



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 6TH JULY 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 2nd June 2020 (Pages 1 - 8)
4. Covid-19 Update  
  
(Report to follow).
5. Bromsgrove Sporting Task Group Final Report - Cabinet Response (Pages 9 - 10)
6. Staff Survey - Update (Pages 11 - 12)
7. Identifying Racial Disparities within Bromsgrove District Council's Operations - Topic Proposal (Pages 13 - 16)

8. Overview and Scrutiny Recommendation Tracker (Pages 17 - 44)
9. Finance and Budget Working Group - Update
10. Corporate Performance Working Group - Update
11. Task Group Updates
12. Worcestershire Health Overview and Scrutiny Committee - Update
13. Cabinet Work Programme  
(Report to follow).
14. Overview and Scrutiny Board Work Programme (Pages 45 - 54)
15. 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

26th June 2020

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If you have any queries on this Agenda please contact  
Jo Gresham

Parkside, Market Street, Bromsgrove, B61 8DA  
Tel: (01527) 64252 (Extn.3031)  
e.mail: [joanne.gresham@bromsgroveandredditch.gov.uk](mailto:joanne.gresham@bromsgroveandredditch.gov.uk)

## **GUIDANCE ON VIRTUAL MEETINGS**

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Due to the current Covid-19 pandemic Bromsgrove District Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panels meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting conducted remotely by Skype conferencing between invited participants and live streamed for general access via the Council's YouTube channel.

You are able to access the agenda for the meeting from the Committee Pages of the website. The livestream of the meeting is available from the Committee Pages of the website or via the link below.

### **[Overview and Scrutiny Board Livestream - 6th July 2020](#)**

If you have any questions regarding the agenda or attached papers please do not hesitate to contact the officer named above.

#### **Notes:**

As referred to above, the virtual Skype meeting will be streamed live and accessible to view. Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded and for any such items the live stream will be suspended and that part of the meeting will not be recorded.



## **INFORMATION FOR THE PUBLIC**

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- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- 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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- Meeting Agendas
- Meeting Minutes
- The Council’s Constitution

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## **BROMSGROVE DISTRICT COUNCIL**

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

**2ND JUNE 2020, AT 6.00 P.M.**

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

Observers: Councillor K. May and Councillor G. Denaro

Officers: Ms. J. Pickering, Mr D Riley, Ms. A. Scarce, Mr P. Bailey and  
J Gresham

1/20 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies were received from Cllr. R. Deeming, Cllr. M. Glass and Cllr. S. Colella with Cllr. S. Baxter attending as his substitute.

1/20 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies were received from Cllr. R. Deeming, Cllr. M. Glass and Cllr. S. Colella with Cllr. S. Baxter attending as his substitute.

2/20 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor S. Baxter declared a pecuniary interest in respect to Item 12 due to her position with a charitable organisation. Councillor J. Till declared a pecuniary interest in respect to Item 12 due to her position with at a Citizens Advice Bureau. It was decided that Councillor S. Baxter and Councillor J. Till would not need to be exempt from the discussion (see item 4).

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

3/20 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH FEBRUARY 2020**

The minutes of the meeting of the Overview and Scrutiny Board held on 10th February 2020 were submitted for Members' consideration.

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Board held on 10th February 2020 be approved as a true record.

4/20

## **DISCRETIONARY BUSINESS RATES GRANT**

The Chairman welcomed the Portfolio Holder for Finance and Enabling, the Executive Director, Finance and Resources and the Financial Support Manager to the meeting.

The Executive Director, Finance and Resources summarised the report and in particularly noted the following:

- Government initiated this scheme as they recognised that some business were not able to access initial funding.
- The policy to be presented to Overview and Scrutiny, and Cabinet was a Full Council decision which would be made by Urgent Decision due to the tight timescale put in place by Central Government.
- The funding was based on three eligibility criteria and priority of businesses outlined in Government guidelines.
- The funding was limited to £1,013,500.

At this point in the meeting Councillors S. Baxter and J. Till declared an interest in regards to this item. Councillor S. Baxter declared a pecuniary interest due to being a Trustee at a charitable organisation. Councillor J. Till declared a pecuniary interest due to her Council Outside Bodies appointment at the Citizens Advice Bureau. It was decided that Councillor S. Baxter and Councillor J. Till would not need to be exempt from the discussion.

The Financial Support Manager presented the policy to the Board and noted that the Government had prescribed some criteria for the allocation of the grant which was included in the policy. Other than that, the Council had broad discretion to develop the scheme itself. Applications would be assessed in priority order as outlined by Government guidelines. The Council scheme would be advertised on social media channels, websites and through Members.

The following was also noted:

- The anticipated opening of the scheme would be early June 2020 for 14 days.
- If there were any funds that had not been allocated at the end of that period, then the scheme would be reopened.

# Agenda Item 3

Overview and Scrutiny Board  
2nd June 2020

Members queried with officers whether any businesses that had been awarded any previous small business grants were also entitled to apply for the Discretionary Business Rates Grant. It was confirmed by the Financial Support Manager that if a business had received funding from the Supporting Small Business Fund or the Retail, Hospitality and Leisure funding they were not entitled to apply. It was clarified further that this was a directive from Government and not a Council decision. This would enable the businesses that missed out on the first round of funding to perhaps receive some sort of award through this fund.

Members discussed the market traders element of the policy and were keen to clarify the proportionality of the funding and that would be awarded to a 'one day a week regular' trader at Bromsgrove Market compared to one who was a 'three day a week regular' trader.

There was a detailed discussion regarding the criteria used in the policy around market traders including the fixed market costs, market rental agreements and licenses and the regularity of trading and the number of pitches occupied. Officers confirmed that as the market was operated by the Council, the Market Manager had been consulted about this part of the policy.

Members queried the timeline of applications and how the funding round would operate. Officers explained that there would only be one funding round and applications would be assessed in priority order. If after that funding round there were still funds available the funding round would be re-opened.

The Portfolio Holder for Finance and Enabling thanked the Executive Director Finance and Resources and the team for their hard work on a complex scheme.

It was agreed that there would be a recommendation made by the Board that reflected funding be awarded based on the proportion of days of trading at the market.

**RECOMMENDED** that in respect of the market traders the grant be paid based on days of trading and be irrespective of number of pitches occupied.

# Agenda Item 3

Overview and Scrutiny Board  
2nd June 2020

The Senior Democratic Services Officer introduced the Remote Meeting Protocol to the Board and highlighted the following areas:

- It was vital that attendance at the meeting was made in good time in order to check IT.
- External attendees and presenters were still able to attend and participate in the meeting.
- Etiquette during the meeting including surroundings, other electronic devices and dress code.
- Voting protocols including roll calls, seconds and proposers.
- What to do if technical issues arose.

The Senior Democratic Officer clarified to Members the process that was undertaken in order to get the virtual meetings up and running. It was explained that the Democratic Services team had watched other Councils and understood the possible pitfalls and adopted a protocol that hopefully addressed these prior to commencing virtual meetings.

Members queried some of the processes and officers explained that the reason 'mock' meetings had been carried out was to understand the functionality of Skype prior to the live virtual meetings. It was also explained to Members that there would always be at least two members of the Democratic Services team in attendance – one to facilitate the meeting and one to ensure smooth running of the technical issues and participants.

Councillor S. Baxter expressed that the Planning meeting she had attended on the previous evening had gone very well. This had also been expressed by one of the public speakers who had also been in attendance. She stated that the Remote Meeting Protocol that had been produced was really good and queried if there was a planned review in the future in order to reflect the inevitable changes to future meetings. The Senior Democratic Officer confirmed that the protocol would be regularly reviewed and that it would be put on the Board Work Programme for discussion in three months' time. Councillor Baxter also stated that it was very apparent the amount of work that Democratic Services had done in the background for the Planning meeting, in particular the testing of Skype with Members and the managing of technical issues which had arisen on the night.

The Chairman commented on the possibilities that conducting meetings in a virtual setting could open up and that it would allow greater accessibility for residents to Council meetings. He also expressed that this would be a good opportunity to publicise meetings. The Senior Democratic Officer



said that she would be very happy to contact the Communications Team in order to initiate a piece of work promoting the work of Democratic Services and public Council meetings.

Councillor. R. Hunter commented that it would be a really positive outcome of the pandemic that the Council meetings would become more accessible going forward. A representative from IT Services stated that pre-Lockdown devices were installed in some Committee Rooms in order to start the streaming of meetings via YouTube in the future. The current situation had therefore brought this matter to the forefront and it was hoped that this would continue when Members returned to holding meetings at Parkside.

**RESOLVED** that the Remote Meeting Protocol be noted.

6/20

## **ANNUAL REPORT 2019-2020**

The Chairman thanked Democratic Services Officers for their work alongside him on the Annual Report 2019-2020. It was agreed that this report would be presented at the next Full Council meeting.

**RESOLVED** that the Annual Report 2019-2020 be noted.

7/20

## **WORK PROGRAMME AND FUTURE PLANNING**

The Senior Democratic Officer presented the Overview and Scrutiny Board Work Programme and asked whether Members wished to make any amendments, additions or look at any areas in more detail.

Councillor C. Spencer enquired about whether the Staff Survey and Stress Risk Assessment had been completed as planned. The Executive Director, Finance and Resources stated that she would need to check with the Human Resources Manager for an update.

It was also confirmed that the Remote Meeting Protocol would be added to the Work Programme for the meeting due to take place in three months' time.

Councillor R Hunter queried whether it was appropriate to scrutinise the Council's response to the pandemic, including financial implications and decisions made during the Lockdown. He also asked whether there were any lessons learnt for the future. The Chairman expressed that it might not be an appropriate time at present but thought that it would be useful if officers compiled a summary of changes to Council practice from

Lockdown onwards. Councillor P. McDonald requested that there be a delay to this kind of work in order not to pre-empt a larger piece of scrutiny work that may need to be completed in the future around the impact of decisions that the Council made during the pandemic on businesses in the District and their employees.

There was a detailed discussion regarding the lifting of restrictions and conducting social distancing for businesses up and running on the High Street.

It was agreed that an item regarding Covid-19 be placed on the Work Programme for the October 2020 meeting with the caveat that the item may change or develop prior to that meeting.

**RESOLVED** that subject to the pre-amble above the Overview and Scrutiny Board's Work Programme be noted.

a. **Overview and Scrutiny Board Work Programme**

This was discussed in the previous item.

b. **Cabinet Work Programme**

This was discussed in the previous item.

8/20

**TASK GROUP - UPDATE AND FUTURE MEETINGS**

Councillor R. Hunter confirmed that he thought it would be a good idea to continue with the Review of Flooding Task Group and that it was a perfect opportunity to carry out the meetings online and agreed with Councillor C. Spencer that it really needed to get underway in order to be completed prior to peak flooding time later in the year.

The Terms of Reference for the Flooding Task Group were agreed by Members, however Councillor R. Hunter requested that Members be contacted again to see if there was any further interest in joining the Task Group.

Officers confirmed that meetings for both the Review of the Libraries Service and Review of Flooding Task Groups would take place as soon as possible.

9/20

## **FINANCE AND BUDGET WORKING GROUP - UPDATE AND FUTURE MEETINGS**

Councillor M. Thompson confirmed that there had not been a meeting of the Finance and Budget Working Group since the last meeting. It was confirmed that the Executive Director Finance and Resources and officers would schedule the next meeting as soon as possible.

10/20

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

Councillor J. Till, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) confirmed that an all-day meeting took place on 2<sup>nd</sup> March 2020 which she attended. Councillor J. Till reported that there were presentations made by the following organisations: -

- West Midlands Ambulance
- Discharge Pathways
- Worcestershire Acute Hospital Trust
- Public Health England
- Worcester Health Watch

Officers reported that Councillor S. Colella had asked, by email in his absence, that Councillor J. Till ask HOSC the following questions: - .

1. What are the full and detailed reasons why Bromsgrove Covid-19 death rates are highest in Worcestershire and c15th in the UK?
2. Could it be confirmed that at the start of the epidemic Worcestershire hospitals were given additional funds depending on the numbers of deaths with a mention of Covid-19 on the death certificates and towards the end funding was based on the reverse i.e. deaths without Covid-19 being recorded and what was this reversal in funding?

Councillor J. Till agreed that she would ask the questions and report back to the Board.

11/20

## **CORPORATE PERFORMANCE WORKING GROUP - UPDATE**

The Chairman confirmed that there had not been a meeting of Corporate Performance Working Group since the last meeting.

# Agenda Item 3

Overview and Scrutiny Board  
2nd June 2020

Officers confirmed that this group would resume with the same membership and a virtual meeting would take place as soon as possible.

12/20

**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.**

Cllr. A. Kriss enquired as to whether the Enterprise Resources Planning system (ERP) had been delayed and whether it was possible to visit the Monitoring Centre in order to see the new Closed Circuit TV system that had been installed.

The Executive Director, Finance and Resources confirmed that the ERP system was on track and training had taken place online. However, it was added that there may be an impact given the current situation. She also advised that visiting the Monitoring Centre would not be ideal at present and requested a delay to any planned visits in order to protect the Lifeline and CCTV employees. The Executive Director Finance and Resources undertook to contact the Head of Service for Community Safety and Monitoring Centre Manager for clarification.

The meeting closed at 7.28 p.m.

Chairman

## **Cabinet Response to the Overview and Scrutiny Bromsgrove Sporting Task Group**

### Introduction

At the virtual Cabinet meeting on 3<sup>rd</sup> June, 2020 consideration was given to the report of the Bromsgrove Sporting Task Group. The Leader welcomed Councillor M. Thompson, as Chairman of the Task Group, to the meeting and thanked him for being present to provide clarification on any matters raised by Cabinet Members. Councillor Thompson reminded Cabinet that the Task Group had originated from a topic proposal put forward by former Councillor Chris Bloore. He outlined the work that had been undertaken by the Task Group and thanked Members and officers for their contributions.

The Cabinet then discussed and considered each of the recommendations of the Task Group in detail.

### Response to recommendations

Please find below responses to the recommendations contained within the scrutiny report:

#### **Recommendation 1**

**That officers work with Bromsgrove Sporting to develop a business case to be presented to Council to provide a contribution of up to £10k pa for a period of 5 years to fund capital investment in the ground. This would also be subject to reviewing the lease arrangements in relation to works undertaken.**

#### **Cabinet Response**

This recommendation was approved.

Timescale: It was noted that any funding would be subject to a robust business case being submitted by Bromsgrove Sporting and this would be considered in the same way as any other project bid and be submitted to both Cabinet and Council for approval. The onus would initially be with Bromsgrove Sporting to provide that business case and supporting evidence for consideration.

Bromsgrove Sporting have been advised of this and contact has already been made to clarify what information the Council would expect to be included in any such business case.

## **Recommendation 2**

**That the terms and length of the lease to Bromsgrove Sporting be reviewed, with a view to replacing the current lease to enable a 50 year lease to be in place, in order to allow them to access grant funding from other sources.**

## **Cabinet Response**

This recommendation was approved.

It was noted that the Legal Team and relevant Officers, would now contact Bromsgrove Sporting to review the current lease and consider how best to take this recommendation forward.

Timescale for completion: As soon as possible.

The Leader and the Portfolio Holder thanked the Task Group Chairman and Members for their work in producing a very useful report.

**Councillor P. Thomas – Portfolio Holder for Leisure, Cultural Services and Community Safety.**

## Overview & Scrutiny

6<sup>th</sup> July

### **Staff Survey Update**

This paper provides an update in respect of the ongoing work and the planned approach for the next corporate staff survey.

It was the intention for the Staff Survey to be undertaken in the Summer of 2020, however, due to the Covid 19 pandemic and the associated additional work being undertaken across the organisation the full staff survey will now be undertaken later in the year.

As a result of the changes in working practices brought about by the pandemic, including closing some of our buildings to staff, working remotely and the extended use of technology, the decision was taken to carry out a number of smaller surveys to gauge the employee experience during these unprecedented times. Specifically, surveys have been undertaken to explore the effectiveness of communications during this time and another focusing on working arrangements.

### **Communication Survey**

A survey was recently undertaken to ask our staff about how informed they were during the pandemic so we could use this data to build on or improve what we do going forward. As well as our usual channels, the intranet, monthly Oracle newsletter and Team Brief and direct e-mails, we have also used a lot more video to connect with staff and launched initiatives, like sharing home working photos, wear a hat to work day in a bid to combat social isolation. Kevin filmed his staff briefings to staff and on the intranet we set up dedicated coronavirus and well-being pages.

The survey showed that overall staff felt very well-informed and this was via the channels we had in place before – direct e-mails being the favourite. The areas where staff didn't feel informed about were decisions which are yet to be made e.g. return to work. They enjoyed seeing each other via the more light-hearted communications and enjoyed getting involved in things like the We'll Meet Again video.

A communications improvement plan, based on the results of this survey, includes more regular messages from Kevin, as staff enjoyed these, a dedicated recovery page on the intranet and using more interactive media, like videos, to engage with staff.

### **Working Arrangements Surveys**

Two surveys, specifically relating to working arrangements during the pandemic, are currently being undertaken. Over the last three months a large number of employees have worked in different ways in order to continue to deliver services to our customers, including working from home. The surveys provide an opportunity to hear employee's thoughts on how the different practices might, or might not, benefit both our workforce and the public we serve. Two surveys have been undertaken, an employee survey and a survey for Managers, specifically to seek the views from fourth and fifth tier officers on the use of mobile and/or home working from both a team and service delivery perspective.

## Staff Survey

As outlined above, due to the pandemic, the plan to deliver a corporate staff survey has been delayed until later in the year. It is still the intention to use the same provider to undertake the staff survey. The provider was previously engaged following a workforce engagement project conducted by the Local Government Association, the Councils engaged with Martin Reddington Associates, this company is an expert in the field of employee engagement using a bespoke methodology referred to as The Employment Deal Diagnostic (TEDD). Engaging with the same provider will enable the Council to directly compare results with the previous survey.

The provider will produce the survey using the bespoke methodology. There is limited capacity to modify the questions too much, however, the questions can be, in part, tailored to ensure they are relevant and appropriate to the Council. The provider also analyses and interprets the data, providing reports by service area and supporting the organisation in interpreting the findings. The cost of the survey will be £4,750 as agreed in the contract.

We have not yet discussed or engaged the provider due to the current circumstances however, we will begin discussions when we are in a position to finalise the timings of the next survey.



### OVERVIEW AND SCRUTINY BOARD

6<sup>th</sup> July 2020

#### SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder	Councillor Geoff Denaro
Portfolio Holder Consulted	Not at this stage
Relevant Head of Service for Overview and Scrutiny	Deborah Poole – Head of Business Transformation, Organisational Development and Digital Strategy
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 An Overview and Scrutiny Topic Proposal Form relating to identifying and addressing racial disparities within Bromsgrove District Council’s operations has been completed by Councillor Rone-Clarke and is submitted for consideration by the Board.

#### 2. RECOMMENDATIONS

- 2.1 That the Board considers the completed proposal form (at Appendix 1) and agrees to one of the following:
- (a) that further information be requested from a relevant source before deciding whether or not further investigation is required;
  - (b) that the topic is included on the work programme for further investigation at a future date;
  - (c) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation, appoint a Chairman for the Task Group and set a time scale for completion of the investigation; or
  - (d) take no further action.

#### 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

- 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.

## **OVERVIEW AND SCRUTINY BOARD**

6<sup>th</sup> July 2020

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### **Service/Operation Implications**

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to identifying and addressing racial disparities within Bromsgrove District Council's operations has been completed by Councillor Rone-Clarke.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

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

- 3.7 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: Jo Gresham –Democratic Services Officer  
E Mail: [joanne.gresham@bromsgroveandredditch.gov.uk](mailto:joanne.gresham@bromsgroveandredditch.gov.uk)  
Tel: 01527 64252 ext 3031



## 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: Cllr Harrison Rone-Clarke</b>	
Tel No: 07926538623	Email: h.rone-clarke@bromsgrove.gov.uk
Date: 22/06/2020	

<b>Title of Proposed Topic</b>  (including specific subject areas to be investigate)	Identifying and addressing racial disparities within Bromsgrove District Council's operations.
<b>Background to the Proposal</b>  (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	In light of recent events surrounding the death of George Floyd, more and more of us are considering how we can do more than be 'not racist', but 'anti-racist.'  It's important that we, as an authority, are constantly looking within ourselves, identifying issues with regards to race and striving to make improvements. This is not a political venture, but one of constant self-improvement.
<b>Links to national, regional and local priorities</b>  (including the Council's strategic purposes)	A commitment to equality should be a priority at all levels of government.  Strategically, this would present an excellent opportunity to identify issues within the council's operations and ensure they're fit for purpose within 21st century Bromsgrove.
<b>Possible Key Objectives</b>  (these should be SMART – specific, measurable, achievable, relevant and timely)	Identifying where racial disparities exist within the council's operations. I.E. how easy is it for BAME residents to access council support? Or Racial disparities within the Council's workforce.  Identify ways that these disparities can be dealt with.

# Agenda Item 7

Anticipated Timescale for completion of the work.	A permanent body, reporting to council regularly (at least once a year).			
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	Task Group	X	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	

**Recommendation Tracker Update**  
**Overview and Scrutiny Board**  
**March 2020**

**RECOMMENDATION TRACKER REPORT**

**1. SUMMARY**

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board and Working Groups (including Task Group recommendations which have been agreed by Cabinet) until implementation is complete.

The recommendations are by;

- A. Task and Finish Group
- B. Finance and Budget Working Group
- C. Corporate Performance Working Group
- D. Overview and Scrutiny Board

**2. RECOMMENDATIONS**

- 2.1 That the Board notes the Recommendation Tracker confirms the status of the recommendations and agrees to the removal of any items which the Board feel have been completed.

Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
<b>Discretionary Business Rates Grant Scheme – 2<sup>nd</sup> June 2020</b>	That in respect of the market traders the grant be paid based on days of trading and be irrespective of number of pitches occupied.	Jayne Pickering/ David Riley		This recommendation was agreed at the Cabinet meeting held on 3 <sup>rd</sup> June 2020	GREEN
<b>Market Hall – Meanwhile Use – 13 January 2020</b>	That option 1 – Bird Box high quality is 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 recommendation was simply noted at the Cabinet meeting held on 15 <sup>th</sup> January 2020	GREEN
<b>Homelessness Grant and Flexible Support Grant - 13 January 2020</b>	that this Board make a statement recognising the following: “that homelessness and rough sleeping are an issue in the District and hope that the Homelessness Grant and Flexible Homelessness Support Grant Awards will help to eradicate homelessness and rough sleeping in the District. We are also concerned with the way that homelessness and rough sleepers are only counted on one night a year”.	Derek Allen/ Amanda Delahunty		This recommendation was simply noted at the Cabinet meeting held on 15 <sup>th</sup> January 2020	GREEN
<b>Apologies and Substitutes – Recommendation</b>	the Constitution Review Working Group would review the number of substitutions that are permitted by			<b><u>March 2020</u></b> This recommendation is still to be tabled.	AMBER

<b>to the Constitution Working Group – 2 December 2019</b>	each Member during a municipal year for Overview and Scrutiny Board.				
<b>Review Of Council Tax Support Scheme - Pre Scrutiny – 21 October 2019</b>	That a business case be brought forward for 2021/22 to include 100% Council Tax support	Jayne Pickering		Cabinet recommended that no changes be made to the Council Tax Reduction Scheme for 2020/21 other than the uprating of allowances, disregards and other financial limits at the Cabinet meeting held on 23 September 2020 no mention was made for 2021/22	GREEN
<b>Business Rates Relief - Short Sharp Review Final Report – 2 September 2019</b>	a) 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.	Jayne Pickering		This recommendation was agreed at the Cabinet meeting held on 4 <sup>th</sup> September 2020.	GREEN
<b>Council Plan - Pre Scrutiny – 2 September 2019</b>	that the following wording be included /changed within the Council Plan as follows:- a) Work and financial independence – Ensure people get the benefits they need – amend the measure to read: “Number of emergency Essential Living Fund payments”. “Number of emergency Discretionary Housing payments”.	Deb Poole/ Becky Green		<b>Minutes of Cabinet meeting held on 4<sup>th</sup> September 2020</b> - Reference was made to the recommendation from the Overview and Scrutiny Board in respect of data supporting the inclusion of reduced mobility and it was confirmed that Officers had checked and there was sufficient data available to include (this recommended change in wording).  This recommendation was agreed at the Cabinet meeting held on 4 <sup>th</sup> September	GREEN

	<p>b) Live independent, active &amp; healthy lives – Why? – amend to read: “Increasing numbers of people living with reduced mobility, dementia and diabetes are a particular issue for the District”.</p> <p>c) Affordable &amp; sustainable homes – Priority: A balanced housing market – include this priority within the “We will” and “How we will measure progress” section.</p> <p>d) An effective &amp; sustainable Council – amend “Sustainability – We Will” to read: “Focus more on commercialisation of services, where appropriate, maximising every opportunity to generate income”.</p>			2020.	
<b>WCC LTP4 on Bromsgrove District Task Group – 8 April</b>				<b>13<sup>th</sup> January 2020</b> A topic proposal was received from Cllr Colella. It was agreed that a Task Group would <u>not</u> currently be established in	GREEN



2019				<p>regards to this Topic Proposal, but the topic would remain on the Board's Work Programme</p> <p><b><u>Sept 2019</u></b> O &amp; S meeting 2<sup>nd</sup> Sept, it was agreed that a Task Group would be formed and that this would not be picked up by the Strategic Planning Steering Group.</p> <p><b><u>O &amp; S Board 10th June 2019</u></b> The O &amp; S Board to reconsider whether the WCC LTP4 Task Group exercise should be launched after resolution (g) as follows:</p> <p>The Strategic Planning and Conservation Manager and relevant officers from Worcestershire County Council should be invited to attend a forthcoming meeting of the Board to explain the stage reached with the strategic review of highways and the implications for the district.</p>	GREEN
Transport Planning Review	<p><b><u>Recommendation 1</u></b></p> <p>a) That Worcestershire County Council's Highways Team consults</p>			<p><b><u>Council 26<sup>th</sup> June 2019</u></b> The final report was presented.</p> <p>Recommendation Noted.</p>	

	<p>with the relevant County Councillor, when consulted in respect of any planning applications. This should be done as a matter of course, as they may have more detailed local knowledge of a particular area.</p> <p>b) BDC Members would continue to receive the weekly list of all planning applications.</p> <p><b><u>Recommendation 2</u></b></p> <p>That as part of the response to a planning application the Worcestershire County Council's Highways Team should include a full breakdown of the costs of any infrastructure work which needs to be carried out and provide details of how this work would be funded.</p> <p><b><u>Recommendation 3</u></b></p> <p>That it is recognised that the relationships between Worcestershire County Council Highways Team and its parish councils and residents has</p>			<p>Recommendation Noted.</p> <p>Recommendation Noted.</p> <p>Recommendation Noted.</p>	
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	<p>not been positive and that although the journey to improvement has begun, the improvements to the culture and ways of working need to be ongoing to ensure that the improvements continue.</p> <p><b><u>Recommendation 4</u></b></p> <p>That Worcestershire County Highways Team recognises that there is no “one size fits all” approach. They should remain open minded and flexible in considering the approach to the analysis of planning applications before reaching any conclusions.</p> <p><b><u>Recommendation 5</u></b></p> <p>At the earliest possible stage of the Strategic Transport Assessment the Project Officers from Worcestershire County Council and this Council arrange a briefing for Members in order to provide details of the scope of the Strategic Transport Assessment, the process and relevant timelines.</p>			<p>The Leader advised that it was not possible for this Council to agree recommendations relating directly to another authority and she assured Members that officers and the Cabinet would continue to work closely with the County Council to ensure that the lines of communication remained open and positive.</p> <p>New dates in respect of the Strategic Planning Steering Group would be circulated to Members and information in respect of the Strategic Transport Assessment would be channelled through this group.</p>	
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	<p><b><u>Recommendation 6</u></b></p> <p>That this Council is fully represented on the Project Team of the Strategic Transport Assessment to be undertaken, by both officer and Member representation.</p> <p><b><u>Recommendation 7</u></b></p> <p>That, throughout the process of the Strategic Transport Assessment, the Strategic Planning Steering Group holds regular meetings dedicated to this with representatives of Worcestershire County Council in attendance, in order to provide updates and listen and take on board the views of this Council's Members.</p> <p><b><u>Recommendation 8</u></b></p> <p>That the Overview and Scrutiny Board recognises the current need for the additional transport support from Mott MacDonald. However it requested that the Leader and Cabinet make every effort to seek re-imbursement of those</p>			<p>The Council was already represented at these meetings by the Head of Planning and Regeneration and the Strategic Planning and Conservation Manager.</p> <p>The Leader confirmed that this matter was the existing forum for communicating strategic planning matters and had been for some time.</p> <p>Recommendation Noted.</p>	
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	<p>costs from Worcestershire County Council.</p> <p><b><u>Recommendation 9</u></b></p> <p>That the Overview and Scrutiny Board formally writes to the Chairman of the Worcestershire Overview and Scrutiny Performance Board requesting that the report be included on its agenda for future consideration to ensure that Members and Officers at Worcestershire County Council are aware of the issues and concerns of this Council.</p>			<p>Recommendation Noted.</p>	
<p><b>Bromsgrove Sporting Football Club Task Group</b></p>	<p><b><u>Recommendation 1</u></b></p> <p>That officers work with Bromsgrove Sporting to develop a business case to be presented to Council to provide a contribution of up to £10k pa for a period of 5 years to fund capital investment in the ground. This would also be subject to reviewing the lease arrangements in relation to works undertaken.</p> <p><b><u>Recommendation 2</u></b></p>			<p><b><u>3<sup>rd</sup> June 2020</u></b></p> <p>These recommendations were agreed at the Cabinet meeting held on 3<sup>rd</sup> June 2020 and;</p> <p>that an Executive Response to the Overview and Scrutiny Board report and recommendations to be provided on 6<sup>th</sup> July 2020 to the Overview and Scrutiny Board.</p>	<p>GREEN</p>

	That the terms and length of the lease to Bromsgrove Sporting be reviewed, with a view to replacing the current lease to enable a 50 year lease to be in place, in order to allow them to access grant funding from other sources.			<p><b><u>10 February 2020</u></b></p> <p>The final report for this task group was presented at Overview and Scrutiny Board and will be considered at Cabinet meeting 1<sup>st</sup> April 2020</p> <p><b><u>Aug 2019</u></b></p> <p>The Group's first meeting was held on 8<sup>th</sup> August 2019. Members were keen to invite relevant officers to attend meetings to answer questions on the subject. Members were also keen to look at rent charges for Alvechurch F.C. as it was in the same league as Bromsgrove Sporting F.C. and in a similar position. The next meeting of the Group is scheduled for 18<sup>th</sup> September 2019.</p>	
<p><b>Homelessness Grant and Flexible Support Grant</b></p> <p><b>O&amp;S</b></p> <p><b>14 Jan 2019</b></p>	<p><b>Recommendation</b></p> <p>that the Council carry out a physical count of the number of people sleeping rough in the Bromsgrove District in order to get a record.</p>	Derek Allen		<p><b><u>January 2020</u></b></p> <p>A report was presented to the Overview and Scrutiny Board on 13<sup>th</sup> January and went to Cabinet on 15<sup>th</sup> January 2020 when there were discussions regarding whether the Street Pastors could provide more information on the number of rough sleepers. It was concluded that regardless of whether the count was</p>	GREEN

				<p>done on an annual or more regular basis, it was accepted that it could change on a daily basis. The annual count was simply to provide central government with a snap shot at any one time. The physical count was delayed due to the Election.</p> <p><b><u>Sept 2019</u></b> Derek Allen – we are in the process of organising a count which will take place in November 2019.</p>	
<p><b>Development Burcot Lane</b></p> <p><b>O&amp;S 29 Oct 2018</b></p>	<p>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</p> <p>that the housing company's overarching principle be to provide "affordable" rental accommodation for local people</p>	Derek Allen		<p><b><u>June 2020</u></b> Further updates to follow</p> <p><b><u>Sept 2019</u></b> Derek Allen – the business case is still being pulled together by senior managers in BDC.</p> <p><b><u>Nov 2018</u></b> The potential for the Council to launch a lettings agency is now being considered as part of the wider discussions taking place concerning the development of a wholly-owned council housing company. A business case is being prepared in relation to this matter, and the potential to launch a lettings agency will be</p>	AMBER

				<p>examined within this forthcoming business case.</p> <p>This has been discussed at Cabinet.</p>	
<p><b>Road Safety around Schools</b></p> <p><b>18 Sept 2018</b></p>	<p><b>Rec 1</b> - That the details on the Council's website in respect of Parking Services be located in a more prominent position to encourage residents to report local parking concerns.</p> <p><b>Rec 2</b> - That Officers' investigate all options for using of mobile CCTV vehicles in Bromsgrove and report back the findings to Members.</p> <p><b>Rec 3</b> - That Members are provided with the contact details of the local Safer Neighbourhood Team in order that this information can be shared with residents to enable local issues to be recorded and enforcement action to be prioritised accordingly.</p> <p><b>Rec 4</b> - That Parking Services and the Safer Neighbourhood Team discuss and jointly prioritise enforcement action.</p>			<p><b>June 2020</b> This item will be reconsidered in September due to Covid-19</p> <p><b>December 2019</b> <b>Rec 5</b> – Update from officers that a Parking Enforcement officer would be employed to look at parking around school. Safe Roads Partnership invited to present to the Board on 30<sup>th</sup> March 2020 (meeting cancelled)</p> <p><b>Sept 2019</b> <b>Rec 1</b> - After discussions with IT, it was not possible to put contact details on the home page, however, the Parking link is on the home page within the 'My Place' box.</p> <p><b>Rec 2</b> – The parking team at Wychavon made contact with Solihull and received the following report, as detailed at Appendix 1.</p>	AMBER



	<p><b>Rec 5</b> - The Officers investigate the option to employ an additional Parking Enforcement Officer whose role would be dedicated to looking at road safety around schools.</p> <p><b>Rec 6</b> - That Officers' from Worcestershire County Council and the Council contact Solihull Council to look at the pilot exclusion zone scheme in order to consider it as an option in some areas within Bromsgrove District and report back any findings to Members.</p> <p><b>Rec 7</b> - That Worcestershire County Council Highways Team, together with representatives from the Safer Neighbourhood Team and Parking Services come together to discuss a joint campaign to address parking issues around schools and ongoing collective action on this matter.</p>			<p><b>Rec 3</b> - Wychavon carried out some research and found that Gateshead and Leicestershire councils have invested in a CCTV vehicle. It is used primarily on school zig-zags and mandatory bus stop clearways as these offences do not require an observation time.(Unfortunately within Bromsgrove the zig-zags are not currently enforceable) What the CCTV system can't do is enforce on double yellow lines as it is not possible to see if there is a blue badge on the windscreen. The estimated cost for Leicestershire was £500,000.</p> <p><b>Rec 6</b> - Meeting has taken place with the Police, County and Parking Enforcement to discuss what action could be considered. It was felt that the schools needed to take some responsibility and to help communications teams at County and Bromsgrove will be asked to consider what joint communication could be produced for school/parents. Enforcement are going to increase the number of visits to schools. County are looking into the possibility of a blanket TRO to cover all zig-zag lines outside</p>	
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			<p>schools.</p> <p><b><u>Dec 2018</u></b>          The recommendations were agreed by Cabinet at its meeting on 31<sup>st</sup> October.</p> <p>Recommendations have been sent to relevant officers to action and update received as follows:</p> <p><b>Rec 1</b> - Discussions are underway with IT to include the contact details for Parking Services on the home page of the council's website. This will be completed asap certainly by the end of January 2019.</p> <p><b>Rec 2</b> - This recommendation has been sent to the relevant officers at WCC requesting that they take appropriate action in the first instance.</p> <p><b>Rec 3</b> – The Council are working with Wychavon to find other authorities who use mobile CCTV and arrange to visit them to discuss how they use the technology and how effective it has been. The results will be reported back to members by the end of February 2019.</p>	
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				<p><b>Rec 5</b> - Initial meetings to be held in <b><u>Jan Jan 2019.</u></b></p> <p><b>Rec 6</b> - This recommendation has been sent to the relevant officers at WCC requesting that they take appropriate action in the first instance.</p> <p><b>Rec 7</b> - Wychavon will provide details including the likely cost of employing another Enforcement Officer. Information to be provided to members in February 2019.</p>	
<p><b>CCTV Short Sharp Review</b></p> <p><b>30 Aug 2018</b></p>	<p><b>Rec 1</b> - That the Council's £40k capital funding be used to match-fund a bid to the Police and Crime Commissioner (PCC) for CCTV funding in order to replace the current CCTV transmission infrastructure to a digital network and to purchase and resource the introduction of re-deployable cameras.</p>			<p><b><u>March 2020</u></b> CCTV Upgrade completed</p> <p><b><u>Sept 2019</u></b> <b>Rec 1</b> - An upgrade of the Council's CCTV system is currently underway. North Worcestershire Community Safety Partnership (CSP) has been allocated £245,000 of PCC funding over a 3 year period for improvements to the area's CCTV scheme on behalf of the three Local Authorities. The CSP has developed a proposal to use this capital</p>	<p>GREEN</p>

	<p><b>Rec 2</b> - The current camera locations be reviewed in accordance with the Surveillance Camera Commissioners guidance and using data from the Community Safety Partnership, to ensure that they still meet their purpose with cameras to be removed as appropriate.</p>			<p>contribution to modernise the CCTV infrastructure which will support Internet Protocol Recording and upgrade the technological capabilities of the current scheme to digital processing. This will greatly increase the current CCTV scheme, including enhanced digital capability, improved image quality and greater capacity to expand the scheme using re-deployable cameras where appropriate. This project is being match funded by all three District Councils with additional revenue, capital and in-kind contributions to support the project. The Project team have completed a tender exercise and are about to award the contract to the winning bidder. The project plan is being developed for work to commence in the next few weeks.</p> <p><b>Rec 2</b> - Camera locations Have been assessed in accordance with SCC guidance to include public consultation, operational requirements and analysis. All current camera locations have been assessed as still required, apart from Recreation Road in Bromsgrove where the road scape has changed to a</p>	
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	<p><b>Rec 3</b> - That Officers' have a rolling programme target to replace the existing cameras over a 3 year period, by replacing approximately 20 cameras per year, subject to a capital bid.</p>			<p>residential setting. Privacy impact assessments have been completed and all assessments are currently with the external auditor for feedback.</p> <p><b>Rec 3</b> - The capital bid was agreed by Members and a rolling program for camera replacement will be included as part of the digital upgrade.</p> <p><b>Aug 2019</b> Emailed the CCTV &amp; Telecare Manager for an update.</p> <p><b>Dec 2018</b> The recommendations were agreed by Cabinet at its meeting on 31<sup>st</sup> October.</p> <p>Recommendations have been sent to relevant officers to action. Awaiting for response.</p>	GREEN
<p><b>Social Media Task and Finish Group Final</b></p> <p><b>30 October 2017</b></p>	<p><b>Rec 1</b> - the Council should promote its meetings through social media in order to engage with residents</p>	Anne-Marie	<p><b>July 2020</b></p> <p>The meetings will be promoted by the Communications Team</p> <p><b>Sept 2018</b></p>		

				<p>This is ongoing but will be made more prominent going forward.</p> <p><b><u>Dec 2018</u></b> Update request sent to Anne-Marie. Waiting for response.</p> <p><b><u>May 2018</u></b> The use of social media to promote meetings did start but then petered out. This will be re-started with vigour.</p> <p><b><u>27 Nov 2017</u></b> Cabinet were in agreement with this recommendation. Following discussions with the Communications Manager it was agreed that this would take place with immediate effect.</p>	
<p><b>Social Media Task and Finish Group Final</b></p> <p><b>30 October 2017</b></p>	<p><b>Rec 2</b> - the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook</p>			<p><b><u>July 2020</u></b></p> <p>The installation of a livestreaming system was underway however is on hold due to to Covid -19. Public meetings are currently being streamed online through YouTube.</p> <p>After discussion between the Group Leaders, this was put on hold and may</p>	GREEN

				<p>be considered again in the new municipal year.</p> <p><b><u>May 2018</u></b> After further consideration the Member Development Steering Group (made up of the 3 Group Leaders) agreed to give this matter further consideration and at its next meeting will receive information in respect of the cost of live streaming of some meetings using alternative methods. An update following that meeting will be provided in due course.</p> <p><b><u>27 Nov 2017 - Cabinet</u></b> were in agreement with this recommendation. Following discussions with the Communications Manager, it was agreed that the first trial would be at Council on 24th January 2018, with the specific item being agreed with the Portfolio Holder.</p>	
<p><b>Social Media Task and Finish Group Final 30 October 2017</b></p>	<p><b>Rec 4</b> - an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage.</p>	Anne-Marie		<p><b><u>Sept 2019</u></b> We measure social media activity via twitter and facebook analytics which would not transfer well to the dashboard. Copies of these are available to Members on demand if they have an interest in a particular post or campaign.</p>	GREEN

				<p><b><u>Dec 2018</u></b> Update request sent to Anne-Marie on 28 Dec and 20 Nov. Waiting for response.</p> <p><b><u>May 2018</u></b> This recommendation is in progress.</p> <p><b><u>27 Nov 2017 - Cabinet</u></b> were in agreement with this recommendation. A format which met the needs of both officers and Members would be discussed over the next few weeks, with a draft being given to members of the Task Group to see if it meets their needs and then with a view to it being provided for Members on a quarterly basis.</p>	
<p><b>Preventing Homeless-ness Task and Finish Group</b></p> <p><b>19 September 2016</b></p>	<p><b>Rec 1-</b> that officers should investigate the introduction of a local authority lettings scheme that would help customers to access private rented accommodation. This investigation should take into account working in partnership with Redditch Borough Council. The outcomes of this investigation should be reported for the consideration of the Overview and Scrutiny Board and Cabinet.</p>	Derek Allen		<p><b><u>June 2020</u></b> Further updates to follow</p> <p><b><u>Sept 2019</u></b> Derek Allen – the business case is still being pulled together by senior managers in BDC.</p> <p><b><u>Nov 2018</u></b> The potential for the Council to launch a lettings agency is now being considered</p>	AMBER



				<p>as part of the wider discussions taking place concerning the development of a wholly-owned council housing company. A business case is being prepared in relation to this matter, and the potential to launch a lettings agency will be examined within this forthcoming business case.</p> <p><b><u>May 2018</u></b></p> <p>To date, we have not been able to find a compelling evidence base in either local housing market that suggests a stand-alone lettings scheme would work in Bromsgrove, or in conjunction with Redditch Borough Council. However this may look different if Bromsgrove DC opts to open a housing company which takes on a range of functions, including lettings. As a result the option has not been discounted as it relies upon other developments at this stage. We therefore plan to return to this matter once the position about opening a housing company becomes clear. All advice received to date suggests that we will not be opening a joint company as this would be a very complex thing to achieve.</p>	
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				<p><b><u>July 2017</u></b> Officers have been investigating creating a local lettings scheme. On behalf of both councils, we have undertaken some visits to other schemes in the West Midlands and we are also assessing the outcomes of some research into this area recently published by the University of Birmingham. We will be pulling our thoughts together into a report in due course, when we have completed our assessment.</p>	
<p><b>Evening and Weekend Car Parking Task and Finish Group</b></p> <p><b>21 March 2016</b></p>	<p><b>Rec 1-</b> The Council needs to formulate a clear Economic Development strategy that includes car parking as soon as possible, whilst considering the following key features of any such strategy:</p> <ul style="list-style-type: none"> <li>a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.</li> <li>b) Working with partners in business and retail to develop the Economic Development Strategy that includes car parking options and tariffs that encourage customers to visit Bromsgrove.</li> </ul>	Cllr May		<p><b><u>June 2020</u></b> Further updates to follow</p> <p><b><u>Sept 2019</u></b> Emailed Cllr May for an update.</p> <p><b><u>Jan 2019</u></b> Following member approval of the recommendations made by 2020 consultancy. Officers have been putting together tender documentation to engage a consultant who will produce a detailed business plan including expected costs and realistic timescales for members to approve taking into account the outline details provided by</p>	AMBER

	<p>c) Ensure car parking arrangements support the Council's Economic Development Strategy.</p> <p>The recommendation was therefore accepted in the amended form below:</p> <p>that the Council reviews its Economic Development Priorities to assess the impact of car parking charges as soon as possible, whilst considering the following key features:</p> <ul style="list-style-type: none"> <li>a) ensuring that car parking arrangements are managed in accordance with the interests of the local economy;</li> <li>b) working with partners in business and retail to review the Economic Priorities that includes parking options and tariffs that encourage customers to visit Bromsgrove; and</li> <li>c) ensuring that car parking arrangements support the Council's Economic Priorities++</li> </ul>			<p>2020 Consultancy within their initial study. Officers are also making contact with other authorities who have undertaken similar projects for advice and guidance.</p> <p><b><u>24 May</u></b> Members will be aware that a consultation has taken place the results of which will be shared shortly.</p> <p><b><u>Sept 2017</u></b> An update will be provided at the meeting.</p> <p><b><u>5th Oct 2016</u></b> The Portfolio Holder has advised that she has made some progress with the recommendations and will attend the January 2017 meeting when the Tracker is reviewed again to provide a more detailed update.</p> <p><b><u>Cabinet Response - 6<sup>th</sup> April 2016</u></b> In relation to recommendation 1 the Cabinet agreed that car parking was vital to the economic development of the Town and accepted the principles behind</p>	
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				<p>the recommendation. It was felt however that the existing Economic Development Priorities should be reviewed in order to assess the impact of car parking charges, rather than produce a new Economic Development Strategy which may need to alter in 6 months' time. It was fully accepted that the needs and views of businesses in the Town needed to be taken into account and the new Centre Manager would be fully involved in this review process and in working with local businesses. The process should be undertaken prior to the consideration of the next round of changes to fees and charges. The existing Economic Priorities needed to focus more strongly on car parking. Officers and Members from Economic Development, Car Parking and Planning would need to work very closely together on the further regeneration of the Town Centre.</p>	
<p><b>Evening and Weekend Car Parking Task and Finish Group</b></p>	<p><b>Rec 2</b> - Having formulated the Economic Development Strategy it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve, it is suggested that such a</p>	<p>Cllr May</p>		<p><b>June 2020</b> Further updates to follow</p> <p><b>Sept 2019</b> Emailed Cllr May for an update</p>	<p>AMBER</p>

<p><b>21 March 2016</b></p>	<p>consultant would need to consult with the following Council officers/Members:</p> <ul style="list-style-type: none"> <li>a) Economic Development Team</li> <li>b) Environmental Services Team</li> <li>c) Relevant Portfolio Holders</li> <li>d) Members of the Evening and Weekend Car Parking Task Group</li> <li>e) Local businesses and retailers.</li> </ul>			<p><b><u>Dec 2018</u></b> Update request sent to Cllr May on 28 Dec and 20 Nov. Waiting for a response.</p> <p><b><u>Sept 2017</u></b> An update was provided at the meeting.</p> <p><b><u>Cabinet Response – 6 April 2016</u></b> This recommendation was largely accepted, with a minor change to the wording to reflect the changes made to recommendation 1 above. In addition the new Centres Manager has been added to the list of officers/Members to be involved in the consultation on car parking. Whilst reviewing the Economic Priorities it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve. It is suggested that they would need to consult with the following Council officers/Members: (a) Economic Development Team (b) Environmental Services Team (c) Relevant Portfolio Holders (d) Members of the Evening and weekend car Parking Task Group (e) Local businesses and retailers (f) Town Centres</p>	
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				Manager	
<b>Evening and Weekend Car Parking Task and Finish Group</b>  <b>21 March 2016</b>	<b>Rec 3-</b> Prior to any further trials (of any nature) being agreed and carried out any necessary data should be collected in order to have appropriate comparative	Cllr May		<b>June 2020</b> Further updates to follow  <b>Sept 2019</b> Emailed Cllr May for an update. <b>Dec 2018</b> Update request sent to Cllr May on 28 Dec and 20 Nov – Waiting for a response.  <b>Cabinet Response – 6 April 2016</b> Recommendation 3 was agreed. data and information available to ensure that any such trial can be measured successfully.	<b>AMBER</b>

## APPENDIX 1

### Safety around Schools Task Group

#### Recommendation 2

That Officers from Worcestershire County Council and this Council contact Solihull Council to look at the pilot exclusion zone scheme in order to consider it as an option in some areas within Bromsgrove district and report back any findings to Members.

SEPT 2019

**RED** – Overdue    **AMBER** – Ongoing    **GREEN** – Completed

The parking team at Wychavon made contact with Solihull and received the following report.

### **What was implemented**

In September 2017 the Council launched an innovative project known as Solihull School Streets at three primary schools. Through the scheme most traffic has been prohibited from entering selected road/s leading to the three pilot schools during drop-off and pick-up periods. The intention being to create a safer, more pleasant environment which encourages active travel to school and in consequence, reduces congestion and improves air quality in the area. The restrictions have been imposed by virtue of an Experimental Traffic Regulation Order which introduced a Prohibition of Motor Vehicles, applicable Monday to Friday during school pick-up and drop-off times, with exemptions for permit holders. Permits have been issued to residents living on roads affected by the Order, with a limited number also allocated to the three schools and other stakeholders, as deemed appropriate by the project team. The project also introduced a 20mph speed limit throughout the "School Streets" area effective at all times to promote road safety for all road users, and in particular for pedestrians and cyclists.

### **How long for**

18 month pilot was successful and made permanent

### **How was it received**

The project was generally well supported and has the potential to achieve its objectives. 70% of residents responded favourably, however there was less support from parents, for whom the scheme has the greatest impact.

### **Did it work**

Doorstep surveys of residents and hands-up counts within the three schools have confirmed that the results illustrate a general support and acceptance for the objectives of the project with 90% of residents surveyed supporting the continuation of the scheme. There has also been a significant reduction in children being driven to school. Whilst the scheme is supported, feedback identified three key issues/concerns. Officers have attempted to mitigate and address these concerns, it is however recognised that the following issues remain areas of concern:

- **Lack of Enforcement** – including contravention of the Prohibition of Driving restrictions and exceeding the 20mph speed limit.
- **Permit Management** – including size, visibility and distribution of permits.

- **Impact of restriction on accessibility** – including the impact on both parents and residents.

Having discussed this with the parking team, this type of scheme would not work where the school is located on a through road and as the offence would be a moving traffic offence then it could only be enforced by the police.



## 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 <sup>nd</sup> 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 <sup>th</sup> July 2020	Covid-19	
	Staff Survey Update	
	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 <sup>th</sup> September 2020	Corporate Dashboard – Demonstration	Requested at the Overview & Scrutiny Board meeting held on 10 <sup>th</sup> February 2020.
	Housing Strategy	Delayed from 2 <sup>nd</sup> 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	
	Overview and Scrutiny Work Programme	

# Agenda Item 14

12 <sup>th</sup> October 2020	Speeding – The Overview and Scrutiny Board to call in representatives of the <ul style="list-style-type: none"> <li>• Safer Roads Partnership to discuss issues with speeding.</li> </ul>	Delayed from March 2020 meeting. Officers to contact Safer Road Partnership
	Review of Remote Meeting Protocol	Requested at June 2020 meeting
	Update regarding Covid-19 – Decisions made and practices undertake	Requested at June 2020 meeting
	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 23<sup>rd</sup> November 2020  
 Monday 11<sup>th</sup> January 2021  
 Monday 8<sup>th</sup> February 2021  
 Monday 29<sup>th</sup> 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 5<sup>th</sup> 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 2<sup>nd</sup> 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 13<sup>th</sup> 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**

- 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.

*Celebrating the rising stars of North Worcestershire*



**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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