P. McDonald advised that he had not received the information requested on page 3 of the minutes, Minute No. 72/19 in respect of the Redditch Basement Project and officers confirmed that this would be followed up.

Reference was made to the Market Hall site Meanwhile Use, Minute No. 74/19. It was acknowledged that additional information had come to light at the Cabinet meeting on 15th January, but that for the purpose of these minutes the information as stated was correct.

RESOLVED that the minutes of the Overview and Scrutiny Board held on 13th January 2020 be approved as a true record.

85/19

BROMSGROVE SPORTING TASK GROUP - FINAL REPORT AND RECOMMENDATIONS

As a representative from Bromsgrove Sporting was present at the meeting, the Chairman agreed to bring this item forward on the agenda.

The Chairman introduced the draft report (included in the supplementary agenda pack) and drew Members attention to the summary of recommendations on page 10 of the agenda pack. It was noted that the original topic proposal had been put forward by former Councillor Chris Bloore and had considered evidence from a number of witnesses.

A typographical error on page 13 (page 6 of the report) was highlighted, which officers confirmed would be corrected prior to the report being considered at Cabinet. Officers also confirmed that further details in respect of financial implications and resource implications would be included.

Mr. P. Baker from Bromsgrove Sporting was asked whether he had anything to add and he confirmed that he did not.

RECOMMENDED that the report and recommendations as detailed in it be considered by Cabinet at its meeting on 1st April 2020.

86/19

STAFF SURVEY UPDATE

The Head of Transformation and Organisational Development together with the Human Resources and Organisational Development Manager provided Members with an update in respect of the staff survey and actions arising from it.

This included:

- The Staff Survey had been delayed until summer 2020 in order to incorporate the culture change programme that was being undertaken by the organisation.

- Workshops were being arranged in order to engage more closely with staff.
- A stress risk assessment would be introduced prior to Easter 2020.

The Chairman invited the Portfolio Holder for Finance and Enabling to comment on the presentation and he thanked the officers for their update and stated that although there had been a delay in co-ordinating the next staff survey the delay was for the right reasons and would enable the culture change programme to embed in to the Council.

Following presentation of the briefing paper Members discussed a number of areas and officers responded to questions raised. Particular reference was made to sickness absence and the retention of staff. Members were advised that sickness absence was recorded on the Corporate Dashboard and Members were provided with the latest figures. However, it was explained that a more holistic view was taken in respect of how staff were feeling and that simply providing the sickness figures did not necessarily give the full picture.

Reference was made to the original survey and how it had been tailored to the needs of the Council with a bespoke methodology and it was questioned whether the same questions would be used again in order to see any trends that may be arising and improvements that were being made. It was confirmed that this would be the case and it was hoped that the results of the next survey would be available, following analysis, in October 2020.

There had been a Task Group set up, which had been a joint piece of work with Redditch Borough Council, which had looked at the staff survey and it was noted that one of the recommendations had been in respect of the appointment of a Staff Champion, at that time this had been Councillor Colella. Councillor Colella gave a brief overview of how this role had originally worked, but he advised that he had had no involvement in more recent months. Following discussion it was agreed that this role should be re-instated.

Officers suggested that as a number of Members were new to the Council and the Board, that at a future meeting the Board receive a presentation of the Corporate Dashboard and how to access this on iPads. It was noted that the Corporate Dashboard was used by the Corporate Performance Working Group and therefore would be useful should that Working Group recommence its work.

RESOLVED that

- a) the Update in respect of the Staff Survey be noted;
- b) the role of a Member as a Staff Champion be revisited; and
- c) Officers include in the Overview and Scrutiny Board Work Programme and item in respect of a demonstration on the content and workings of the Corporate Dashboard.

87/19

FINANCE AND BUDGET WORKING GROUP - UPDATE

Councillor M. Thompson, Chairman of the Finance and Budget Working Group, explained that at its most recent meeting, when the Working Group had considered the Medium Term Financial Plan, the Executive Director Finance and Resources had discussed the allocation of funds to Worcestershire County Council (WCC) in respect of support for local libraries. The Working Group had put forward a recommendation (which was tabled at this meeting) but the matter was felt to be of such importance that the Leader and Executive Director, Finance and Resources, had been asked to attend this evening's meeting to provide further information on this proposal.

The Leader explained that discussions had taken place regarding the libraries and the part they play in our District in particular with at risk and vulnerable residents. The piece of work currently being proposed was part of a bigger piece of work and would provide connectivity between rural and urban centres.

The Executive Director, Finance and Resources went on to give a short presentation (attached at appendix 1) which set out more detail around the proposals. It was also agreed that the slides would be provide for Members outside of the meeting.

Following the presentation Members discussed a number of areas in more detail including:

- That this was an interesting project that could aid the autism, dementia services in the District and also reduce anti-social behaviour.
- Where the extra services would be sourced from? Currently there was a lack of resources and so why would this be any different going forward?
- The schedule of payments for the £50k needed to be very carefully monitored.

In light of the information provided, Members were in agreement that the recommendation from the Finance and Budget Working Group should be withdrawn.

A recommendation was put forward by Councillor P. McDonald and seconded by Councillor S. Colella that the Libraries Review Task Group should monitor how the funds from the Council were being spent by WCC to ensure that it was appropriate and to the benefit of the district. On being put to the vote this recommendation was lost. However, the Executive Director, Finance and Resources assured Members that this would be monitored through the Quarterly Finance Monitoring Report, which was considered by both the Working Group and Cabinet.

RESOLVED that the presentation and its content be noted.

88/19

LIBRARIES TASK GROUP - MEMBERSHIP

Councillor S. Colella, the appointed Chairman of the Libraries Review Task Group advised that following the presentation it was clear that the task group's role would be an important one moving forward and he would welcome the attendance of the Leader at a meeting to explain in more detail the plans and progress that had been made in the development of the proposals. Members also suggested that as part of the task group's work programme it would be useful if the Programme Manager from Worcestershire County Council could attend their meeting to discuss the proposal. This was agreed and officers agreed to contact the Programme Manager in order that she could attend a future task group meeting.

Officers explained to the Board the process for seeking interest in task group membership. An email had been sent to all Members with the exception of those on the Cabinet, inviting them to join the task group. Whilst there were no hard and fast rules in respect of the numbers of Members who could be on a task group, it was usually restricted to 5 or 6 as it was much easier to set up meetings with a smaller number. However, it was at the discretion of the Board and if it wished to increase this then it was in its gift to do so. Councillor M. Middleton (who was substituting for Councillor Beaumont) asked if she could be considered, she had not put forward her name as she had missed the email sent round.

Following discussions it was agreed that Councillor Middleton be included in the Membership and a quorum of 4 be set for each meeting, in order to aid officers in setting up meetings going forward.

RESOLVED that

- a) the terms of reference of the Libraries Task Group be agreed;
- b) the membership of the Libraries Task Group be agreed as being Councillors S. Colella (Chairman) A. Kriss, P. McDonald, H. Rone-Clarke, J. King, S. Douglas and M. Middleton;
- c) on this occasion a quorum of 4 be set for any meeting of the Libraries Task Group;
- d) the Task Group report back to the Overview and Scrutiny Board with its findings in six months time; and
- e) the Task Group commences its work as soon as possible.

89/19

TASK GROUP UPDATES

These had been covered under other items on the agenda.

90/19

TOPIC PROPOSALS

In line with discussions at the previous meeting, Councillor R. Hunter had submitted a topic proposal in respect of a Review of Services to Prevent Flooding. The Chairman invited Councillor Hunter to present his topic proposal and in so doing he explained that due to the recent flooding in the District residents had become increasingly concerned. Councillor R. Hunter showed a particular interest in the maintenance of culverts.

It was noted that Councillors S. Colella and C. Spencer showed an interest in joining the Task Group.

RESOLVED that

- a) a Task Group be established and Officers canvass interest from Members to join It and report back to the March meeting of the Board; and
- b) Councillor R. Hunter be appointed as Chairman of the Review of Services to Prevent Flooding Task Group.

91/19

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

It was confirmed that Councillor J. Till, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) had attended the most recent meeting and that there had been a

presentation and discussions around the Acute Hospitals Trust. Officers agreed to provide Members with copies of the relevant minutes when these were available.

92/19

CABINET WORK PROGRAMME

The most recent Cabinet Work Programme had been provided in the supplementary agenda pack. Officers confirmed that all the items on this had already been incorporated within the Board's work programme.

RESOLVED that the Cabinet Work Programme

93/19

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Officers advised Members that the Work Programme had been updated in line with the discussions at the previous meeting and would further be updated to take account of the Outstanding Actions Update which had been included within the agenda pack.

RESOLVED that the Overview and Scrutiny Board Work Programme be noted.

94/19

OVERVIEW AND SCRUTINY OUTSTANDING ACTION UPDATE

Officers advised that following the last meeting of the Board they had revisited the minutes from previous meetings to ensure that any actions had been picked up. Members could see from the table attached that there were a number of items outstanding and it was confirmed that these would be incorporated within the Board's Work Programme over the coming months. It was noted that this included the items which had been referred to specifically at the previous meeting.

RESOLVED that the Outstanding Actions Update be noted.

The meeting closed at 7.17 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL REMOTE MEETING PROTOCOL

Introduction

This protocol is made in line with the requirements of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 (the Regs) and will apply to the conduct of all Virtual Meetings of the Council and its various Committees and Sub-Committees.

Remote attendance is permitted provided certain conditions are satisfied. These include that the Councillor is able to hear and be heard by the other Councillors in attendance and be heard by any members of the public entitled to attend the meeting. A visual solution is preferred, but audio is sufficient.

This also relates to members of the public attending the meeting also being able to be heard by all those attending the meeting.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

This protocol should be read in conjunction with the wider requirements for meetings as set out in the Councils Constitution and where the specifics for a Virtual Meeting are not detailed then the normal meeting rules should be assumed unless the meeting Chairman states otherwise.

This protocol will be kept under regular review.

Skype for Business

Skype for Business is the system which has been adopted by the Council for hosting remote / virtual meetings. It has functionality for audio, video, and screen sharing and has accessibility for a member of an organisation or the public to join a meeting.

1. Calling of Virtual Meetings

- 1.1 All virtual meetings will be considered called when the relevant Notice of meeting and Agenda are published on the Councils website. This shall be at least five clear working days before a meeting and detail date, time and web attendance details.
- 1.2 Members and Officers should note that the start times of virtual meetings may differ from the usual time of a meeting, therefore all attendees are encouraged to check their agendas in advance to ensure they have the correct details.
- 1.3 This will be accompanied by such reports as are available and clearly set out details on how, and by when, members of the public can submit their questions and comments in advance of the meeting.

2. Access to Documents

- 2.1 Democratic Services will publish the agenda and reports for committee meetings on the Council's website and will notify councillors by email in line with usual practice. Paper copies of agendas will be made available to attendees to assist with participating in virtual meetings.

(Printed copies will not be available for inspection at the Council's offices and this requirement was removed by the Regulations.)

3. Pre meeting arrangements

- 3.1 Officers hosting virtual Council meetings will ensure that all public questions and comments received by the relevant cut off time (where meeting rules allow for these) will be published on the website and available to all Members and officers attending the meeting prior to the start of the meeting.
- 3.2 In respect of Planning Committee meetings the updated public speaking rules as set out in the Council's constitution will apply.
- 3.3 Any Member, not a member of the relevant committee, wishing to participate in the virtual meeting must submit their request by email to Democratic Services at least 24 hours in advance of the meeting taking place (for example a Member wishing to speak to Cabinet or Portfolio Holders at Overview and Scrutiny Board) in order to be provided with the relevant information to join the meeting.
- 3.4 For a Ward Councillor wishing to speak at Planning committee, Members should refer to the updated Planning Procedure Rules within the Council's Constitution.
- 3.4 All members of the committee whose meeting has been called will be sent a Skype for Business Outlook Calendar invitation by email.
- 3.5 The Outlook Calendar invitation will always be set as, at least 15 minutes prior the commencement of the virtual meeting start time.

4. Including external participants

- 4.1 All employees and Councillors have Skype for Business on their Council owned equipment (it can also be made available on personal mobile phones) linked to their email account and therefore they can join a meeting.
- 4.2 External participants (for example WCC Highways Officers at Planning Committee meetings) can be sent the meeting request via email and if a participant is included in this way, they can access the meeting by voice call as a guest. This needs to be controlled at the appropriate time in the meeting by the Democratic Services Officer.
- 4.3 Alternatively there is also provision for a conference call number and ID to be given to external people who are calling in, which is another mechanism for them to join the meeting. Again, this will be done by the Democratic Services Officer as part of the meeting administration.

5. Starting the Meeting

- 5.1 The Chairman will give a brief overview and introduction to the meeting, explaining how it is anticipated that the virtual meeting will be run.
- 5.2 At the start of the meeting, the Chairman will check all required attendees are present by asking each Member and Officer to introduce themselves and in the case of Members confirm that they have received and read the agenda and any supplementary documentation.

- 5.3 The Chair will ask all Councillors and Officers to **turn off all unnecessary microphones** unless they were speaking. This prevents background noise, coughing etc which is intrusive and disruptive during the meeting. The Democratic Services Officer will also keep a watch on this and will be able to turn off participant mics when they are not in use. Councillors would then need to turn their microphones back on when they wished to speak.

6. Chairman of Virtual Meetings

- 6.1 Subject to being available to virtually join the meeting, the Chairman of the committee whose meeting has been called shall lead the meeting and exercise their discretion to ensure that the virtual meeting is conducted, as much as reasonably practicable, in line with the requirements of this protocol.
- 6.2 Where the Chairman is not available the usual rules around Vice Chairman, another member, chosen by the members present shall apply.
- 6.3 Where the Chairman is required to interpret the Councils Constitution in light of the requirements for virtual participation they shall take advice from the Monitoring Officer, other Legal Officer or Democratic Services Officer prior to the meeting or in virtual attendance at the meeting. The Chairman's decision will be final.
- 6.4 The rules of quorums for virtual meetings are the same as those applicable to non virtual meetings and as set out in the Council's constitution.

7. Etiquette When Attending a Virtual Meeting

Members and officers attending a virtual meeting should ensure:

- They must ensure that in advance of the meeting that their Council device is fully charged and operational and remains so throughout the length of the meeting.
- They should be available and logged in to any virtual meeting at least 15 minutes prior to the start to ensure equipment if working.
- They have no audible background noise when participating in the meeting
- Turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items and can also cause interference.
- They mute their microphone when they are not speaking
- They join and stay for the duration of the meeting unless specifically asked to leave by the Chairman
- On each occasion that they speak, they clearly state their name
- They do not speak when somebody else is speaking/ interrupt anybody already speaking
- If a specific page is referred to in the agenda, ensure the page number is read out.
- The chat function is used solely for the purpose of making the Chairman/Democratic Services Officer aware that you wish speak (otherwise it is very distracting if other questions/conversations are happening within the chat simultaneous to the meeting).
- Members may also wish to think about their location during the duration of a meeting and the background which will be displayed whilst they are participating by video.
- Members also need to remember that the meeting, whilst being remote, may also be available by video to the public and is a public meeting and they should therefore behave in the same manner as they would if attending a meeting on Council premises.

- It is suggested that during formal committee meetings Members and officers also give consideration to how they are dressed.

8. The Meeting and Debate

- 8.1 The Chairman will go through the list of Members 'in attendance' following presentation of each item and ask each Member in turn if they have any comments or questions on that item that they would like to discuss in more detail.
- 8.2 Any member who has declared an interest in an item and stated that they will not be partaking in the vote, either at the start of the meeting or prior to the meeting, will not be included in the debate for that item and must remove themselves both by video and sound from the meeting (in line with standard practice when declaring any pecuniary interest).
- 8.3 For Members of the Committee who wish to speak in the debate, they should click on the meeting chat facility and simply write their name. The Chairman/Democratic Services Officer will then be aware you wish to speak and can take the requests in the appropriate order. Officers should also use this mechanism if they wish to speak.
- 8.4 When referring to reports or making specific comments, Councillors should refer to the report and page number so that all Members of the Committee and any members of the public that may be "observing" have a clear understanding of what is being discussed at all times.
- 8.5 If the debate appears to be coming to an end, the Chairman may ask if any other Member wishes to speak before concluding the debate.

9. Proposing / Seconding / Voting

- 9.1 As the Chairman takes comments from each member in attendance any member wishing to propose or second a proposal being discussed will state this clearly and officers will record this information
- 9.2 When the Chairman is satisfied that they have allowed sufficient debate and have a proposer and seconder for the item being discussed they will pass to the Democratic Services Officer present who will then call out the name of each Member present (in the form of a roll call). When the Member's name is called they will be required to clearly state 'for', 'against', 'abstain' to indicate their vote.
- 9.3 The Democratic Services Officer will then clearly state the result of the vote and the Chair will then move onto the next agenda item.
- 9.4 Details of how Members voted will not be kept or minuted unless a formal Recorded Vote was requested by a Member before the vote took place and the normal process for recorded votes was followed.

10. Public Participation

- 10.1 Officers in attendance of the meeting will, at the relevant time and upon request of the Chairman, read out, verbatim, public comments as received and published in advance of the virtual meeting.

- 10.2 Any public speakers at the meeting will, at the invitation of the Chairman, be given the opportunity to speak at the relevant time. The Democratic Services Officer will ensure that they are not able to speak at any other point within the meeting.
- 10.3 At the discretion of the Chairman any member of the public speaking, when not invited to do so or when asked by the Chairman to cease speaking may be removed from the meeting by the Chairman.

11. Confidential/Exempt Items

- 11.1 There are times when council meetings are not open to the public, when confidential, or “exempt” issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.
- 11.2 If the discussion of a confidential/exempt item is required, prior to the meeting each member will be asked to record in an email. confirmation verifying that their venue is secure, that no member of the public has access and that no recording of the proceedings is being made.
- 11.3 At the start of the confidential item webcasting will temporarily be suspended, and any member in attendance who has not returned their verification email will be asked by the Chair to leave the meeting.
- 11.4 Any Councillor in remote attendance who fails to disclose that there are in fact persons present, such as those who may be able to see and/or hear the meeting, who are not entitled could be in breach of the Council’s Code of Conduct.
- 11.5 If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time when the meeting goes into exempt session, remove the participant from the meeting.
- 11.6 It may be good practice to turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

12. Leaving a Virtual Meeting

- 12.1 Once all business on the agenda is concluded the Chairman will close the meeting and invite all Members and officers who have joined the meeting to log out.
- 12.2 Members should all leave the meeting quickly and quietly.

13. Technical Issues

- 13.1 If a member encounters IT problems causing them to drop out of the virtual meeting they should use best endeavours to re-join as quickly as possible, eg by recalling the joining number, contacting IT services or a Democratic Services Officer.
- 13.2 At any point during a virtual meeting should any aspect of the IT fail, either at the Council source, for an individual Member or for a participating Member of the public, the Chairman will use their discretion and call a short adjournment of up to fifteen minutes if necessary in order for this to be rectified.

- 13.3 If a Members' IT equipment fails for any reason during the debate around a quaiis judicial meeting that Member would be unable to vote on that particular item. This corresponds with arrangements for a physical meeting, where a member would not be permitted to vote where they had left the meeting for any reason.
- 13.3 If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, then it should continue.
- 13.4 Members attending remotely would be aware of the problems and accept that the meeting would continue without them, and a vote taken without their attendance.
- 13.5 If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, Leader and relevant Cabinet Member, in consultation with the Monitoring Officer shall explore such other means of taking the decision as may be permitted by the Council's constitution.

14. Disability

- 14.1 It is also important for authorities to ensure that the needs of any disabled Members and virtual participants are taken into account when considering the practicality of a remotely attended meeting.

15. Interpretation of Procedure Rules

- 15.1 Where the Chairman is required to interpret the Council's existing Procedure Rules in light of the requirements of remote participation, they shall take advice from the Democratic Services Officer, Legal Advisor or Monitoring Officer prior to making a ruling. However, the Chairman's decision shall be final.

16. Disorderly Conduct

- 16.1 In line with the Procedure Rules at Part 20 of the Councils Constitution, if a Councillor persistently disregards the ruling of the person presiding by behaving improperly or offensively or deliberately obstructs business, the person presiding may direct that the Councillor be not heard further.
- 16.2 If the Councillor continues to behave improperly after such a direction, the person presiding may direct that either the Councillor leaves the meeting or that the removed from the meeting or that the meeting is adjourned for a specified period.
- 16.3 Disorderly conduct by members of the public and Council officers will also not be tolerated. The Chairman will reserve the right to exclude such a person should they behave in an inappropriate matter.

Bromsgrove District Council **Legal, Equalities & Democratic Services**



Overview and Scrutiny **Annual Report**

2019 - 2020



Bromsgrove
District Council
www.bromsgrove.gov.uk

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OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-2020

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FOREWORD FROM THE CHAIRMAN

The Overview and Scrutiny Board is a key part of the Council's democratic structure, which plays a pivotal role in supporting the improvement of council run services and operations. The Cabinet and, accordingly, the Council, is dependent on the efficiency and objectivity of the Board. The Board is a non-partisan committee whose members – including those of the ruling party – feel empowered and are encouraged to be a critical friend to the Cabinet. As such, the Cabinet is confident that it can take on its recommendations and suggestions.

The Board has pre-scrutinised a diverse range of reports this municipal year including a new high quality and innovative project to be situated on the old Market Hall Site and a District Council Low Emission Vehicle Strategy. Members were particularly pleased to see exciting innovation and the development of an important and necessary strategy to encourage the wider use of electric vehicles.

Two task groups have been set up this year and will carry out reviews of the following in the forthcoming months:

- Library Services and;
- Prevention of Flooding

Both are in their early stages and I look forward to hearing the outcomes later in the next municipal year.

I have also had the pleasure of chairing the Bromsgrove Sporting Task Group, which put its final report and recommendations to the February meeting of the Board. This came out of a proposal put forward by former Councillor Chris Bloore and although slow to get off the ground I believe it showed how task groups can help support services provided in our community. Further details are provided later in this report.

Finally, I would like to give particular and personal thanks to my predecessor, Councillor Luke Mallett. My belief is that this Overview and Scrutiny Board is a beacon to others – this is of no accolade to me but is due to the talent and time Luke invested as its previous chair in creating a non-partisan, effective committee.

Councillor Michael Thompson

Chairman

INTRODUCTION

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2019-2020 (this covers the municipal year from May 2019 to April 2020) 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)



Councillor Michael Thompson
Chairman



Councillor Jo-Anne Till
Vice Chairman



Councillor Andrew Beaumont



Councillor Steve Colella



Councillor Richard Deeming



Cllr Malcolm Glass



Councillor Charles Hotham



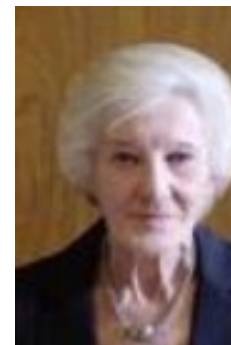
Councillor Robert Hunter



Councillor Adrian Kriss



Councillor Peter McDonald



Councillor Caroline Spencer

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://svmoderngov: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 2019-20 municipal year a total of 8 meetings were held. This is less than normal and was due to cancellation of the March and April 2020 meetings due to the Covid-19 restrictions which were put in place in March 2020. It is likely that in the forthcoming municipal year the Board will wish to hold additional meetings to take account of this.

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 regular 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 has 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.

BROMSGROVE MARKET – UPDATE – 10 JUNE 2019

Members received a presentation in respect of Bromsgrove Market and changes made to the market since in-house service delivery was re-introduced in June 2018. The Portfolio Holder also attended in order to get a full flavour of the discussion.

Members discussed the market and raised the following points:

- How did Bromsgrove market compare to other markets in the country?
- Were the occupancy levels comparable to other markets?
- The budgetary position of the market.
- A 'Love Your Market' campaign would be taking place in 2020 to help promote the market locally.
- Special events were planned to take place in the market area.

The Board requested that they receive a further update in respect of the Market in 12 months' time.

SELECT COMMITTEE FINDINGS AND GUIDANCE - 10 JUNE 2019

The new statutory guidance in respect of Overview and Scrutiny was published by the Department of Housing, Communities and Local Government in May 2019. On review of the document by the Board it was found that Overview and Scrutiny in Bromsgrove already complied with the majority of the points detailed within the guidance.

Due to a number of newly elected Members on the Overview and Scrutiny Board the Board decided that the guidance be reconsidered at a meeting later in 2019.

OVERVIEW AND SCRUTINY - SELECT COMMITTEE FINDINGS AND GOVERNMENT GUIDANCE – 2 DECEMBER 2019

The Select Committee Findings and Government Guidance were scrutinised in December 2019 and Members were satisfied that Bromsgrove District Council already undertook most of the recommendations.

BROMSGROVE DISTRICT COUNCIL LOW EMISSION VEHICLE STRATEGY - PRE-SCRUTINY - 8 JULY 2019

In July, a report was presented to the Board in respect of introducing an Ultra-Low Emissions Vehicle (ULEV) Strategy including a five year action plan. The policy was designed to assist in the development of the necessary infrastructure in light of the changeover to a wider use of electric vehicles. The strategy was welcomed by Members but it was recognised that the challenge for the Council would be to keep up to date with the relevant technology.

ENTERPRISE RESOURCES PLANNING SYSTEM - 8 JULY 2019

The Enterprise Resources Planning System (ERP) update was presented to Members at the meeting held on 8th July 2019. It was explained that the system would be used for both Financial Services and for Human Resources purposes and would be fully implemented within 18 months.

STAFF SURVEY UPDATE – 8 JULY 2019

An update in respect of the actions arising from the work of the Joint Staff Survey Task Group review was presented to Members at the July meeting of the Board.

The review was carried out due to concerns amongst Members that there had been a low rate of responses when the survey had been circulated previously. The Board proposed a number of recommendations which were undertaken by officers in an attempt to address issues raised by staff in the survey.

The next survey was due to be circulated in September, 2019 and an update would be provided to Members at a future meeting. This deadline was moved to later on in 2020 in order to embed some organisational culture change work that was being undertaken across the organisation. The Portfolio Holder was in attendance in order to report back to the Cabinet meeting.

COUNCIL PLAN - PRE SCRUTINY – 2 SEPTEMBER 2019

With the election of new Members for 2019/2023 and a new Leader of the Council, Officers had seen the opportunity to update and refresh the Council Plan including

the Council's Vision, Strategic Purposes and Priorities for 2019/2023. A full review and consultation on the Council Plan would be carried out in 2020.

The previous six Strategic Purposes have been reduced to five and there was now a 'green thread' that runs through the entire plan.

Members of the Board made some recommendations regarding the wording within some of the plan which were taken to Cabinet on 4th September; these recommendations were unfortunately, not approved by Cabinet.

CUSTOMER COMPLAINTS PROTOCOL – 2 SEPTEMBER 2019

Members requested a presentation in regards to the Customer Complaints Protocol at the Council. This had been requested as Members were aware that customers had contacted the Council and had not received a suitable or satisfactory response. Members were keen to understand the process and the timeframes of responses.

The presentation highlighted that the Customer Services Team was working on achieving a more consistent approach to the complaints process.

BDHT - CUSTOMER SERVICE REQUESTS – 21 OCTOBER 2019

Following on from the previous item, a representative from Bromsgrove District Housing Trust (BDHT) was invited to share best practice in respect of customer service and in particular how BDHT dealt with and logged service requests..

Members discussed Customer Care Culture, levels of priority and associated timescales and information regarding on "My BDHT" customer portal, a self-serve system that customers could log into to report ASB, repairs and review rent statements.

In addition to these items the representative from BDHT explained how general enquiries were dealt with, such as repairs. Members were invited to contact the representative from BDHT with any specific issues that had been raised with them by residents in their wards.

BUSINESS RATES RELIEF - SHORT SHARP REVIEW FINAL REPORT – 2 SEPTEMBER 2019

The Business Rates Relief Short Sharp Review report was presented to Members. It was concluded that that it had been a really positive Task Group. It was recommended by the Board that that the Section 151 Officer uses her delegated powers to use the 2018/19 balance for business scheme and reflects this in the allocation for subsequent years. This recommendation was agreed by Cabinet.

CUSTOMER SERVICES TEAM - CUSTOMER SERVICES REQUESTS – 21 OCTOBER 2019

The Executive Director, Finance and Resources presented on how the Council's complaints and compliments were processed. At this meeting it was confirmed that the Council was working on improving the online self-serve offer to customers. Officers carried out a piece of work that looked at how best to deal with the varied queries the Council had to deal with. This was focussed on getting back to the customer in a set timescale

A new system, the Enterprise Resource Planning System (ERP) which was presented to the Board in July 2019 was still under development and therefore it was decided that this item would be monitored and a further update be provided to Members in six months' time.

REVIEW OF COUNCIL TAX SUPPORT SCHEME - PRE SCRUTINY – 21 OCTOBER 2019

There were no plans to change the scheme this year; however in 2021/22 it was proposed that a full and detailed review be carried out. It was with this in mind that the Executive Director, Finance and Resources presented the report to the Board. Concerns by Members were raised that proposed changes might impact on members of the community already in a financially vulnerable position. The Board recommended that a business case be brought forward for 2021/22 to include 100% Council Tax support. The Executive Director, Finance and Resources explained that this recommendation could not be taken into account for the year 20/21 but could be considered for 21/22.

SCRUTINY OF THE COMMUNITY SAFETY PARTNERSHIP – 13 NOVEMBER 2019

The Overview and Scrutiny Board have a statutory duty to scrutinise the Community Safety Partnership on an annual basis.

At this meeting the Members were presented with the focus and priorities of the Partnership and the current structure and the plan for 2017-20, which was coming to its conclusion. Members were interested in what funding that had been received for CCTV in the District. Also discussed were key projects such as Nominate a Neighbour Scheme and the Bromsgrove and Redditch School Respect Programme.

RECYCLING, DOG MESS AND LITTER - A CAMPAIGN (PRESENTATION) – 2 DECEMBER 2019

This had been an area which Members were keen to find out more about, following discussions that had taken place at the Board's Training/Work Programme planning event at the beginning of the new municipal, so at the December 2019 meeting a

presentation was given by the Environmental Services Manager along with the Portfolio Holder in connection with the initiatives that are being undertaken to help recycling, dog fouling incidents and litter problems in the District.

There was particular focus on communications to residents including leaflets, tagging for bins and social media campaigns and the need for consistent messaging and enforcement.

HOMELESSNESS GRANT AND FLEXIBLE HOMELESSNESS SUPPORT GRANT AWARDS - PRE-SCRUTINY – 13 JANUARY 2020

The Strategic Housing Manager was welcomed to the meeting in January 2020 to discuss Homelessness funding options that were available in the District. The three funding streams available were the Homelessness Grant Allocation, Flexible Homelessness and the Homelessness Reduction Act New Burdens Funding. The Overview and Scrutiny Board recommended that the following statement be made “that homelessness and rough sleeping are an issue in the District and hope that the Homelessness Grant and Flexible Homelessness Support Grant Awards would help to eradicate homelessness and rough sleeping in the District. The Board was also concerned with the way that homelessness and rough sleepers were only counted on “one night a year” and put forward a recommendation in respect of this. This recommendation was taken to Cabinet however it was discussed that, regardless of whether the count was done on annually or more frequently, numbers of rough sleepers could change on a daily basis.

NORTH WORCESTERSHIRE ECONOMIC GROWTH STRATEGY - PRE-SCRUTINY – 13 JANUARY 2020

The Head of Economic Development and Regeneration - North Worcestershire presented to the Board in regard to the North Worcestershire Economic Growth Strategy report and the key strategic priorities. The Portfolio Holder attended in order to report back to Cabinet and to understand the reasons for any recommendations made by the Board.

It was discussed that there were challenges within the District regarding the disparity between supply and demand of land which had resulted in businesses that would like to move to the area but there was no land available for them to re-locate to in the District. Members felt it was imperative that a priority should be the connectivity between the railway station and Bromsgrove Town Centre in any future plans. There was some concern from the Board that the strategy was very much focussed on Wyre Forest and Redditch and that Bromsgrove may benefit from its own strategy.

MARKET HALL SITE - MEANWHILE USE - PRE-SCRUTINY – 13 JANUARY 2020

This presentation was regarding the Market Hall Site Meanwhile Use. Three options were considered by the Board however option 1 – Bird Box high quality was approved with the caveat that Cabinet reconsider the temporary nature of the project and make it a permanent feature on the Market Hall site. This caveat was presented at Cabinet however was not agreed going forward.

BROMSGROVE SPORTING TASK GROUP - 10 FEBRUARY 2020

The Chairman of the Overview and Scrutiny Board introduced the draft report and discussed the recommendations. A representative from Bromsgrove Sporting was also present at this meeting. The report and recommendations in the report were to be considered by Cabinet at its meeting on 1st April 2020. However, due to the Covid-19 pandemic this meeting did not go ahead and the recommendations would be considered at the next convenient Cabinet meeting.

STAFF SURVEY UPDATE - 10 FEBRUARY 2020

The Board had previously received an update regarding the Staff Survey in July 2019 and had asked that they receive an update in 6-months' time. The report was presented by the Head of Transformation who updated that the Staff Survey had been delayed until summer 2020 in order to incorporate the culture change programme that was currently being undertaken by the organisation.

Members were advised that the Corporate Dashboard could be accessed by Members should they wish to look at up to date figures. It was clarified by officers that, as well as using data to analyse attendance, staff retention and sickness, a more holistic view was also taken in respect of how staff were feeling and that data did not necessarily give the full picture. It was hoped that the results of the next survey would be available and presented to the Board, following analysis, in October 2020.

It was decided at this meeting that the role of Staff Champion, currently held by Councillor Colella be re-instated. It was also determined that a demonstration on the content and workings of the Corporate Dashboard would be given to Members at a meeting in the near future.

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.

The Board's representative for the municipal year 2019/2020 was voted as Councillor Jo-Anne Till and provided the Board with regular updates on what was discussed at these meetings. Where appropriate the minutes from a relevant meeting have also been provided for Members' consideration.

During the year Councillor Till highlighted the following areas and responded to questions from Members:

- West Midlands Ambulance Service. The Director of Clinical Commissioning and Service Development provided an update in respect of the service
- An update had been provided on the subject of Worcestershire Acute Hospital Services, specifically for patients who had had strokes
- The proposed merger of the Worcestershire and Herefordshire NHS Clinical Commissioning Groups (CCGs). Consultation was being undertaken in respect of the potential to merge the CCGs
- Bowel Cancer Screening
- Education on smoking whilst pregnant and carbon monoxide consumption in infants
- Worcestershire Acute Hospitals NHS Trust.

WORKING GROUPS – UPDATE

Background to Working Groups

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 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 detail and a more 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. As this was the first time such Groups had been set up, those terms of reference also 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.

Finance & Budget Working Group

Membership: Councillors Michael Thompson (Chairman), Councillors S. R. Colella, S. P. Douglas, C. A. Hotham, A. D. Kriss and J. Till

This Group met on seven occasions this year and the Portfolio Holder for Finance and Enabling has attended the majority of meetings, together with the Executive Director, Finance and Resources.

Heads of Service were also invited in order to provide further information on their service areas, particularly in respect of Fees and Charges.

The list below contains some of the reports which the Working Group has considered and an idea of the work that has been carried out:

- Medium Term Financial Plan and Quarterly Monitoring Reports
- Year End Financial Outturn – Capital and Revenue, and Reserves
- Budget Framework Report
- Fees and Charges
- Capital and Revenue Programmes
- Budget Settlement Update Report regarding the Development of Bromsgrove Heat Network
- District Library Service Review

Once again, by being able to consider a number of reports in more detail and prior to their consideration at Cabinet has allowed Members of the Board via the Working Group to play an integral part in the budget setting process.

Corporate Performance Working Group

Membership: Councillors Malcolm Glass (Chairman), Councillors A. J. B. Beaumont and C. J. Spencer

Three Councillors were suggested as members of this group and Members agreed that Councillor M. Glass should be the Chairman of the group. There have been postponements in convening this Group during the municipal year due to the delays in approval of various items including Council Plan strategic purposes, priorities and measures. It is hoped that in the new Municipal Year this group will take a more active role in the work of the Board and consider the data provided on the Council's Corporate Dashboard in more detail.

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.

Bromsgrove Sporting Task Group

Membership: Councillors M. Thompson, S. Douglas, C. Hotham and R. Hunter

This task group met five times during this municipal year with the Members as stated above. The group had not met in 2018/19 as it had proved difficult to identify a date when all Members were available. When the Group met in September 2019 it was decided that the task group would bring its final report and recommendations to the February 2020 meeting of the Overview and Scrutiny Board. As part of the process, representatives from Bromsgrove Sporting were interviewed and a piece of work that was being carried out by the Executive Director, Finance and Resources and the interim Head of Leisure services that would feed into the task group.

Business Rates Relief Short Sharp Review

Membership: Councillors S. R. Colella, M. Glass and M. Thompson

Councillor Thompson reported that the Business Rates Relief Short Sharp Review met twice during this municipal year and outcomes and findings of the review were presented to the Board in September 2019, for consideration. The review was established following the referral of a Motion from Council on the subject funding received by the Council for business rates relief for businesses in order to navigate the costs of the rise in business rates. The recommendation put forward by the Group was accepted by Cabinet.

Topic Proposal – Worcestershire County Council Local Transport Plan

This topic proposal was presented by Councillor Colella and detailed the Worcestershire Local Transport Plan and the effect of the Worcestershire County Council Local Transport Plan upon the Bromsgrove District. A Task Group was not established in regards to this Topic Proposal, but the topic would remain on the Board's Work Programme.

Topic Proposal – Impact of Library Service Changes Topic Proposal and Task Group

Councillor S. Colella presented a topic proposal which detailed the Impact of Library Service Changes before the end of the consultation period at Worcestershire County Council. The aim of the task group would be to review the outcome of the consultation and the implications for Library services across the district of Bromsgrove. A Task Group was established and that Councillor Colella appointed as Chairman of the Group. The first meeting took place on 11th March 2020.

The membership of the group would be as follows:

Councillors S. Colella (Chairman) A. Kriss, P. McDonald, J. King, S. Douglas and M. Middleton

Topic Proposal - Flooding Review

Councillor Robert Hunter presented a topic proposal in respect of a Review of Services to Prevent Flooding. He explained that due to the recent flooding in the District residents had become increasingly concerned. The task group was established and Members canvassed to establish membership. Councillor R. Hunter was appointed as Chairman. Following the Covid-19 pandemic there was unfortunately a delay in the taking this further, but it was anticipated that the setting up of the Task Group would take place as soon as practicably possible.

PLANS FOR THE FUTURE

Unfortunately due to the Covid-19 pandemic the Board were unable to meet in March or April. It was however hoped that when the Board do next meet they will consider the work of the previous year and look at any areas where improvements can be made moving forward.

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 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 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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OVERVIEW AND SCRUTINY BOARD

WORK PROGRAMME

2019/20

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
2 nd June 2020	Annual Report 2019-2020	
	Work Programme Planning 2020-2021	
	Virtual Meetings	
	Task Group Updates	Library Task Group Meeting set up and Flood Review membership
	Finance and Budget Working Group	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	Overview and Scrutiny Work Programme	
6 th July 2020	Modern.Gov IPad training	
	Training Review – including returning Members training for new Members.	
	Working Group Updates	
	Recommendation Tracker	
	Finance and Budget Working Group	
	Any Task Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
8 th September 2020	Overview and Scrutiny Work Programme	
	Corporate Dashboard – Demonstration	Requested at the Overview & Scrutiny Board meeting held on 10 th February 2020.
	Housing Strategy	Delayed from 2 nd June 2020 meeting
	Working Group Updates	
	Finance and Budget Working Group	
	Any Task Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	

Agenda Item 6a

	Overview and Scrutiny Work Programme	
12 th October 2020	Speeding – The Overview and Scrutiny Board to call in representatives of the <ul style="list-style-type: none"> • Safer Roads Partnership to discuss issues with speeding. 	Delayed from March 2020 meeting. Officers to contact Safer Road Partnership
	Bromsgrove Market Update	following presentation at the June 2019 meeting, it was agreed that a further update would be received in 12 months' time - schedule in for meeting in June 2020 (delayed due to COVID-19)
	Working Group Updates	
	Finance and Budget Working Group	
	Any Task Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	Overview and Scrutiny Work Programme	

2020/21 Meeting Dates

Monday 23rd November 2020

Monday 11th January 2021

Monday 8th February 2021

Monday 29th March 2021

Upcoming Work Programme Items

- Housing Strategy – deferred from March 2020
- Bromsgrove Market Update – following presentation at the June 2019 meeting, it was agreed that a further update would be received in 12 months' time - schedule in for meeting in June 2020
- Staff Survey – following presentation at the February 2020 meeting it was agreed that a further update would be received at the end of September/ early October 2020.
- Anti-Social Behaviour Policy – Picked up from Cabinet Work programme in March 2020 to appear on O&S work programme in September 2020

Areas Identified at the Work Programme Planning Event held on 5th June 2019 and to be scheduled in to meetings on an as and when basis

Potential Task Groups

- Public Transport / Bus Routes / Community Transport - Members agreed that this subject should be reviewed by a Task Group. The review could focus on public transport provision in rural areas and would require

Members to consult with both the bus companies, Worcestershire County Council and BURT.

- Affordable and Social Housing Task Group - This review could focus on the accommodation provided by social housing organisations, planning enforcement and housing development controls and the impact of planning on the green belt.
- WCC LPT4 – It was agreed at the O & S meeting on 2nd September 2019, that this would not be considered by the Strategic Planning Steering Group. Councillor Colella had made the proposal and he had felt that it merited having a Task Group and that it would be positive for newly elected Members to be involved in this Task Group. The Board considered this matter again at the meeting held on 13th January 2020 after Cllr Colella provided a topic proposal. It was decided by the Board that it was still not appropriate to action.

Potential Items for Board discussion

- Protecting Local Shops – Members concluded that this was not a suitable subject for scrutiny as stated. However, Members agreed that the relevant Portfolio holder and the Town Centres Manager could be invited to attend a meeting of the Overview and Scrutiny Board to answer questions about town centre economic development. Members agreed that the focus should be on how to increase footfall in the town centres.
- Removal of Early Morning Bus Passes - Members expressed concerns that early morning bus passes had been removed impacting on those travelling to work. Members noted that there was an ongoing review of public transport and consultation was being held over the summer of 2019. Members concluded that they could revisit the subject of bus passes after this consultation has been completed.
- Speeding – The Overview and Scrutiny Board to call in representatives of the Safer Roads Partnership to discuss issues with speeding.

Previous Task Groups to be revisited

- Pavement Parking – The Overview and Scrutiny Board to receive an update on the recommendations arising from previous reviews of car parking.
- Anti-Social Behaviour and CCTV – the Overview and Scrutiny Board to receive an update on the recommendations arising from the previous review of CCTV.
- Air quality – The Overview and Scrutiny Board to receive an update on the recommendations arising from the previous review of air quality.
- Homelessness - The Overview and Scrutiny Board could revisit recommendations made by a previous Task Group on this subject.

Outstanding Items and Potential Items for pre-scrutiny

Agenda Item 6a

- Demonstration of modern.gov on an iPad together with data regarding paperless agendas.

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

Run & grow a successful business



What does this mean to me?

Businesses choose to come to Bromsgrove & grow here, providing services & jobs.

Further development enhances the town & district centres as places that people want to visit.

Improved connectivity makes life easier, whether that's on the roads or online.

Why?

As an entrepreneurial area, supporting business is incredibly important for the District. Through North Worcestershire Economic Development & Regeneration we will continue to support new businesses. We will also work with established companies within the District to help them grow & flourish.

We are committed to making the Town & district centres places that residents & visitors can enjoy & that attract a variety of businesses.



Priority: Economic development & regeneration

We will:

Consult businesses to understand current needs & growth plans, working with partners to support business growth.

How we will measure it:

- Number of businesses engaged through the consultation
- Number of existing businesses supported to grow & develop

Work & financial independence



What does this mean to me?

There are more opportunities for young people, with the right skills for local businesses.

Money management support will help to reduce debt & increase financial confidence.

People get the benefits they are entitled to, when they need them.

Why?

The economic picture for Bromsgrove District is positive, with consistently low unemployment. However, the Indices of Multiple Deprivation 2015 (specifically income, employment & education indicators) show there were issues, particularly in parts of Charford & Sidemoor.

We will support our residents to access work opportunities in new industries, focusing on the skills agenda. We will also work with residents to help them manage their money & access the right benefits.



Priority: **Skills for the future**

We will:

Undertake a skills audit with partners & work together with them to address any gaps.

How we will measure it:

- Number engaged through the skills audit.



Live independent, active & healthy lives

What does this mean to me?

People are supported to maintain a healthy lifestyle.

Communities & individuals feel less isolated.

There are more positive things to do through improved access to sport & cultural activities.

Why?

Whilst the health of people in Bromsgrove District is generally good, health priorities include improving mental well-being, increasing physical activity & ageing well. Increasing numbers of people living with reduced mobility, dementia & diabetes are an issue for the District. Through the Bromsgrove Partnership, Bromsgrove District Council will continue to play its part in addressing these issues.

We also want to enhance sport & cultural opportunities in the District, which will have health & social benefits.



Priority: Improving health & well-being

We will:
Support targeted activities for healthy lifestyles.

How we will measure it:

- Number of people accessing targeted activities
- Number of people with diabetes
- Number of people who have had a stroke

Affordable & sustainable homes



What does this mean to me?

More affordable & appropriate homes become available.

Private tenants have homes which are safe & tenancies which are secure & affordable.

Homes can adapt to changes in circumstances & are increasingly energy efficient.

Why?

Bromsgrove has the highest level of home ownership in Worcestershire, & the smallest private rented sector in the county; demand for housing within the district has had a significant impact on property prices.

Access to affordable housing is recognised as an issue, as is ensuring homes are sustainable into the future.



Priority: A balanced housing market

We will:

Develop & implement a District Housing Strategy.

How we will measure it:

- Number of affordable homes (commitments & completions)

Communities which are safe, well-maintained & green



What does this mean to me?

Crime & anti-social behaviour reduces even further & the fear of crime also starts to decrease.

The district is well-maintained & people feel involved in keeping it clean.

It's easier to recycle more & reduce waste going to landfill.

Why?

Bromsgrove District Council has committed to playing its part in addressing the impact of climate change; from work to increase recycling to support to reduce fuel poverty, a **green thread** runs throughout this Council Plan.

It is important to ensure that Bromsgrove remains attractive for everyone, & our Place Teams, in partnership with local communities, provide a strong service across the District.

The District is a low crime area; through the North Worcestershire Community Safety Partnership we continue to work hard to address the causes of crime & anti-social behaviour & to support victims.



Priority: Reducing crime & disorder

We will:

Target the causes of crime affecting the night-time economy.

How we will measure it:

- Anti-social behaviour reports in the Town & district centres
- Crimes in the Town & district centres

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REVIEW OF SERVICES TO PREVENT FLOODING TASK GROUP

Relevant Portfolio Holder	Councillor Margaret Sherrey
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All
Ward Councillor Consulted	All Ward Councillors were invited to join the Task Group
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At the previous meeting of the Overview and Scrutiny Board held on 10th February 2020, the Review of Services to Prevent Flooding Task Group was established, with Councillor R. Hunter being appointed as Chairman.
- 1.2 As agreed Members (with the exception of Members of the Cabinet) were contacted, requesting that anyone who had an interest in becoming a Member of the Task Group contact the relevant officer within a set timescale.
- 1.3 Group Leaders were also informed of the establishment of the new Task Group.
- 1.4 Three Councillors have shown an interest in joining the Task Group; Councillor S. Colella, Councillor H. Rone-Clarke and Councillor C. Spencer. The Overview and Scrutiny Board Inquiry/Task Group Guidelines (approved by the Board at its meeting held on 1st March 2011) recommend that task groups must be at least 4 but no more than 7 Members (including the Chairman). It is at the Board's discretion as to whether the three Councillors who have shown interest in the Task Group are appointed Members or alternatively, agree which of the following Members be appointed.

Councillors

- 1.5 It should be noted that with effect from 1st April 2016 and in line with the Members' Allowances Scheme, the Chairman of a Task Group is paid a special allowance of £1,331 pro rata for the length of a Task Group, upon completion of the work. A special allowance is no longer paid to Task Group Members.
- 1.6 Members are requested to consider in detail the terms of reference (see Appendix 1 'Possible Key Objectives') in order to ensure the

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Board is clear as to what they expect the Task Group to achieve. The Board can make amendments to the terms of reference if it wishes. Please note that the Task Group members, at the first meeting, will also be given the opportunity to discuss the terms of reference. However, should they wish to make any significant changes, these would need to be approved by the Board.

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

2. RECOMMENDATIONS

2.1 Members are requested to:

- (a) consider and agree the terms of reference of Review of Services to Prevent Flooding Task Group (see attached Overview and Scrutiny Exercise Scoping Checklist at Appendix 2);
- (b) consider and agree the membership of the Task Group;
- (c) decide upon the length of time the Task Group will have to carry out its investigations (Task Groups are normally expected to conclude their investigations within six months from the date of the first meeting); and
- (d) request the Task Group to commence its investigation as soon as possible.

3. KEY ISSUES

Financial Implications

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

Legal Implications

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

Service/Operation Implications

- 3.3 None for the purpose of this report.

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Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

- 4.1 None for the purpose of this report.

5. APPENDICES

Appendix 1 – Review of Services to Prevent Flooding Task Group Topic Proposal

Appendix 2 - Overview and Scrutiny Exercise Scoping Checklist

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

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APPENDIX 1

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 – Democratic Services, Bromsgrove District Council.

Name of Proposer: Rob Hunter	
Tel No:01527 332 336	Email:r.hunter@bromsgrove.gov.uk
Date:16/01/2020	

Title of Proposed Topic (including specific subject areas to be investigate)	Review of services to prevent flooding
Background to the Proposal (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	Many areas across Bromsgrove experienced severe flooding during Autumn 2019. Anecdotally there is evidence to suggest the problems were exacerbated by a lack of prevention work such as keeping brooks, drains and culverts clear. Furthermore, as flood prevention transcends the remit of a number of authorities it can be difficult to establish which agency is responsible for remedying problems.
Links to national, regional and local priorities (including the Council's strategic purposes)	Bromsgrove District Council Plan strategic purpose: 'Communities which are safe, well-maintained and green'
Possible Key Objectives (these should be SMART – specific, measurable, achievable, relevant and timely)	<ul style="list-style-type: none"> - Review key incidents of flooding in the district, their causes and the effectiveness of responses - Assess whether sufficient work is being undertaken to prevent flooding - Assess whether sufficient resources are made available for this work - Assess whether there is sufficient transparency over responsibilities for managing and preventing flooding
Anticipated Timescale for	One year

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completion of the work.				
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	Task Group	Possibly	Short Sharp Inquiry	No

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

Evidence	
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?	
Witnesses	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	

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OVERVIEW & SCRUTINY BOARD –Review of Services to Prevent Flooding Task Group

Terms of Reference as at May 2020

The Review of Services to Prevent Flooding Task Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of the and Review of Services to Prevent Flooding in the District.

1. The Task Group be made up of 4 Members with a quorum of 2. The Task Group will meet throughout the next twelve months at intervals to be decided by the Group.
2. The Task Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Task Group is able to make recommendations to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The Task group is expected to complete the investigation in six months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.

Aims and Objectives of the Task Group

Scrutiny of the Review of Services to Prevent Flooding Task Group will cover the following areas, although this list is not exclusive:

- Review key incidents of flooding in the district, their causes and the effectiveness of responses
- Assess whether sufficient work is being undertaken to prevent flooding
- Assess whether sufficient resources are made available for this work
- Assess whether there is sufficient transparency over responsibilities for managing and preventing flooding.

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