



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 13TH SEPTEMBER 2021

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors C.A. Hotham (Chairman), J. Till (Vice-Chairman), S. J. Baxter, A. J. B. Beaumont, S. R. Colella, R. J. Deeming, 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 6th July 2021 (Pages 1 - 8)
4. Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision

(Report to follow)

5. Bromsgrove Town Centre Management Strategy - 2021 Action Plan

(Report to follow)

6. Equalities Task Group - Cabinet Response (Pages 9 - 12)
7. Flooding Task Group - Cabinet Response (Pages 13 - 16)
8. Task Group Updates - Terms Of Reference (Pages 17 - 20)
9. Finance and Budget Working Group - Update
10. Worcestershire Health Overview and Scrutiny Committee - Update
11. Cabinet Work Programme (Pages 21 - 32)
12. Overview and Scrutiny Board Work Programme (Pages 33 - 40)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

3rd September 2021

If you have any queries on this Agenda please contact
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GUIDANCE ON FACE-TO-FACE MEETINGS

Due to the current Covid-19 pandemic Bromsgrove District Council will be holding this meeting in accordance with the relevant social distancing arrangements for holding face-to-face meetings at a local authority.

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

GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON

In advance of the Committee meeting, Members are strongly encouraged to consider taking a lateral flow test, which can be obtained for free from the NHS website. Should the test be positive for Covid-19 then the Member should not attend the Committee meeting, should provide their apologies to the Democratic Services team and should self-isolate in accordance with national rules.

Members and officers are strongly encouraged to wear face masks during the Committee meeting, unless exempt. Face masks should only be removed temporarily if the Councillor/ officer requires a sip of water and should be reapplied as soon as possible. Refreshments will not be provided by the venue; therefore, Members and officers are encouraged to bring your own supply of water.

Hand sanitiser will be provided for Members to use throughout the meeting.

The meeting venue will be fully ventilated, and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

PUBLIC ATTENDANCE AT THE MEETING

Members of the public will still be able to access meetings in person if they wish to do so. However, due to social distancing requirements to ensure the safety of participants during the Covid-19 pandemic there will be limited capacity and members of the public will be allowed access on a first come, first served basis. Members of the public in attendance are strongly encouraged to wear face-masks, to use the hand sanitiser that will be provided and will be required to sit in a socially distanced manner at the meetings. It should be noted that members of the public who choose to attend in person do so at their own risk.

In line with Government guidelines, any member of the public who has received a positive result in a Covid-19 test on the day of a meeting should not attend in person and should self-isolate in accordance with the national rules.

Notes:

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.



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 inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- 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.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

You can access the following documents:

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

at www.bromsgrove.gov.uk

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

6TH JULY 2021, AT 6.00 P.M.

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

Observers: Councillor G. Denaro – Portfolio Holder for Finance and
Enabling

Officers: Mr. J. Howse, Ms. D. Poole, Ms. B. Talbot, Mr. M. Cox, Mrs
J. Gresham and Mr. J. Galkowski.

1/21 ELECTION OF CHAIRMAN

A nomination for the position of Chairman was received in respect of
Councillor C. Hotham.

RESOLVED that Councillor C. Hotham be appointed as Chairman of the
Board for the ensuing municipal year.

2/21 ELECTION OF VICE-CHAIRMAN

A nomination for the position of Vice-Chairman was received in respect of
Councillor J. Till.

RESOLVED that Councillor J. Till be appointed as Vice-Chairman of the
Board for the ensuing municipal year.

3/21 APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor S. Baxter, Councillor
S. Colella and Councillor R. Deeming with Councillor A. English and
Councillor S. Douglas as named substitutes.

4/21 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor A. Kriss declared a non-pecuniary interest in respect of Item 8,
the Waseley Hill Car Parking Motion due to his position as Worcestershire

County Councillor for Beacon. It was decided that Councillor A. Kriss would not need to be exempt from the discussion (see item 8).

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

5/21 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 26TH APRIL 2021**

The minutes of the meeting of the Overview and Scrutiny Board held on 26th April 2021 were submitted for Members' consideration.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 26th April 2021 be approved as an accurate record.

6/21 **AIR QUALITY AROUND SCHOOLS - VERBAL UPDATE**

Mr. M. Cox, Technical Services Manager, Worcestershire Regulatory Services presented the update in respect of Air Quality Around Schools and in doing so highlighted the following to Members:

- There were currently three Air Quality Management Areas (AQMA) identified in Bromsgrove District. These were Redditch Road, Worcester Road and Lickey End. Members were informed that during the monitoring over the last municipal year no exceedances of the national average of elevated levels of nitrogen dioxide had been identified in any of these AQMA. In addition to this, it was reported that several schools were located close the Worcester Road AQMA however no exceedances were identified by monitoring. The AQMA at Lickey End did have a number of nurseries nearby however these were not significantly impacted by air quality.
- The responsibility of active travel plans lay with Worcestershire County Council (WCC) and there were currently no plans to work with schools in respect of air quality as there were no concerns in respect of air quality around schools.
- The topography of an area could be a contributing factor when measuring air quality in any location. Members were informed that high-sided buildings located close to a road could increase poor air quality.
- That currently an improving picture in respect of air-quality was emerging across the District.

Members thanked Mr. M Cox for the information provided in the presentation and queried the following:

- The AQMA area at Worcester Road/ Hanover Street was a particularly busy area and many school children used this route on their way to and from school. How was the impact measured for those who use this particular area? It was explained that health-based criteria were used to assess the exposure to poor air quality which included the amount and regularity of exposure. Members were informed that although some users might use the route regularly it would not necessarily result in prolonged and excessive exposure to poor air quality.
- The pollution decrease identified in the District over the past few years could be attributed to the improved technology of vehicles however it was hoped that further investment in alternative travel choices using funding received from the National Productivity Investment Fund would further contribute to lowering of pollution levels.

The Chairman thanked Mr. M. Cox for his presentation, and it was agreed that the data presented within the report be circulated to Members of the Board. It was also suggested that an item in respect of Air Quality be added to the Board's work programme for consideration on an annual basis.

RESOLVED that the Air Quality Around Schools Verbal Update be noted.

7/21

MILEAGE - NOTICE OF MOTION

The Head of Transformation & Organisational Development and the Human Resources & Development Manager presented the item in respect of Staff Mileage. Members were reminded that this further update had been requested in order to provide clarification on amount of staff mileage claimed over the previous municipal year. During consideration of this item the Board was informed that there had been a decrease in the amount of mileage claimed during the Covid-19 pandemic and associated Lockdown and that this had continued a trend which had been seen over the previous municipal years. Further to this, it was explained that following extensive consultation with Trade Unions, the collective agreement had been changed and the Essential Car Users Allowance (ECUA) removed and would no longer be paid to employees from May 2021.

The Chairman invited Councillor G. Denaro, who was in attendance as Portfolio Holder for Finance and Enabling, to comment further on the report.

He stated that there had been an encouraging downward trend in the amount of staff mileage costs over the years.

Councillor P. McDonald, who had submitted the original motion to Full Council, queried the decrease compared to other local authorities and whether the data provided had been bench-marked to other Councils. Officers reported that benchmarking had not been undertaken however, they agreed to carry out an exercise with other comparable, local authorities. Although Members were in agreement that this kind of benchmarking exercise be carried out some Members felt that caution should be exercised to ensure that appropriate Councils were used as a comparison.

The Executive Director for Resources explained to Members that the figures provided to Members as part of the agenda had been extracted from the staff payroll system were solely for Bromsgrove employees and excluded Worcestershire Regulatory Services. He also noted that any further benchmarking should be proportionate to the amounts involved, which in the case of mileage costs were relatively low.

The Chairman thanked Officers for the report, and it was confirmed that the item would be considered again once the benchmarking exercise had been completed and the information available.

RESOLVED that the Mileage - Notice of Motion report be noted.

8/21

MOTION - WASELEY HILLS CAR PARKING

The Chairman invited Councillor P. McDonald to introduce the item in respect of the Motion regarding Waseley Hills Car Parking which had been referred from a Full Council meeting held on 21st April 2021.

Councillor P. McDonald explained that he felt that the charges applied at the Waseley Hills Country Park were unfair to the residents of Worcestershire particularly as no other park in Worcestershire was subject to these kinds of charges. He suggested that a Task Group be undertaken to investigate the reasons for these charges within the Waseley Hills Country Park.

The Chairman, although he understood the concern, felt that this was a Worcestershire County Council (WCC) matter and not something that the District Council had any control over. He expressed that he was disappointed that the Motion had been referred from Full Council to the Board as there was little that could be done to influence County Council policy.

During a detailed discussion it was highlighted by Members that a large proportion of visitors to the Waseley Hills Country Park were from outside of the County and that in order to encourage local residents, particularly in Rubery, where the Country Park was located, a scheme could be established whereby residents be provided with a pass in order to park with no charges. This could be facilitated through the use of WCC waste permits that were already in use in the County. Although this was considered a possibility it was thought by some Members that it would be more equitable if all visitors, no matter where they had travelled from, were permitted to use the car parking for free.

It was proposed that a letter be written, on behalf of the Board, to WCC to express the concerns raised by Members. There were several options proposed as to the content of the letter and whether it should include the proposals regarding schemes that might be implemented. However, after being put to the vote, it was agreed that the content of the letter should be general and query why the charges were in place at Waseley Hills and not in other parks within the County, and that residents were being unfairly treated by having to pay these charges.

RESOLVED that a letter be written on behalf of the Overview and Scrutiny Board expressing concerns as highlighted in the preamble above.

9/21

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman introduced the Finance and Budget Working Group Update and informed Members that there had no meetings of the Group since the last meeting of the Board.

RESOLVED that the Finance and Budget Working Group Update be noted.

10/21

CORPORATE PERFORMANCE WORKING GROUP - UPDATE

The Board was advised that the membership of the Corporate Performance Working Group, including the Chairman of the group, needed to be confirmed. Two Councillors volunteered to be members of this group for the next municipal year however the Board were informed that the Terms of Reference stated that the group should consist of a maximum of 5 Members with a quorum of 3.

The Democratic Services Officer present undertook to email all Members of the Board in order see if there were further volunteers to sit on the group. It was confirmed that any further information would be reported back at the next meeting of the Board.

RESOLVED that Corporate Performance Working Group Update be noted.

11/21 **TASK GROUP UPDATES**

The Board were informed that as there were no Task Groups currently being undertaken there were no updates to report.

RESOLVED that the Task Group Updates be noted.

12/21 **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE**

Members were informed that the nominations were required in order to appoint the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC). Councillor J. Till, who had previously been the representative explained that she did not wish to continue in the role for the ensuing municipal year. However, she had undertaken recent training and due was happy to attend the next meeting of HOSC which was due to take place on 19th July 2021.

The Democratic Services Officer present undertook to email a request for volunteers as the Council's HOSC representative to Members of the Board and an update be provided at the next meeting of the Board.

RESOLVED that Worcestershire Health Overview and Scrutiny Committee Update be noted.

13/21 **CABINET WORK PROGRAMME**

Officers explained that there had been a number of changes to the Cabinet Work Programme which would result in changes to the Board's Work Programme.

It was highlighted that the Update on Open Spaces Report which had been requested by Members at the Board meeting held in March 2021 and appeared on the work programme would now be a more formal report considered by Cabinet at their next meeting and would be available for the Board to pre-scrutinise.

Members queried the inclusion of the Bromsgrove Centres Manager – 2021 Action Plan and it was confirmed that this item was still due to be considered by the Board however the title had been amended and was now entitled Bromsgrove Town Centre Management Strategy – 2021 Action Plan.

Agenda Item 3

Overview and Scrutiny Board
6th July 2021

RESOLVED that the Cabinet work Programme be noted.

14/21

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Board's Work Programme was considered as part of the previous item.

RESOLVED that the Board's Work Programme be noted.

The meeting closed at 7.26 p.m.

Chairman

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Cabinet Response to the Overview and Scrutiny Equalities Task Group

Introduction

At the Cabinet meeting on 7th July 2021, consideration was given to the report of the Equalities Task Group. The Leader welcomed Councillor P. McDonald, who joined the meeting remotely 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 McDonald outlined the work which 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 an annual Equalities Report be prepared for 2021 and annually thereafter.

Cabinet Response

An annual equalities report would support the Council to demonstrate compliance with Public Sector Equality Duty (PSED) as set out in the Equality Act 2010. The PSED comprises a general Equality duty supported by further duties; to publish equality information at least once a year, to show how the Council has complied with the equality duty, and to prepare and publish equality objectives at least every 4 years. In this context, Cabinet supported this recommendation.

This recommendation was approved.

Recommendation 2

That a question in respect of IOS certification (or equivalent) is included in the Contractors' Questionnaire in respect of Equalities.

Cabinet Response

IOS certification is available for a range of areas, however, the Council has been unable to identify a specific IOS relating to Equalities. As an alternative, it has been suggested that contractors should be required to hold an IOS relevant to their industry, however the Council's Legal Department has concluded that the Council is not qualified to assess for each contract the relevant IOS that should apply. In addition, the IOS certification process can be both lengthy and financially costly and not something that companies in all sectors would undergo as a matter of course. There is a risk that a requirement for IOS certification could exclude some smaller operators from some Council contracts through the Council's procurement process.

However, the issues identified with IOS certification do not preclude the potential to amend the Contractors' Questionnaire. It has been suggested that Contractors' Questionnaire be updated to be as robust as possible in respect of equalities issues without needing to make reference to IOS certification. In this context Cabinet agreed the following:

The Contractors' Questionnaire should be updated to be as robust as possible in respect of equalities issues.

Recommendation 3

That when the new ERP system is in use, the data collated by it in respect of HR issues be considered by the Overview and Scrutiny Board.

Cabinet Response

Responsibility for staffing and HR issues is an operational matter which lies with Senior Officers and the HR Department. Data from the ERP system will be made available to managers to enable them to manage their services and this data will also be made available to the Corporate Management Team on a regular basis. Therefore, whilst data could potentially be provided to the Board in the long-term it would need to be considered by Senior Officers first. For this reason, the recommendation was rejected.

This recommendation was rejected.

Recommendation 4

- a) That clear guidelines are put in place in respect of the secondment process (which would include some sort of appeals process) and made accessible to all staff; and
- b) That a formal progression policy be put in place and made accessible to all staff.

Cabinet Response

Clear written guidance on the secondment process would be useful. However, it is a manager's responsibility to determine whether officers can be released to take up a secondment position. Whilst managers always try to support their employees' personal development sometimes it is not possible to support a request of a secondment, particularly if this were to impact on service continuity. In addition, staff can already raise concerns through the Council's grievance process. Unfortunately, the Council cannot guarantee career progression to staff and a Progression Policy could raise expectations that could not necessarily be met.

As an alternative, given the potential benefits of having clear, written guidance on the secondment process, Cabinet agreed the following resolution:

Clear guidelines are put in place in respect of the secondment process and made available to all staff.

Guidance on the benefits of staff development and progression be put in place and accessible to all staff.

Recommendation 5

- a) That a specific section on Equalities be included within the annual Community Survey; and
- b) That the Overview and Scrutiny Board (or Members of the Equalities Task Group) are involved in the preparation of the questions to be included.

Cabinet Response

There is already a specific section in the Community Survey that is dedicated to equalities issues. Responsibility for the Community Survey and the questions in respect of equalities matters rests with officers, particularly those officers who have been specifically employed to address equalities issues and have experiences in this field. For these reasons the recommendation was rejected.

This recommendation was rejected.

Councillor G. Denaro – Portfolio Holder for Finance and Enabling (including Governance/ Policy and Performance/HR).

Cabinet Response to the Overview and Scrutiny Impact of Flooding in the District

Introduction

At the Cabinet meeting on 7th July 2021, consideration was given to the report of the Impact of Flooding in the District. The Leader welcomed Councillor R. Hunter, who joined the meeting remotely as Chairman of the Task Group, and thanked him for being present to provide clarification on any matters raised by Cabinet Members. Councillor Hunter outlined the work which 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 consideration be given to the appointment of two full-time specialist land drainage operatives for Bromsgrove and that a business case be undertaken.

Cabinet Response

Officers are currently in the process of preparing a maintenance plan of both Council owned assets and partner owned assets. It is anticipated that this plan will provide accurate information about the resources required to manage assets in the District in the future. The Council and the North Worcestershire Water Management Team (NWWM) will be communicating with other organisations that own assets within the District, including Worcestershire County Council and BDHT to establish how those organisations plan to maintain their responsibilities of assets in the District. Opportunities to work in partnership will be discussed as part of this process.

This work has been undertaken for the past 18 months and it is anticipated that it will be completed by the end of September 2021.

As this work has not yet been completed but has implications on the subject of this recommendation Cabinet feels that they cannot approve this recommendation at this time.

This recommendation was rejected.

Recommendation 2

That a publicity campaign within the local community to raise the profile of North Worcestershire Water Management be carried out.

Cabinet Response

Responsibility for land drainage is shared between a number of organisations. This included Worcestershire County Council (WCC), the NWWM service, the Environment Agency and Severn Trent Water.

In this context Cabinet has concluded that a publicity campaign on the NWWN service would only provide partial overview of the service provided. For this reason, the recommendation was rejected.

However, Cabinet is proposing that the Council should work with the NWWM team to make sure that the Council's website provides clarification of responsibilities in respect of flooding and accurate contact details.

This recommendation was rejected.

Recommendation 3

That the responsible authority(ies) publish a timetable of road sweeping and gully cleaning across the district.

Cabinet Response

Whilst Bromsgrove District Council is responsible for road sweeping, WCC is responsible for gully-cleaning. Road-sweeping is undertaken on a continuous basis, and it would be difficult to publish a timetable as timeframes could be impacted as a result of a variety of factors such as, machinery break downs, staff sickness absence and inclement weather conditions. For these reasons the recommendation was rejected.

This recommendation was rejected.

Recommendation 4

That an annual item in respect of flooding be included in the Overview and Scrutiny Board Work Programme.

Cabinet Response

The Overview and Scrutiny Board has the power to determine items placed on the scrutiny work programme therefore it is not appropriate for Cabinet to make a decision on this recommendation.

Recommendation 5

1. **RECOMMENDED that**
 - a) **as part of the review of Bromsgrove's local plan, adopt strict new planning policies requiring all new developments to consider the use of sustainable drainage facilities should be adopted; and**
 - b) **this should include measures for watercourse enhancement and flood alleviation where necessary; and**
 - c) **the Council will, subject to S106 funding, adopt land featuring watercourses and SuDS features on new developments.**

Cabinet Response

In respect of recommendations of 5 a and b as these proposals relate to Planning issues they need to be considered through the Planning process.

Whilst the Council can seek to adopt land this would be subject to agreeing a commuted sum for the maintenance of that land. Furthermore, Developers are under no obligation to transfer land or assets to the Council. There is due to be a report in respect of the Adoption of Land Assets which will be considered by Cabinet in September 2021 and there may be further opportunities to discuss this subject then. In this context the recommendation was rejected.

This recommendation was rejected.

Councillor M. Sherrey – Portfolio Holder for Environmental Services.

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OVERVIEW & SCRUTINY BOARD – Finance & Budget Scrutiny Working Group

Terms of Reference as at ~~September 2021~~ June 2019

The Finance & Budget Scrutiny Working Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports (listed below) and the setting of the Council's budget.

1. The Working Group be made up of 6 Members with a quorum of 3. Named substitute Members may be invited to join the Working Group, however it should be chaired by a permanent Member of the Overview and Scrutiny Board.
- 1.2. The Working Group will meet throughout the year at intervals dependent upon the reports to be considered. It is anticipated that this will be most frequent during the budget setting period.
- 2.3. The Working 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.
- 3.4. The Working Group is able to make recommendations in one of two ways (dependent on the timescales of its meetings and the reports it considers); by reporting back to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
- 4.5. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will scrutinise the following reports, which had previously been part of the Overview & Scrutiny Board's Work Programme:

- Finance Monitoring Report (on a quarterly basis)
- Write Off of Debts Report (received annually)

Budget Scrutiny

Scrutiny of the budget will cover the following areas, although this list is not exclusive.

- Full review of the cost centres for actual spend, involving comparable figures for consecutive years.
- Assessing income levels.
- Considering the quarterly budget monitoring report.
- Reviewing the capital programme and borrowing costs.
- Commenting on the report format for budget reports to Committee.
- Considering links to the strategic purposes.
- Scrutinise business cases in respect of investment opportunities identified by the Council.
- Investigating new pressures on savings.

Agenda Item 8

- Reviewing reserves and balances.
- Assessing any sources of external funding that has been received.

OVERVIEW & SCRUTINY BOARD – Corporate Performance Working Group

Terms of Reference as at ~~September 2021~~ May 2018

The Corporate Performance Working Group (~~formally the Measures Dashboard~~) has been established to carry out detailed scrutiny and monitoring of the Council's performance on behalf of the Overview & Scrutiny Board.

One of the key roles of the Board under the Constitution is to monitor performance improvement and also help the Council to address the role that Overview and Scrutiny has to play in respect of performance management from a best practice perspective.

1. The Working Group has a maximum of 5 Members with a quorum of 3. Named substitute Members may be invited to join the Working Group, however it should be chaired by a permanent Member of the Overview and Scrutiny Board.

4.2. The Working Group will meet on a quarterly basis throughout the municipal year. throughout the year at intervals to be decided by the Group.

2.3. The Working 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.

3.4. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will consider the performance of the Council against the key performance measures within the Council's strategy. As part of this work the Working Group will continue to monitor the effectiveness of the Corporate Measures Dashboard tool and will use the knowledge gained and information extracted from the Corporate Measure Dashboard, in a variety of ways in order to hold the Portfolio Holders to account and inform the Overview & Scrutiny Board and assist it in its role. Its main aims and objectives are listed below, however it should be noted that these are not exhaustive.

- Develop familiarity and expertise in respect of using the Dashboard in order to review the measures currently used, with a possible view to widening its scope by suggesting content that would focus more on issues which mattered to local residents and be of best use for local Councillors.
- Critique of all the measures for each strategic purpose (both strategic and operational) seeking to ensure that if the Council were to perform well on all of those areas would we have achieved our aspirations as set out in the Council Plan
- Monitor and review service performance and identify key areas which might be considered suitable for further scrutiny by the Board or a task group.
- Hold Portfolio Holders to account for keeping the Corporate Measures Dashboard up to date and relevant in meeting the strategic purposes of the organisation.

Agenda Item 8

- Challenge Portfolio Holders as to how they are using performance measures to inform service design and partnership working.
- Challenge Portfolio Holders as to the action taken if performance is of concern and for any action taken to address this.
- Report recommendations back to the Cabinet via the Board by the Chairman of the Working Group and/or the Board.

CABINET LEADER'S WORK PROGRAMME

1 OCTOBER 2021 TO 31 JANUARY 2022
(published as at 1st September 2021)

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

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

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

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

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

CABINET MEMBERSHIP

Councillor K J May	Leader of the Council and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships
Councillor A. Kent	Deputy Leader and Portfolio Holder for Planning and Regulatory Services (including Governance/Policy and Performance/HR)
Councillor S Webb	Portfolio Holder for Strategic Housing and Health and Well Being
Councillor G. N. Denaro	Portfolio Holder for Finance and Enabling
Councillor M Sherrey	Portfolio Holder for Environmental Services
Councillor P Thomas	Portfolio Holder for Leisure, Cultural Services and Community
Councillor M Thompson	Portfolio Holder for Climate Change

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove District Council's Duty to Co-operate statement with Solihull Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Head of Planning Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor A. D. Kent
Bromsgrove District Council's Approach to the Draft Black Country Plan Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor A. D. Kent
Budget Framework Report Key: No	Cabinet 20 Oct 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Catshill Neighbourhood Plan Adoption Key: No	Cabinet Not before 20th Oct 2021 Council Not before 3rd Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor A. D. Kent
Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Key: Yes	Cabinet 20 Oct 2021		Report of the Private Sector Housing Manager	Haroon Chaudhry, Steve Shammon, Private Sector Housing Team Leader Tel: 01527 64252, Tel: 01527 64252 Councillor S. A. Webb
Equalities Strategy Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Head of Business Transformation, Organisational Development and Digital Strategy	Rebecca Green, Policy Manager Tel: 01527 881616 Councillor G. N. Denaro

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Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Fees and Charges 2022/23 Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro
Financial Outturn 2020/21 Report Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Financial Update Regarding Leisure Services Key: No Page 25	Cabinet 20 Oct 2021 Council 3 Nov 2021	This report will contain exempt information.	Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, Claire Felton, Head of Legal, Democratic and Property Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881429, Tel: 01527 881205 Councillor G. N. Denaro
Growth Options for Garden Waste Service Key: No	Cabinet 20 Oct 2021		Report of the Head of Environmental and Housing Property Services	Matthew Austin, Environmental Services Manager Tel: 01572 882537 Councillor M. A. Sherrey

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan 2022/23 to 2024/25 Update Key: No	Cabinet 20 Oct 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro
Mobile Homes Act 2013 - Introduction of Licensing Fees Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Head of Communities and Housing Services	Steve Shammon, Private Sector Housing Team Leader Tel: 01527 64252 Councillor S. A. Webb
Treasury Management and Investment Strategy Key: No	Cabinet 20 Oct 2021 Council 3 Nov 2021		Report of the Head of Finance and Customer Services	James Howse, Executive Director Finance Tel: 01527 881205 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove District Council's response to the South Worcestershire Development plan Key: No	Cabinet 24 Nov 2021 Council 1 Dec 2021		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor A. D. Kent
Declaration of Land Surplus to Requirement - Marsh Way, Catshill South, Peshurst Road, Sideslow and Foxglove Way, Norton Key: Yes	Cabinet 24 Nov 2021		Report of the Head of Legal, Democratic and Property Services	Guy Revans, Head of Environmental and Housing Property Services Tel: 01527 64252 ext 3292 Councillor K. J. May
Finance Monitoring Report 2021/22 Key: No	Cabinet 24 Nov 2021 Council 1 Dec 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan 2022/23 to 2024/25 Update Key: No	Cabinet 24 Nov 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro
Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre Key: Yes	Cabinet Not before 19th Jan 2022 Council Not before 26th Jan 2022		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192 Councillor K. J. May
Bromsgrove Town Centre - Market Hall and Windsor Street sites Key: Yes	Cabinet Not before 19th Jan 2022		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192 Councillor A. D. Kent

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Tax Base 2022/23 Key: No	Cabinet 19 Jan 2022 Council 26 Jan 2022		Report of the Head of Finance and Customer Service	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673 Councillor G. N. Denaro
Flexible Homelessness Support Grant and Homelessness Reduction Grant 2022/23 Key: No	Cabinet 19 Jan 2022		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 Ext 3284 Councillor S. A. Webb
Finance Monitoring Quarter 2 2021/22 Key: No	Cabinet 19 Jan 2022 Council 26 Jan 2022		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro

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Agenda Item 11

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Independent Remuneration Panel Report 2022/23 Key: No	Council 26 Jan 2022		Report of the Head of Legal, Democratic and Property Services	Darren Whitney, Electoral Services Manager Councillor G. N. Denaro
Council Tax Resolutions 2022/23 Key: No	Cabinet 16 Feb 2022 Council 23 Feb 2022		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro
Decarbonisation of the Council Fleet Key: No	Cabinet 16 Feb 2022 Council 23 Feb 2022		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705 Councillor M. A. Sherrey

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2022/23
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Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan 2022/23 to 2024/25 (including Capital Programme) Key: No	Cabinet 16 Feb 2022 Council 23 Feb 2022		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205 Councillor G. N. Denaro
Pay Policy Statement 2022/23 Key: No	Cabinet 16 Feb 2022 Council 23 Feb 2022		Report of the Human Resources and Development Manager	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 Councillor G. N. Denaro

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OVERVIEW AND SCRUTINY BOARD

WORK PROGRAMME

2021/2022

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
13 th September 2021	Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision.	This item is due to be considered by Cabinet at the meeting due to be held on 15 th September 2021
	Bromsgrove Town Centre Management Strategy - 2021 Action Plan	This item is due to be considered at Cabinet on 15 th September 2021
	Equalities Task Group – Cabinet Response	Due to be considered at Cabinet on 7 th July 2021
	Flooding Task Group – Cabinet Response	Due to be considered at Cabinet on 7 th July 2021
	Any Task Group Updates – Terms Of Reference	
	Finance and Budget Working Group	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	Overview and Scrutiny Work Programme	
	18 th October 2021	Staff Survey
Libraries Task Group – Cabinet Response		Due to be considered at Cabinet on 15 th September 2021
Fireworks – Motion – Follow up on progress		
Working Group Updates		
Any Task Group Updates		
WCC Health Overview & Scrutiny Committee – update from Representative		
Cabinet Leader’s Work Programme		
Overview and Scrutiny Work Programme		
22 nd November 2021	Declaration of Land Surplus to Requirement – Marsh Way, Catshill South, Penshurst Road, Sideslow and Foxglove Way – pre-scrutiny	Due to be considered at Cabinet on 24 th November 2021

	Working Group Updates	
	Any Task Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	Overview and Scrutiny Work Programme	
17 th January 2021	Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre	Due to be considered at Cabinet not before 19 th January 2022
	Bromsgrove Town Centre Regeneration – Market Hall and Windsor Street	Due to be considered at Cabinet not before 19 th January 2022
	Working Group Updates	
	Any Task Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	

2021-22 Meeting Dates

17th January 2022 - Community Safety Partnership
 14th February 2022 - Decarbonisation of the Council Fleet
 28th March 2022
 25th April 2022

Items for consideration in 2021-22

- Fireworks – Motion – Follow up on progress
- Strategic Transport Assessment
- Homelessness – Post Covid (including Homelessness - The Overview and Scrutiny Board could revisit recommendations made by a previous Task Group on this subject)

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

Potential Areas for further investigation

- 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.

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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