



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 15TH SEPTEMBER 2021

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors K.J. May (Leader), A. D. Kent (Deputy Leader),
G. N. Denaro, M. A. Sherrey, P.L. Thomas, M. Thompson and
S. A. Webb

AGENDA

1. **To receive apologies for absence**

2. **Declarations of Interest**

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 Cabinet held on 7th July 2021 (Pages 1 - 8)**

4. **Minutes of the meeting of the Overview and Scrutiny Board held on 6th July 2021 (Pages 9 - 16)**

(a) To receive and note the minutes

(b) To consider any recommendations contained within the minutes

(There are no recommendations from the Overview and Scrutiny Board meeting held on 6th July 2021 for Members' consideration.

Any recommendations relating to items on this agenda which arise from the meeting of the meeting of the Board scheduled to take place on 13th September 2021 will be reported in a supplementary pack for the consideration of Cabinet).

5. **Impact of Library Service Changes Task Group** (Pages 17 - 50)

The final report of the Impact of Library Service Changes Task Group, including the covering report, is attached for Members' consideration.

An extract from the minutes of the meeting of the Overview and Scrutiny Board held on 29th March 2021 when this report was considered by the Board has also been attached for Members' consideration as background information.

6. **Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision.** (Pages 51 - 58)

7. **Community Grant Scheme** (Pages 59 - 66)

8. **Bromsgrove Town Centre Management Strategy** (Pages 67 - 90)

9. **Cabinet Outside Body Appointments** (Pages 91 - 96)

10. **Zero Carbon Heat Network - Route to Market** (Pages 97 - 106)

11. **To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property 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

7th 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 Cabinet 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 must not attend the meeting, should provide their apologies to the Democratic Services team and must self-isolate in accordance with national rules.

Members and officers are strongly encouraged to wear face coverings during the Cabinet meeting, unless exempt. Face masks should only be removed if the Councillor is speaking and when s/he 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.

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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 must 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 from the meeting.



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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.
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- Meeting Minutes
- The Council's Constitution

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

7TH JULY 2021, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), A. D. Kent (Deputy Leader),
G. N. Denaro, M. A. Sherrey, P.L. Thomas and S. A. Webb

Observers: Councillor R. J. Hunter, Councillor C. A. Hotham and
Councillor P. M. McDonald

Officers: J Howse, Mrs. C. Felton, Ms. D. Poole, Mr. M. Hanwell,
Mr. K. Hirons and Mrs. J. Bayley-Hill

1/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2/21 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3/21 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING
OF THE CABINET HELD ON 31ST MARCH 2021**

The minutes of the meeting of Cabinet held on 31st March 2021 were
submitted.

RESOLVED that the minutes of the meeting of Cabinet held on 31st
March 2021 be approved as a correct record.

4/21 **MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY
BOARD HELD ON 29TH MARCH 2021 AND 26TH APRIL 2021**

The minutes of the meetings of the Overview and Scrutiny Board held on
29th March and 26th April 2021 were submitted. The Chairman of the
Overview and Scrutiny Board, Councillor C. Hotham, attended the
meeting to present the minutes for Members' consideration.

Cabinet was advised that at the meeting of the Board held on 29th March
2021, Members had considered data arising from the Council's staff
survey and in relation to employees' mileage claim forms. Unfortunately,
this had included data relating to staff employed by Redditch Borough
Council, so the Board had requested further information that focused on
the experiences of staff employed by Bromsgrove District Council. The
Board had welcomed news that home working arrangements had been

successfully rolled out during the Covid-19 pandemic. Green Homes Funding had also been discussed at the meeting.

Members were asked to note that at the March meeting of the Board two final reports submitted by scrutiny Task Groups, focusing on flooding and the impact of changes to library services, had been considered. Whilst the report in respect of flooding was due to be discussed by the Cabinet in July, alongside a scrutiny Task Group report focusing on equalities, a decision had been taken, following consultation with the Chairman of the Board, to postpone consideration of the report from the Libraries Task Group until September 2021, so that the Chairman of the group could attend to present the group's findings.

During the meeting of the Overview and Scrutiny Board held on 26th April 2021, Members had received a presentation focusing on the work of the North Worcestershire Community Safety Partnership in Bromsgrove District. Whilst this had been an interesting update, Members had concluded that it would be useful in future to receive information in advance on this subject for inclusion in the agenda. The Board had also discussed fireworks, particularly the impact that noisy fireworks could have on pets. The Council was undertaking a procurement process in respect of fireworks and it was anticipated that attempts would be made to procure quieter fireworks. The April meeting of the Board had concluded with a discussion of the content of the Overview and Scrutiny Annual Report 2020/21 and this was due to be presented for Members' consideration at the following Council meeting on 14th July 2021.

RESOLVED that the minutes of the meetings of the Overview and Scrutiny Board held on 29th March and 26th April 2021 be noted.

5/21

EQUALITIES TASK GROUP - FINAL REPORT

The Chairman of the Equalities Task Group, Councillor P. McDonald, attended Cabinet to present the group's final report. Members were advised that the aims of the investigation were to ensure that employees at both the Council and staff employed by contractors received fair treatment. Councillor McDonald commented that the group had held numerous meetings and had interviewed both Council Officers and Trades Union representatives. The recommendations that had been proposed by the group had been agreed unanimously by the Members serving on the investigation.

The Portfolio Holder for Finance and Enabling outlined a response on behalf of Cabinet, by addressing each recommendation in turn.

In respect of the first recommendation, which proposed that an annual Equalities Report be prepared for 2021 and annually thereafter, Members were advised that an annual equalities report would support the Council to demonstrate compliance with the Public Sector Equality Duty (PSED), as set out in the Equality Act 2010. The PSED was made

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up of a general equality duty, which was supported by further duties; to publish equality information at least once a year, to show how the Council had complied with the equality duty and to prepare and publish equality objectives at least every four years. In this context, Cabinet supported the group's first recommendation.

The group's second recommendation proposed that IOS certification, or equivalent, be included in the Contractors' Questionnaire in respect of equalities. Members were advised that ISO certification was available for a multiplicity of different things, but the Council's Legal department had been unable to identify a specific ISO relating to equalities. This had been discussed with Councillor McDonald, as Chairman of the Task Group, and he had suggested that if there was no specific ISO for this purpose then contractors should be required to hold an ISO relevant to their industry. However, the Council's Legal Department had concluded that the Council was not qualified to assess, for each contract, the relevant ISO that should apply. Furthermore, it had been identified that the ISO certification process could be a lengthy and financially costly process and not something that companies in all sectors would expect to undergo as a matter of course. There was a risk that a requirement for ISO certification could exclude smaller operators from Council procurement and for some contracts, there was a risk that no operators would be able to submit a bid in the procurement process. In recent months, the Council had procured community transport, Christmas lights and mobility scooter services in smallscale contracts and the majority of the successful bidders had been small, local businesses. It was considered unlikely that any of these businesses would have secured ISO certification. For these reasons, Cabinet would not be approving this recommendation.

The response to this recommendation was briefly debated and as part of that process it was noted that the average cost of ISO certification was £7,000. Concerns were raised that this would be expensive for smaller companies as well as businesses that were struggling due to the impact of the Covid-19 pandemic. However, concerns were raised that without ISO certification there would be no way for the Council to ascertain whether contractors were supportive of equal opportunities. As a compromise, Councillor C. Hotham suggested that the Council's Contractors' Questionnaire should be updated to be as robust as possible in respect of equalities issues, without making reference to IOS certification. Cabinet confirmed that this proposal would be acceptable.

In respect of the group's third proposal, which called for data collected from the new finance ERP system in respect of HR issues to be shared with the Overview and Scrutiny Board, Members were advised that the responsibility for staffing and HR issues was operational and rested with senior officers and the HR department. Data from the ERP system would be made available to managers to enable them to manage their services and this data would also be made available to the Corporate Management Team (CMT) on a regular basis. Therefore, whilst data could potentially be provided to the Board in the long-term, this would

need to have been considered by senior officers first and under these circumstances, the recommendation could not be approved.

The group's fourth recommendation had proposed clear guidance in respect of the secondment process for staff, including an appeals mechanism, as well as a formal progression policy. Members were advised that clear written guidance on the secondment process would be useful. However, it was a manager's responsibility to determine whether Officers could be released on secondment. Whilst managers would always try to be supportive of their employee's personal development, there were sometimes circumstances which meant that it was not possible to support a request to enter a secondment. An appeals process would not remove those constraints but might reduce a manager's ability to plan the resources for the delivery of their service. Furthermore, staff could already raise concerns through the Council's grievance process. Members were asked to note that the Council could not guarantee career progression to staff and a progression policy could raise staff expectations that could not necessarily be met. As an alternative, Cabinet was prepared to amend the proposal to agree "that guidance on the benefits of staff development and progression be put in place and made accessible to all staff".

The group's fifth recommendation proposed that there should be a specific section in respect of equalities included in the Council's Community Survey and that Overview and Scrutiny / Equalities Task Group members should be involved in the preparation of questions to be included on this subject in the survey. Cabinet was informed that there was already a section in the Community Survey which was dedicated to addressing equalities issues. Responsibility for the Community Survey and questions with respect to equalities matters rested with Officers, particularly those Officers who had been specifically employed to address equalities issues and had experience in this field. For these reasons, Cabinet would not be approving this recommendation.

RESOLVED that

- (a) The Equalities Task Group's final report be noted;
- (b) An annual Equalities Report be prepared for 2021 and annually thereafter (Recommendation 1);
- (c) The Contractors' Questionnaire should be updated to be as robust as possible in respect of equalities issues;
- (d) Clear guidelines are put in place in respect of the secondment process and made available to all staff; and
- (e) Guidance on the benefits of staff development and progression be put in place and made accessible to all staff.

6/21

IMPACT OF FLOODING IN THE DISTRICT TASK GROUP

The Chairman of the Impact of Flooding in the District Task Group, Councillor R. Hunter, presented the group's final report for Cabinet's consideration. Members were advised that the group had aimed to bring

forward proposals that would help to prepare the District for any future risks of flooding. A range of Officers had been interviewed during the review and the group's proposals were based on the evidence that had been gathered. In particular, Councillor Hunter emphasised the group's conclusion that developers needed to be encouraged to use the most advanced methods to prevent flooding and that this should be emphasised in the Local Plan. Councillor Hunter thanked the other members of the group who had participated in the review, Councillors A. Beaumont, S. Colella, C. Spencer and H. Rone-Clarke, for their hard work as well as the Portfolio Holder for Environmental Services, Councillor M. Sherrey, for providing evidence. Officers were also thanked for their support, particularly the Democratic Services Officer, the Environmental Services Manager and the Senior Water Management Officer.

The Portfolio Holder for Environmental Services subsequently presented the Cabinet's response to the Impact of Flooding in the District Task Group's final report.

In response to the group's first recommendation, which proposed that a business case should be prepared regarding the potential for two additional land drainage operatives to be employed in Bromsgrove, Cabinet was informed that the Senior Water Management Officer was in the process of preparing a maintenance plan covering both Council owned assets and partner' assets. It was anticipated that this plan would provide accurate information about what resources were required to manage assets in the District moving forward. The North Worcestershire Water Management team and Bromsgrove District Council would be communicating with other organisations that owned assets in the District, including Worcestershire County Council and Bromsgrove District Housing Trust (BDHT), to establish how those organisations planned to fulfil their maintenance responsibilities in respect of their assets. As part of this process, opportunities to work in partnership would be discussed. The review work underpinning the plan had been ongoing for approximately 18 months and it was anticipated that this work would be completed by September 2021. In this context, Members were advised that this recommendation would not be accepted at this time.

In relation to the group's second recommendation, which proposed a publicity campaign to raise the profile of the North Worcestershire Water Management service, Members were informed that responsibilities for land drainage were shared between a number of organisations. This included Worcestershire County Council, the North Worcestershire Water Management service, the Environment Agency and Severn Trent Water. Consequently, a publicity campaign that focused on the role of the North Worcestershire Water Management team would only provide a partial overview of the system. For this reason, Cabinet would be rejecting the recommendation. However, Cabinet was proposing that the Council should work with the North Worcestershire Water Management team to make sure that the Council's website clarified

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responsibilities and provided accurate contact details. It was also noted that Members could help to raise the profile of the team in their communications with residents and local stakeholders. An example was provided of a local Facebook group that had been developed for Wythall, which the Senior Water Management Officer had visited and submitted information to, and it was agreed that further information about this group could be shared with Councillor Hunter, as Chairman of the Task Group, outside the meeting.

The third recommendation proposed that the responsible authorities should publish a timetable of road sweeping and gully cleaning across the District. In response, the Portfolio Holder for Environmental Services explained that Bromsgrove District Council was responsible for road sweeping and Worcestershire County Council was responsible for gully emptying. Road sweeping was undertaken on a continuous basis and it would be difficult to publish a timetable as it would be impacted by machinery breakdowns, staff leave and sickness absence, abnormal weather conditions and emergency works. For these reasons, the recommendation would be rejected.

The group's fourth recommendation related to an annual report to the Overview and Scrutiny Board, which the Board had the power to request. This was not, therefore, discussed at Cabinet.

The fifth recommendation consisted of three proposals. The first of these proposals called for stricter planning policies that would require all developers to consider the use of sustainable drainage facilities whilst the second proposed that this should include measures for watercourse enhancement and flood alleviation where necessary. In responding to these two proposals, the Portfolio Holder for Environmental Services explained that these actions were planning issues and would need to be referred for consideration through the planning process. The third part of this recommendation suggested that the Council should adopt land related to water courses, subject to securing Section 106 funding. Cabinet was advised that, whilst the Council could seek to adopt land, this would be subject to agreeing a commuted sum for the maintenance. In addition, developers were under no obligation to transfer land or assets to the Council. Members were asked to note that Cabinet was due to receive a report in respect of the adoption of land in September 2021 and there would be further opportunities to discuss this subject then. In this context, this recommendation would be rejected.

The Cabinet's response to the group's proposals was briefly debated. Councillor Hunter expressed some disappointment that the group's proposals had not been accepted at this stage. To some extent, it was commented that the response to these recommendations may have been shaped by the timing of the review, which was being reported back prior to Cabinet's consideration of the findings in the review of assets and open spaces. However, it was proposed that in September, the Overview and Scrutiny Board could revisit the group's findings alongside

the report in respect of the adoption of open spaces and make further recommendations on this subject for Cabinet's consideration.

RESOLVED that the Impact of Flooding in the District Task Group's final report be noted.

7/21

LOCAL DEVELOPMENT SCHEME - BROMSGROVE DISTRICT COUNCIL

The Portfolio Holder for Planning and Regulatory Services presented the Local Development Scheme report for Cabinet's consideration. Members were advised that the focus of the report was on the timetable in respect of the Local Development Scheme. Further reports on this subject would be reported for Members' consideration later in the year.

RECOMMENDED that Appendix A: Bromsgrove District Council Local Development Scheme 2021 is approved as the Council's programme for plan-making, effective as of 8th July 2021.

8/21

MEMBERS' ICT POLICY

The ICT Transformation Manager presented the Members' ICT Policy for Cabinet's consideration. Members were advised that the policy had been updated, following changes in 2020 to the IT equipment and software provided to Members to discharge their roles as elected Councillors.

During 2020/21, Members had been provided with an opportunity to replace the ipads that had previously been used for Council business with alternative equipment. This had been necessary to ensure that Members could participate in virtual meetings effectively during the pandemic, initially on Skype for Business and later on Microsoft Teams. Some Members had opted to receive a Council laptop or Surface Pro device whilst other Councillors were using their own equipment, in accordance with the Bring Your Own Device policy, and these two choices were reflected in the updated policy.

Reference to the Blackberry software that had previously been used for Members' ipads had been removed from the policy as this was no longer required. The policy had also been updated to reflect the fact that Members' emails would be deleted automatically after two years.

The local authority would cover the insurance costs of the Council equipment in the event of loss or damage. There would be an excess charge of £100 which would need to be covered from within existing budgets. When the equipment that Members were using started to be considered no longer fit for purpose, a capital bid would be submitted to pay for Members to receive new, replacement equipment.

The equipment and software that had been provided to Members would enable them to continue to participate in virtual meeting and potentially

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in hybrid meetings in the future. The Chairman noted that virtual and hybrid meetings were not currently permitted under the legislation for formal Committee meetings, though Members would welcome the opportunity to participate in hybrid meetings should legislative changes occur.

RESOLVED that the proposed Members' ICT Policy be agreed and implemented for all Members and that the options within it be made available to Members.

The meeting closed at 6.56 p.m.

Chairman

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 (AQMAs) 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 AQMAs. 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.

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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Impact of the Review of Library Services in the District Final Report

Relevant Portfolio Holder	<ul style="list-style-type: none"> • Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships • Portfolio Holder for Leisure, Cultural Services and Community Safety
Portfolio Holder Consulted	The Portfolio Holders have been informed of the recommendations
Relevant Head of Service	N/A
Report Author Jo Gresham	Job Title: Democratic Services Officer Contact email: joanne.gresham@bromsgroveandredditch.gov.uk
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Live independent, active and healthy lives
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- (a) the report and the recommendations attached at Appendix 1 be approved;

2. BACKGROUND

3. FINANCIAL IMPLICATIONS

- 3.1 Any financial implications are detailed within the main body of the report.

4. LEGAL IMPLICATIONS

- 4.1 Any legal implications are detailed within the main body of the report.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 This report would come under live independent, active and healthy lives, which relates cultural opportunities in the District.

Climate Change Implications

- 5.2 There are no Climate Change Implications arising from this report.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 There are no Equality and Diversity implications arising from this report.

Operational Implications

- 6.2 There would be some resource implications arising from approval of the recommendations which have been highlighted to the relevant Head of Service.

7. RISK MANAGEMENT

- 7.1 Overview and scrutiny is a key part of the Council's democratic decision-making process and enables non-executive Members of the Council to put forward recommendations for policy development, policy review and service improvement.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Impact of the Review of Library Services in the District – Final Report

(Background papers are listed within the main report.).

Cabinet
2021

15th September

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships and the Portfolio Holder for Leisure, Cultural Services and Community Safety are aware of the report	March 2021
Lead Director / Head of Service	K. Dicks, S. Hanley and J. Howse are aware of the report.	March 2021
Financial Services	No direct financial implications	
Legal Services	No direct legal implications	

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OVERVIEW & SCRUTINY BOARD

IMPACT OF THE REVIEW OF LIBRARY SERVICES TASK GROUP

FINAL REPORT

March 2021



Bromsgrove
District Council
www.bromsgrove.gov.uk

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MEMBERSHIP OF THE TASK GROUP



Councillor Steve Colella (Chairman)



Councillor Sue Douglas



Councillor Janet King



Councillor Adrian Kriss



Councillor Maria Middleton



Councillor Caroline Spencer

Supporting Officer Details

Jo Gresham – Democratic Services Officer

joanne.gresham@bromsgroveandredditch.gov.uk

Foreword from the Chairman

The purpose of this report is an 'Investigation into the effects of the impacts of Library Service Changes in Bromsgrove'.

The Task Group took a very pragmatic view looking at the overall impact on Library Services in the Bromsgrove District, taking the opportunity to question Worcestershire County Council senior Officers and WCC Cabinet member for Community Services Councillor Lucy Hodgson.

The recommendations made by this Task Group are focused on ensuring that the review of the Library service has not undermined service delivery to an extent that public amenity in Bromsgrove has been disadvantaged and that there has not been any long-term loss and derogation of service.

The task group heard how Libraries are dynamic, far reaching excellent services offering a varied and high-class public amenity. The review highlighted the wide range of age groups, social demographics and stakeholders that rely on libraries and how enthusiastic local people are ensuring its survival. However, there is a 'but'; under the service review the County Council's objective is to reduce costs through staff reorganisation, cost reduction and income maximisation.

The Task Group identified several important issues that although have not formed recommendations should be noted. The review of Library Services has resulted in an organisational restructure, staff role and responsibility review, added pressures on the voluntary sector and in many cases resulted in pressures on other organisations to make financial contributions and a shifting of asset management to local administrators.

Whilst I personally welcome greater local control by local stakeholders there is a balance between the statutory duty of Worcestershire County Council and the sustainability of local communities to pick-up the impact of such service changes. To expect the voluntary sector and district and parish councils to fund service gaps merely moves the problem rather than addresses the long-term existence of the service as we know it today.

Continuation of this strategy would mean that services in Libraries being reduced further. To date the County Council's review has been met with enthusiasm by local communities and ward councillors to ensure that the overall public amenity is maintained. The pressure to continue to backfill service changes by local stakeholders would result in an unsustainable over reliance on goodwill and third-party funding.

Agenda Item 3

I would like to thank the Democratic Services' Officers for their hard work and dedication to this task group and fellow councillors for their valuable contributions, and importantly sincere thanks go to Worcestershire County Council officers and Portfolio Holder for their open and transparent approach to this Task Group.

I strongly believe that the value of undertaking this Task and Finish Group is reflected in the thanks given by the Portfolio Holder that this district is the only one to hold such a review.

Councillor Steve Colella
Chairman, Impact of Review of Library Services Task Group

Summary of Recommendations

Chapter 1 – Promotion and Location of Libraries in the District

Recommendation 1
That all Members continue to receive up to date information in relation to any proposed changes to libraries in their Wards.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Recommendation 2
That all Members be consulted when any proposed changes are to be made to the Strategic Libraries in the District.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Recommendation 3
That a publicity campaign be undertaken to promote the facilities available at Libraries.
Financial Implications for recommendations: There may be a small financial implication, depending on the type of the publicity campaign.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: Officer time.

Chapter 2 - Areas for Consideration by Worcestershire County Council

Recommendation 4
That Worcestershire County Council ensure that any grant funding received is distributed to Libraries accordingly.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Background Information

Councillor S. Colella presented a topic proposal form containing proposed terms of reference for a Task Group entitled 'Investigation into the Effect of the Impact of Library Service Changes in Bromsgrove' supported by other Councillors and library users, many of whom attended the Library consultation meetings. Councillor Colella wished this Task Group to investigate the Library Service Review which had been undertaken by Worcestershire County Council (WCC) in order to ascertain the effect on Bromsgrove's Libraries.

At the Overview and Scrutiny Board meeting on 13th January 2020, during consideration of the topic proposal 'The Wigan Deal' was discussed with Members of the Board and Councillor Karen May, Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships. During this discussion, the main Overview and Scrutiny Board were informed that an announcement was only 10-12 weeks away regarding libraries in the District and therefore this Task Group may not be needed. However, Members agreed that they would like more certainty around the potential closures of certain libraries as there was some confusion between a statement made by the Member of Parliament and information from the Place Partnership. It was therefore agreed at that meeting that a Task Group should be established and Councillor S. Colella was appointed as its Chairman. The Membership and quorum were set at the meeting of the Board held on 10th February 2020.

Although the first meeting was held on 11th March 2020 when the work programme and witnesses for the investigation were agreed, the impact of Covid-19 meant that there was a delay in the subsequent meeting, which was held virtually on 30th June 2020.

The Task Group held six meetings (two of which were not quorate) in total which included scrutinising the research carried out in respect of services the libraries currently provided and interviews with officers and Councillor L. Hodgson, the Cabinet Member with responsibility for Communities from Worcestershire County Council. During these interviews, the witnesses were provided with questions prior to the meeting in order for them to provide members with as much detail as possible during the session.

Chapter 1 – Promotion and Location of Libraries in the District

During the investigation, the Task Group agreed that an area that they wanted to understand more fully was what activities currently took place in libraries across the District and it was agreed that the Democratic Services Officer would undertake research to ascertain library facilities pre-Covid. The research provided Members with a clear picture of what was available to residents and enabled Members to understand what services, if any, might not be included following the implementation of the new strategy (see Appendix 5). There was also detailed discussion throughout the investigation regarding the promotion of meeting rooms within the libraries (which had the potential to also create a small income stream) and whether residents were aware that there were rooms available for hire. It was noted by some Members that although there was some pricing information available on the WCC website it was difficult to navigate and might be an area that required clarification to encourage increased use of the facilities for residents. In addition to the room hire information some Members queried the facilities that were included on the website and whether it was all up to date. The Democratic Services Officer contacted WCC and it was clarified that their officers did aim to keep the web pages updated and that a check of the web pages would be completed shortly. This was welcomed by Members of the Task Group.

During the interview with Hannah Perrott, Assistant Director for Communities and Carol Brown, Head of Service for Libraries, WCC it was acknowledged that advertising within the communities had not always been successful. However, officers confirmed that future plans included greater use of social media, webpages and the use of more local channels including Parish Councils to publicise libraries and the facilities that were available within them.

As a result of this discussion Members agreed that further efforts were required to inform residents and businesses of those facilities and meeting room spaces that were available in libraries. It was felt that this was particularly important, in light of the positive changes to the Digital Strategy including the upgrade of library PC's to Windows 10 and the introduction of digital champions and the potential for an income revenue stream from room hire.

Councillor Lucy Hodgson, Cabinet Member with responsibility for Communities - WCC attended a meeting of the Task Group in December 2020 and a number of questions regarding areas of interest were provided prior to the meeting. During the interview she provided information regarding the shared plans for a new community hub with multi-purpose modular functionality which was being considered for Rubery Library, as there had been little investment at this library for many years. It was confirmed by Councillor Hodgson that Members had been kept up to date with the

plans and that updates would also be sent to all Ward Members and further consultation would be undertaken in wards that had a library, in due course. Although this was welcomed by Members, they were keen for assurances that the provision of up-to-date information regarding any proposed library changes would continue to be provided to Ward Members in the future.

Throughout the investigation all Members were in agreement that the new strategy was dynamic and had the potential to be a positive step forward for libraries in the District.

The Task Group therefore recommends the following:

Recommendation 1

That all Members continue to receive up to date information in relation to any proposed changes to libraries in their Wards.

Recommendation 2

That all Members be consulted when any proposed changes are to be made to the Strategic Libraries in the District.

Recommendation 3

That a Joint publicity campaign be undertaken to promote the facilities available at Libraries.
--

Chapter 2 - Areas for Consideration by Worcestershire County Council

During the interviews with Councillor Lucy Hodgson and officers from WCC further information was provided to the Task Group regarding the implementation of the Strategy. It was confirmed that it was hoped that the strategy would deliver efficiencies to the service and it was explained to Members that a library should be considered as a community asset that was used as much as possible and should be a vibrant community hub. This opinion was echoed by the Task Group who were pleased that this had been considered as part of the new strategy.

It was discussed that WCC needed to make budget cuts of £300k across the service, however officers explained that they would not be made by taking a certain amount of money away from each library across the County and indeed the District. It was reported that some libraries may change, and some may not change at all. It was noted that the decrease in budget would be managed predominantly by restructure and remodelling, in addition to some potential streams of Covid-19 funding which had been received to support libraries during the lockdown. Members were informed that as part of the restructure new roles of a Library Services Development Manager and a Library Service Communications Manager had been established to help develop the services. In addition to these, a new staff position was to be established who would be responsible for identifying and bidding for extra funding for libraries e.g., Arts Council funding.

Members were keen to clarify whether the Open Plus staffing model utilised in some libraries was not being considered for the District. It was explained that the Open Plus model was a system that allowed libraries to provide more flexible hours, making them more accessible to the community. Members were in agreement that staffed libraries, whether supervised by voluntary or paid staff, were more appropriate and although it was recognised that staffing had been identified as the largest potential cost saving, the consultation undertaken by WCC had indicated that residents were still keen to have a service where staff were present during opening hours.

During the investigation, the Chairman shared the current experience at Hagley Library with Members of the Task Group. It was explained that the Parish Council (of which he was the Chairman) currently paid for the 'bricks and mortar' of the library. This had been possible due to the support for the library from the residents of Hagley who were satisfied that some of their Parish Council precept taxes be used to manage the upkeep of the library there. However, the Chairman did raise concerns regarding this approach and highlighted that in addition to the Parish Council precept taxes, library services were reflected directly through precept council tax being included in WCC. It was thought by the Chairman that this might not be a resilient

approach to library support going forward as residents (in a parished ward) could feel that they were paying for the service twice and that Parish Councils were being asked to financially support the continuation of the service. (Further reference to this is highlighted in the areas to note section of this report.)

The Task Group therefore recommends the following:

Recommendation 4
That Worcestershire County Council ensure that any grant funding received is distributed to Libraries accordingly.

Chapter 3 - Areas to Note

Some of the Members of the Task Group wanted to further understand the Green Thread within the new library strategy. There was a discussion that a potential recommendation might be appropriate regarding any future remodelling and new build libraries, as there may be the potential to include solar panels on those new buildings. This would not only provide an opportunity to encourage a more sustainable library service but might be beneficial in areas where budget savings needed to be made. This was raised with WCC officers and it was advised that when any library property remodelling scheme was pursued, improvements were identified in order to increase energy efficiency for the scheme. It was clarified that the installation of solar panels would be managed as part of any corporate facilities management initiatives. The Task Group therefore felt it was not appropriate to include a recommendation in this respect but wanted to highlight this within its report that this was something which they had considered and had raised with WCC.

Members also wished to highlight that during the interview with Councillor Hodgson the Task group were thanked for taking the time to consider the Impact of the Review of Libraries and the new strategy. She advised that Bromsgrove District Council was the only Council to have done so. Members were pleased to hear this as it confirmed the importance of the scrutiny process in areas of particular interest for the residents of Bromsgrove.

Members raised concerns that public support of the library services was being reflected directly through precept council tax being included in WCC as well as in Parish Council precept taxes (for those parished wards). The Task Group therefore wanted to highlight that residents could feel that they were “paying for the service twice” and that Parish Councils were being asked to financially support the continuation of the service. It was questioned whether this was sustainable for the Parish Councils in the long term.

OVERVIEW & SCRUTINY BOARD – Impact of the Review of Library Services Task Group

Terms of Reference as at March 2020

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

1. The Task Group be made up of 7 Members with a quorum of 4. The Task Group will meet throughout the next six months at intervals to be decided by the Group.
2. The Task Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Task Group is able to make recommendations to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The Task group is expected to complete the investigation in six months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.

Aims and Objectives of the Task Group

Scrutiny of the Impact of the Review of Library Services Task Group will cover the following areas, although this list is not exclusive:

- The task group proposes to review the outcome of the consultation and the implications for Library services across the district of Bromsgrove.
- Determine any loss of service, any degradation of service and impacts on local communities that each Library servers.
- BDC to consider what support it can give to the continuity of the Library Service

Background Papers

External Documents

Worcestershire County Council Library Strategy 2020-2025
The Wigan Deal

Witnesses

The Task Group considered evidence from the following sources before making its recommendations:

External Witnesses

Hannah Perrott, Assistant Director (Families, Communities and Partnerships) -
Worcestershire County Council

Carol Brown, Head of Service for Libraries - Worcestershire County Council
Councillor Lucy Hodgson, Cabinet Member with responsibility for Communities -
Worcestershire County Council

Questions for Councillor Lucy Hodgson

1. We have considered the content of the Worcestershire Library Strategy 2020-2025 as part of this review and noted the changes included within the plan. What implications, if any, would the actions detailed in this strategy have for library services in Bromsgrove District specifically?
2. Will there be an expectation that Bromsgrove District Council provide budgetary support for their District libraries as part of the new strategy?
3. Do you think that there will be a degradation of any Bromsgrove library services once the Worcestershire Library Strategy 2020-2025 is fully implemented?
4. As Hagley, Rubery Bromsgrove and Catshill now form a Bromsgrove North Group of Libraries what are the differences between this and the previous grouping in terms of Management, Budget and Resourcing (including IT and books)?
5. As Members we tend to receive queries from the public about libraries and their services. Are there any guarantees we can have to reassure residents that any changes that are made as part of the strategy will not impact negatively on their local library service?
6. This year's savings and changes to the library service has been disrupted by Covid-19. Has this changed future year's changes or budget savings?
7. Is there anything further that you would like to add for our consideration?

Library Services and Opening Times in the District

Alvechurch

Birmingham Road
Alvechurch
Birmingham
B48 7TA

Normal Opening Times

- Monday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Tuesday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Wednesday: Closed
- Thursday: 2.00pm – 5.00pm
- Friday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Saturday: 10.00am - 1.00pm, 2.00pm - 4.00pm

Adult Learning Courses

French for Improvers - £30.00 or £50.00

Spanish Continuing Beginners - £40.00

Watercolours for Improvers - \$50.00

Notices and Promotions

Children's Spoken Word Promotion:

Keep your children entertained by borrowing any Children's Spoken Word Cassettes or CDS for FREE.

Alvechurch Library is working as part of an Eco Communities project with the local schools and a village nursery to encourage sustainability together and individual in our settings. The Library has adopted very different ways of using our resources in order to be able to reduce our impact, support our community and apply for a Green Flag award.

Events at Alvechurch Library

Showing 1 to 5 of 5 events.

Baby Bounce & Rhyme at Alvechurch Library – weekly, free

Bounce and Rhyme - weekly, free

Saturday Story time at Alvechurch Library - weekly, free

Tuesday Story Time at Alvechurch Library - weekly, free

Alvechurch Readers Group - meets: Last Tuesday of the month, free

Alvechurch Library Meeting Room for hire (see charges in appendix 1)

Size: medium

- Capacity: up to 15 people
- Category: Bronze, Silver

Facilities: Available during opening hours (closed Wednesdays)

- Toilets
- Chairs / Tables
- Plug sockets
- Flip chart
- Suitable for exhibition space
- Vending Machine

Bromsgrove Library

Parkside
Market Street
Bromsgrove
B61 8DA

Normal Opening Times

- Monday: 9.00am - 7.00pm
- Tuesday: 9.00am – 5.00pm
- Wednesday: 9.00am – 5.00pm
- Thursday: 9.00am – 5.00pm
- Friday: 9.00am – 5.00pm
- Saturday: 10.00am - 4.00pm

Author and Poetry Event – An Afternoon of Poetry with Jo Bell at Bromsgrove Library

Cost: Free

Author Event – An Evening with Philip Caine, author of the Jack Castle series of adventure novels at Bromsgrove Library

Cost: £3

Adult Learning Courses

Computer Skills Stage 2 - £144.00/Free (subject to conditions)

Computer Skills Stage 3 - £144.00/Free (subject to conditions)

Weekly Events

Baby, Bounce and Rhyme at Bromsgrove Library – **weekly, free**

Bounce and Rhyme at Bromsgrove Library - **weekly, free**

Bromsgrove Readers Group - **one day every month, free**

Code Club at Bromsgrove Library – **weekly, free (term time only)**

Job Club at Bromsgrove Library – **weekly, free**

Sewing Group at Bromsgrove Library – **weekly, free**

Talking About Books Group at Bromsgrove Library - **one day every month, free**

Bromsgrove Library Meeting Rooms (see charges in appendix 2)

Medium Room

- Capacity: Up to 15 people

- Category: Bronze, Silver

Small Room

- Capacity: up to 6 people
- Category: Bronze, Silver

Facilities for both rooms:

- Vending Machine access
- Tables and Chairs
- Equipment available on request
- Late night opening on Monday

Catshill Community Library

The Community Room
Catshill Middle School
Meadow Road
Catshill
Bromsgrove
B61 0JW

Normal Opening Times

- Monday: 9:15am - 12:15pm
- Tuesday: 3:00pm - 7:00pm
- Wednesday: Closed
- Thursday: 3:00pm - 5.30pm
- Friday: 9:30am - 12:00pm
- Saturday: 9:30am – 12:30pm
- Sunday: Closed

Adult Learning Courses

None available

Activities

Baby, Bounce & Rhyme at Catshill Library – **weekly, free (term time only)**

Catshill Readers Group – **2nd Monday of every month, free**

Saturday Storytime at Catshill Library – **weekly, free**

Hagley Library

Worcester Road
Hagley
Stourbridge
West Midlands
DY9 0NW

Normal Opening Times

- Monday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Tuesday: Closed
- Wednesday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Thursday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Friday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Saturday: 9.00am - 1.00pm, 2.00pm - 4.30pm

Adult Learning Course

None available

Activities

Active Tots at Hagley Library Every Monday – **weekly, free (term time only)**.

Book Buzzers at Hagley Library on the First Thursday of Every Month – **weekly, free (term time only)**

Bounce and Rhyme at Hagley Library Every Monday – **weekly, free (term time only)**

Bounce and Rhyme at Hagley Library Every Other Wednesday – **every fortnight, free (term time only)**

Hagley Library Book Club Every Month – **once a month, free**

Hagley Library Healthy Walking Group - **1st and 3rd Wednesday of each month, free**

Storytime at Hagley Library Every Thursday – **weekly, free (term time only)**

Hagley Readers' Group - **third Thursday of the month**

Rubery Library

7 Library Way
Rubery
Birmingham
B45 9JS

Normal Opening Times

- Monday: 9:30am – 5.00pm
- Tuesday: 9:30am – 5.00pm
- Wednesday: Closed
- Thursday: 9:30am – 6.00pm
- Friday: 9:30am - 5.00pm
- Saturday: 10.00am – 2.00pm

Activities

Easter Wreath Meeting £30.00

Baby, Bounce & Rhyme at Rubery Library – **weekly, free**

Creative Writing Group at Rubery Library – **fortnightly, free**

Rubery Stitchers – **weekly, free**

Rubery's Readers Group - **fourth Thursday in the month, free**

Walkers Group for adults at Rubery Library – **weekly, free**

Rubery Library Meeting Room (see charges in appendix 1)

Size: medium

- Capacity: up to 12 people
- Category: Bronze

Facilities: Available during opening hours (closed Wednesdays) °Toilets access

- Vending Machine access
- Table
- Chairs
- Flipchart
- Plug sockets
- Space on the upper floor for hire

Wythall Library

Woodrush Community Hub
Shawhurst Lane
Hollywood
Birmingham
B47 5JW

Normal Opening Times

- Monday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Tuesday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Wednesday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Thursday: Closed
- Friday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Saturday: 9.30am - 1.00pm, 2.00pm - 4.00pm

Adult Learning Courses

None available

Activities

Baby, Bounce & Rhyme at Wythall Library – **weekly, free**

Chatterbooks Group at Wythall Library – **weekly, free**

Digital Champion Computer Training at Wythall Library – **weekly, free**

Hollywood and Wythall Mental Health Group at Wythall Library – **weekly free**

Lego Club at Wythall Library – **once a month, £1**

Library Readers Group at Wythall Library - **free**

Saturday Storytime at Wythall Library - **weekly, free**

Tuesday Storytime at Wythall Library - **weekly, free**

Library Facilities

	Alvechurch	Bromsgrove	Catshill	Hagley	Rubery	Wythall
Library Service at Home	✓	✓	✓	✓	✓	✓
Wi-Fi	✓	✓	✓	✓	✓	✓
Exhibition facilities	✓	✓				✓
Meeting room	✓	✓				✓
Internet public access terminals	✓	✓	✓	✓	✓	✓
Printing (A4) b&w and colour (costs incurred)	✓	✓	✓	✓	✓	✓
Scanner		✓	✓	✓	✓	✓
Access for wheelchairs	✓	✓	✓	✓	✓	✓
Self-Issue Terminal	✓		✓	✓		✓
Photocopying A4 and A3	✓	✓			✓	
Public toilets	✓	✓	✓			
Disabled toilets	✓	✓	✓		✓	✓
Baby changing facilities	✓	✓			✓	✓
USB Memory Sticks available to buy	✓	✓	✓	✓	✓	✓
Reading Glasses available to buy	✓			✓		✓
Earphones available to buy	✓	✓	✓	✓	✓	✓
Children's Events and activities	✓	✓	✓	✓	✓	✓
Local History publications on sale		✓				
Energy Saving Monitors				✓		
Cafe						✓
Vending Machine						✓

Worcestershire County Council

**Libraries & Learning Service
Meeting Room & Library Space Hire – Pricing Matrix**

<i>*Equipment availability will vary at each location, please check with venue prior to your event</i>	Size		
Facilities (equipment used in room)	Small (less than 6 people)	Medium (6-12 people)	Large (12+ people)
Standard (*tables & chairs)	Bronze	Bronze	Silver
Intermediate (*As 'standard' plus flip chart, whiteboard etc)	Silver	Silver	Gold
High (*Projector, electronic smart board, plasma screen, DVD player, WiFi)	Silver	Gold	Gold
Executive – The Hive only (*Very high standard of equipment/very large sized room)	Platinum	Platinum	Platinum

Non-profit making (per hour or part of an hour)	Profit making (per hour or part of an hour)	
Bronze	£8.25	£16.50
Silver	£11.00	£22.00
Gold	£13.75	£27.50
Platinum	£22.00	£44.00
Hiring library space (where available) - Daily rates are based on 50% of the Bronze full hourly category- £4 per hour for non-profit making or £8.25 per hour for profit making. The Hive rates are based on the full hourly bronze category - £8.25 non-profit making/£16.50 profit making.		
Prices exclude Public Liability Insurance - 10% of the hire fee or £2 whichever is the greater.		
Activities promoting the work of Libraries & Learning – Free of charge		

Direct costs attributable to the letting to be in addition to the above. Staff costs outside normal working hours of caretaker or other staff is currently charged at the rate of £10.00 per hour. Please check with the Library Manager at the venue if these are payable.

Commercial organisations using the premises in connection with a profit-making business may be charged an additional fee dependent on the circumstances at the discretion of the Head of Libraries & Learning.

All activities of commercial organisations and profit making activities of non-profit making bodies attract the full rate.

All wishing to hire library premises will be asked to sign and agree to the standard list of terms and conditions. A £50 damage waiver deposit may be requested for non-standard activities, e.g. Children's parties

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

29TH MARCH 2021, AT 6.00 P.M.

PRESENT: 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, C. J. Spencer and M. Thompson

Observers: Councillors K. May, G. Denaro, M. Sherrey and P. Thomas.

Officers: Mr K. Dicks, Ms D. Poole, Mrs B. Talbot, Mr M. Bough, Mrs J. Gresham and Ms K. Somers.

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IMPACT OF LIBRARIES REVIEW TASK GROUP - FINAL REPORT

Councillor S. Colella introduced the Impact of Libraries Review Task Group Final Report for Members' consideration. He thanked Members and Officers from Bromsgrove District Council and Worcestershire County Council for their involvement in the Task Group during such a difficult period and was pleased with the recommendations that had been proposed as a result of the investigation. He highlighted in particular that the Cabinet Member for Communities at Worcestershire County Council, Councillor L. Hodgson, had thanked members for scrutinising the Library Strategy and that Bromsgrove had been the only Council in Worcestershire to do so.

After the discussion, the Chairman extended his best wishes on behalf of the Board to Councillor L. Hodgson who had recently been unwell.

Councillor K. May was invited to comment on the report in her capacity of Portfolio Holder for Strategic Partnerships. She informed the Board that much like the Wigan Deal, which had been considered as part of the investigation, Members were looking at a similar asset-based approach to library services going forward and that Members would be provided further information on this in due course.

Councillor P. Thomas, Portfolio Holder for Leisure, Cultural Services and Community Safety commented that Libraries were a very, useful resource within the District and thanked Members and Officers for a comprehensive report.

RECOMMENDED that the report and recommendations detailed within it be considered by Cabinet at its meeting on 2nd June 2021.

Agenda Item 5

Overview and Scrutiny Board
29th March 2021

The meeting closed at 7.54 p.m.
Chairman

Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision.

Relevant Portfolio Holder	Councillor Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Report Author	Job Title: Ruth Bamford, HOS Planning, Regeneration and Leisure Services Contact email: r.bamford@bromsgroveandredditch.gov.uk Contact Tel: 01527 883219
Wards Affected	All
Ward Councillor(s) consulted	n/a
Relevant Strategic Purpose(s)	Communities which are safe, well-maintained & green
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RESOLVE that: -

- 1) **The Adoption of Land by Bromsgrove District Council and the management of Commuted Sums for off-site provision policy attached at Appendix A is used if the council is offered open space land for adoption.**

2. BACKGROUND

If a new development includes open space this needs to be managed in perpetuity so that the open space is attractive both visually and for the benefit of its users. The management can be undertaken via a plethora of mechanisms including by the developer, a management company, charity, co-operative, or district council. In terms of the council, the developer does not have to offer the open space to the council for adoption and maintenance. If the developer does offer the council the land for adoption, then two key matters need to be in place. Firstly, the land and any equipment thereon need to be constructed to the appropriate standards and any actual or potential snagging issues addressed. Secondly the cost of on-going maintenance, specific to the development, needs to be at the cost of the developer and not the council. Please note that the council cannot ask for maintenance beyond the 30-year period because adoption subjects the Council to increased

liabilities in perpetuity. The Council will assume ownership and responsibility for the future long-term maintenance of the public open space

3. FINANCIAL IMPLICATIONS

- 3.1 There should be no financial implications for the council for the initial 30-year period of adoption of open land as the developer will be expected to cover all anticipated costs for this period. After this 30-year period the council will have to maintain these open spaces at its own cost. This will require a budget to be in place and be a pressure on council resources. As such when each proposed open space adoption is proposed a report will be prepared which shows the potential future costs of the land. This will need to be modelled up in line with future council resources to ensure that in future years there are no unanticipated unfunded pressures and that the council will have enough resources to take this on.

4. LEGAL IMPLICATIONS

- 4.1 Adoption of open space subjects the Council to increased liabilities in perpetuity. The Council will assume ownership and responsibility for the future long-term maintenance of the public open space.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose - Communities which are safe, well-maintained & green.

- 5.1 This policy sets out the requirements to be met should a developer offer the maintenance of open space in new developments to the council to own and manage in perpetuity. It could be argued that if the council is responsible for the management of the open space that acceptable standards can be achieved thereby assisting with achieving the strategic objective of communities which are safe, well-maintained and green.

Climate Change Implications

- 5.2 Land management is very important to both reducing carbon emissions and being resilient to the effects of climate change, so both carbon reduction and resilience should be maximised within any proposed adoption.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

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6.1 None.

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Operational Implications

6.2 The Environmental Services Team are co-authors of the attached appendix that includes all relevant operational details and information.

7. RISK MANAGEMENT

7.1 None

8. APPENDICES and BACKGROUND PAPERS

Appendix A - Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision.

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Adam Kent	
Lead Director / Head of Service	Ruth Bamford, HOS Planning, Regeneration and Leisure Services	
Financial Services	Chris Forrester, HOS Finance and Customer Services	
Legal Services	Clare Flanagan, Principal Solicitor	
Climate Change Officer (if climate change implications apply)	Kath Manning, Climate Change and Energy Support Officer	

Appendix A

Adoption of land by Bromsgrove District Council and the management of Commuted Sums for off-site provision.

Purpose

The purpose of this policy is to set out a clear process for the transfer and adoption of open space land from a developer to Bromsgrove District Council. The provision of the land will have already been determined as part of the Planning process in accordance with all of the relevant Council policies i.e., Open Space Strategy, SUDS schemes, Play and Sport provision as well as any other relevant guidance or requirements within the Planning process.

The transfer of this land to the Council is exclusive of any Section 38 Agreements (including adoption of footpaths, highway, and associated lighting), Wayleaves and Easements etc. which may have been negotiated, managed and confirmed by the developer separately with appropriate organisations. The developer will inform the adopting Authority of any such agreements if they are pertinent to the adoption and may thereby impact on any future access or maintenance.

Objectives

It is the intention of the Council to accept the transfer of public open space land and associated assets from the developer in the form of a S106 agreement under normal circumstances subject to the open space being laid out to the appropriate standard and subject to agreeing an appropriate commuted sum for its maintenance.

The objective of the Policy is therefore to clarify for developers what is required of them in a clear and consistent manner early in the Planning process to secure the adoption by the Council of high quality and appropriate POS.

To achieve this relevant Service areas will be required to comment on the areas for proposed adoption to agree the intended layout and to set out requirements.

When the principle and extent of what is to be included has been agreed with the developer each Service area will determine and agree with the developer the relevant standards and specifications.

This will take the form of prescriptive requirements for all hard and soft landscaping and for example will include:

- type of grass areas – i.e. natural, semi-formal or formalised
- type, quality, size and number of all trees, shrubs and any other planting
- position and maintenance of features such as ditch lines, ponds, SUDS, and ecological/bio-diversity areas
- type, quality and number of fixtures and fittings such as fences, trip rails and litter /dog bins
- type, construction and quality of any play equipment, play area and sports pitch requirements
- type, construction and quality of any hard standing/surfaces

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- to agree in advance the future maintenance and longevity of what is to be transferred and to consider the future refurbishment and replacement costs
- along with any other such items that the developer may want to transfer via adoption
- to agree in advance an appropriate 30 year commuted sum to be transferred to the relevant Authority

Process

Each Service area will provide details of their requirements, via the allocated Planning Officer for the site, which must be agreed with the developer. This may require a level of negotiation.

If agreement cannot be reached or the developer is unable to provide what is required the Council will not agree to the adoption/transfer and the developer will have to make alternative arrangements i.e., a management/maintenance company, private service provider, charity, parish council management, etc.

If agreement is reached the developer will be subject to a defects/rectification period of 12 months from the date of practical completion (or an alternative date as agreed between all parties) when any failures, defects or incidental damage requires the items to be repaired or replaced at the developers cost or unless otherwise agreed by exception. Failure to do so will result in the adoption/transfer process being cancelled and the land/assets will remain with the developer.

The developer will supply electronic copies of final documents and scaled as built drawings depicting what is to be transferred along with the necessary electronic or paper documentation required by Legal Services to complete the transfer.

When agreement is reached the relevant Service area will provide a commuted sum calculation for all the assets that they will be accepting as part of the adoption/transfer. This sum will be calculated over a 30-year maintenance period with a year-on-year compound inflationary increase based on the national average CPI rate. There will also be an additional sum for any identified future refurbishment or replacement costs as well as a one-off management fee of 28% of the first year commuted sum value.

The commuted sums, refurbishment/replacement costs and management fees are to be paid upon the practical completion of the works when it is mutually agreed that all works have been done to the prescribed standard/specification. Practical completion of any tree/shrub planting and the germination of any newly seeded areas may be dependent on the season and may therefore differ from the completion of the construction and installation of any fixtures and fittings.

When practical completion has been achieved and, the relevant officers have agreed that all requirements and standards have been met, the final part of the process will be for the designated Heads of Service to agree that Legal Services can be instructed to commence the process of adoption/transfer. The transfer of open space must be free of any encumbrances and should be completed as soon as reasonably practicable and, the Council will not accept responsibility for any of the planned adoptions included in the S106 Agreement until the commuted sum has been received in full. A delay in payment may result in the areas for adoption not remaining in an acceptable condition and the adoption process will halt until such time as a new practical completion date has been agreed. If the new date is not agreed the transfer will not take place.

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In the event of POS, play and sports provision not being either achievable or required within the site the developer will negotiate an appropriate commuted sum contribution to off-site provision as part of the Planning process and, will be subject to the same conditions with regard to specifications, standards, commuted sums and timescales. The offsite provision requirements based on local needs, identified improvement requirements, etc to existing provision will be detailed for the developer by the relevant Service area via the allocated Planning Officer.

Upon receipt of the commuted sum, it should be held in a defined income code for each service area separate of any Capital or other income codes. This will allow the relevant Service to manage the sums appropriately and to ensure that the funding is spent correctly and in a timely manner so as not to contravene any constraints imposed by the developer for the claw back of monies not spent within an agreed timescale and/or as per the S106 Agreement.

The Council must also be made aware of all other relevant arrangements such as S38 Agreements which may impact on future maintenance or partnership arrangements.

Non-compliance by the developer to any of the above stipulations will also mean that the adoption/transfer will not be accepted unless all changes are mutually agreed in advance by all parties.

A checklist for comments and timelines for each part of the process is set out in Appendix 1.

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Appendix 1 - S106 Checklist for use by Officers to track progress

	Comments/dates
Site location/name/Planning ref no.	
Designated Planning Officer	
Env Services Officer	
Leisure Services Officer	
Legal Services Officer	
Type and quality of all soft landscaping provided	
Type, construction and quality of all hard standing/surfaces provided	
Type, quality and number of all fixtures and fittings provided	
Type, construction and quality of all play equipment, play area and sports pitch requirements provided	
All necessary plans and documents detailing "as built" provided	
Future maintenance and replacement/refurbishment programme agreed	
25 year commuted sum for annual maintenance agreed	
One off 28% management fee agreed	
Practical completion date agreed	
S106 transfer date agreed	

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Community Grants Scheme

Relevant Portfolio Holder		Councillor G Denaro
Portfolio Holder Consulted		Yes
Relevant Head of Service		Chris Forrester – Head of Finance and Customer Services
Report Author	Job Title: Head of Finance and Customer Services Contact email: chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 01527 881673	
Wards Affected		All
Ward Councillor(s) consulted		N/A
Relevant Strategic Purpose(s)		Various
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- 1.1 the grants, as detailed in the Summary of the Community Grants Panel Recommendations attached at appendix 1 be agreed; and**
- 1.2 Should the scheme continue into 2022/23 then a full review of the process be carried out prior to the commencement in future years.**

2. BACKGROUND

- 2.1 In previous years the Council has allocated a percentage of the New Homes Bonus (NHB) funding it received to the NHB Community Grants Scheme (which has been in place for seven years). However, funding from Central Government for NHB has reduced for 2021/22 and there is no certainty around its provision in future years. Therefore for 2021/22 the Council was left with £12k to distribute to the community.
- 2.2 Due to the exceptional circumstances the district has found itself in and continues to face due to the pandemic, it was agreed that an additional £68k from the Covid grant funding should be combined with this figure to create a community grants budget for 2021/22. This Scheme has replaced the NHB Community Grants Scheme but followed the principles of the original scheme.

- 2.3 For the financial year 2021/22 the Council has, within the Medium Term Financial Plan, allocated £80k for a Community Grants Scheme. This Scheme was promoted through Ward Councillors, a press release and the Council's website.
- 2.4 Involvement from Ward Councillors was encouraged, and all grants had to receive formal approval by the Ward Councillor before being considered by the Panel.
- 2.5 Applications were invited over the period from 4th May 2021 to 18th June 2021, with the Community Grants Panel meeting on 10th and 11th August 2021 to consider the applications at public meetings and on 16th August 2021 in a private meeting.
- 2.6 Following the public meeting the Panel considered the merits of each application and the recommendations are attached at Appendix 1. This provides details of all applications, together with any conditions attached to those which the Panel recommend receive a grant and the rationale for those which have been refused.
- 2.7 At the private meeting the Panel Members also considered the lengthy, time consuming process that is involved in bringing the scheme to its conclusion each year. The Panel therefore recommend that a full and detailed review be carried out should the Community Grants Scheme continue in future years, in order to establish a more cost effective way to distribute any funds available.

3. FINANCIAL IMPLICATIONS

- 3.1 As detailed in Appendix 1 £79,898 grants have been recommended by the Panel to be approved by Members.

4. LEGAL IMPLICATIONS

- 4.1 There are no direct legal implications as a result of the grants being approved.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 Various – the application form asked for the applicant to provide details of which strategic purpose the project covered and explain why and how this would be met.

Climate Change Implications

- 5.2 The green thread runs through the Council plan. Please explain if the action proposed has any climate change implications. Please consult with the Climate Change Officer.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 The scheme allows all communities to apply for a grant.

Operational Implications

- 6.2 The allocation of funding will support the provision of projects within local communities and does not impact on the operational services provided by the Council.

7. RISK MANAGEMENT

- 7.1 Due to the scheme being funded as one off grants there is no future impact on the medium term financial plan. Should the scheme be run again next year then monies will need to be found from council resources. A report would need to go through the council reporting framework seeking approval for this.
- 7.2 Appropriate controls and checks are in place to ensure that the monies awarded are spent appropriately and in line with the approvals.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Summary of Community Grants Panel recommendations.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor G Denaro	16/08/21
Lead Director / Head of Service	Chris Forrester – Head of Finance and Customer Services	16/08/21
Financial Services	As above	16/08/21
Legal Services	Venessa Brown/Clare Flanagan	17/08/21
Policy Team (if equalities implications apply)	Rebecca Green/Emily Payne	Consulted throughout the process.
Climate Change Officer (if climate change implications apply)	N/A	

Ref	Applicant	Project	Total Cost	Amount Requested	Recommended Amount to be Awarded	Any Conditions
1	Barnt Green Sailing Club	Additional pontoon	13,316	£4,000	£4,000	
2	Catshill Working Mens Club	Replacement of Fire Exit Doors	£3,800	£3,800	£3,800	
3	Chadsgrove School	Chadsgrove Student Enterprise Project - Grow and Share (Poly Tunnel)	£7,500	£5,000	£5,000	The Panel were keen for the Project to continue to be of benefit to the wider community and this should be a consideration moving forward.
4	North West Ward Association	New Signage for Catshill Village Meadow	£1,000	£800	£800	
5	Bromsgrove Youth & Community Hub	Community Integration Project	£8,000	£5,000	£5,000	
6	Touchstones	Supporting Bereaved Children and Young People in Bromsgrove	£5,000	£5,000	£5,000	Provide details of a sustainability plan to ensure the support continues in the future.
7	Hunnington PC	Covid Blossom Trees and Remembrance Area	£5,044.55	£5,000	£4,000	The PC could contribute towards the project.
8	John James	Salsa Classes	£12,000	£5,000	0	Unfortunately on this occasion the Panel felt that the application did not meet the criteria as detailed within the scheme and the FAQs available on the Council's website and provide to Ward Councillors. It stipulates that grants will not be awarded to individuals.
9	Charford Watch	CCTV Cameras to prevent ASB	£2,000 +	£2,000	£400	Pending advice from the Legal Team, the Panel were happy to fund a small number of cameras, but felt it would be more appropriate for this project to be funded by the Safe Roads Partnership & PCC/local Police.
10	The Haywards Trust	Rowney Green Community Meadow	£3,910	£3,910	£3,910	

11	The Parochial Church Council	Reach Out Bromsgrove	£8,750	£5,000	£3,000	As the Parochial Church Council appeared to have substantial reserves, which the Panel agreed with the sentiment of project, it was felt that it could be self funded to a certain extent.
12	Romsley PC	Covid Blossom Trees and Remembrance Area	£5,044.55	£5,000	£3,500	The PC could contribute towards the project.
13	Heritage Friends Group	Promote the heritage of St Michael and All Angels Church	£20,000	£4,500	£2,500	The Panel were happy to contribute to the printing, promoting and open days costs in order for the project to get off the ground, but would like to see details around the outcome of how it will be promoted for the benefit of the wider local community.
14	St Andrews Hall Committee	St Andrew's Roof Appeal	£15,000	£5,000	£5,000	Confirmation of other funds being received.
15	Rubery in Bloom	Replace the failing wooden flower boxes with recycled plastic boxes	£10,000	£5,000	£3,500	The applicant should look at other possible additional funds from WCC Divisional Funds to meet the shortfall.
16	Headway Worcestershire	Community Support in Bromsgrove	£4,538.72	4,538.72	£4,538	
17	Stoke Parish Council	Renovation of Play area Stoke Heath Recreation Area	£15,000	£5,000	£5,000	
18	Friends of St Johns	Nave Roof Beam Urgent Repair to re-open St Johns	£15,618	£4,950	£4,950.00	
19	Basement Project	Counselling Sessions for Young People	£1,500	£1,500	£1,500	
20	The Community for Reconciliation	Changemakers Worcestershire	£11,600	£5,000	0	On this occasion the Panel felt that the application did not meet the criteria detailed within the Scheme and FAQs available on the Council's website, as it did not have the wider community impact that the Panel were wanting.

21	3rd Bromsgrove Evergreen Scouts	Update of Kitchen Facilities	£12,162	£5,000	£5,000	
22	To Catch a Thief	Create Safer Streets and Save Lives	£20,000	£5,000	£2,000	Supportive in principle but feel that further information and detail was needed. This contribution would help to get the telephone box into a better condition in order to move the project forward. It was suggested that the WCC Councillor could help support the applicant doing this and put them in touch with partners who would be able to assist.
23	Alvechurch & Hopwood Cricket Club	Major repair to pavillion changing rooms	£4,082.40	£4,082.40	£2,500	As the Cricket Club had substantial funds in reserve, the Panel were happy to make a contribution towards the costs, but felt the Club should meet the shortfall.
24	Clent Connect	Clent Connect Community Hub	£7,530	£5,000	£5,000	
	TOTAL	£80k Available		£104,081	£79,898	

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Bromsgrove Centres Management Action Plan (April 2021 – Mar 2022)

Relevant Portfolio Holder	Councillor Karen May
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford Head of Planning, Regeneration and Leisure Services
Report Author	Job Title: Ostap Paparega Contact email: Ostap.Paparega@nwedr.org.uk Contact Tel: 01562 732192 / 07580725167
Wards Affected	Bromsgrove Central, Sanders Park, Hagley West, Hagley East, Rubery North, Rubery South, Barnt Green, Alvechurch Village, Drakes Cross, Catshill North, Catshill South, Aston Fields
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	Interim Bromsgrove Centres Action Plan for 2021 focussing on Covid-19 recovery and revitalisation
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

The Bromsgrove Centres Management Action Plan (April 2021 – March 2022) attached at Appendix 1 be approved

2. BACKGROUND

- 2.1 More than ever town and village centres face challenging times due to the ongoing unprecedented Covid-19 pandemic.
- 2..2 With an already established track record of supporting businesses across North Worcestershire and encouraging the ongoing economic viability and growth of Bromsgrove’s town and village centres the Bromsgrove Centres Manager’s primary purpose is to develop and implement centre strategies and town centre management initiatives that aim to improve the vitality and viability of the various towns and centres within Bromsgrove district. An integral aspect of this will be to actively liaise and engage the town centre business community and to provide a voice for the traders in the various centres. The role also requires

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the Manager to lead on promotional activities relating to the centres including the co-ordination of some events in the local centres.

2.3 The Centres that the Bromsgrove Centres Manager looks after are as follows:

- Bromsgrove Town Centre
- Alvechurch Village
- Rubery Village
- Barnt Green Village
- Hagley Village
- Wythall
- Catshill
- New Addition – Aston Fields

2.4 The Action Plan, which identifies the work streams for each of the centres listed above, is attached at Appendix 1 to this report. The plan covers the period from April 2021 to April 2022 and has been used as a basis for the work that had been undertaken by the previous Bromsgrove Centres Manager over the past 5 months. This has focussed on supporting businesses during the pandemic and assisting them with re-opening safely following the easing of restrictions. The plan will also provide the work programme for the new Bromsgrove Centres Manager, once appointed, up until March 2022. Whilst there is a vacancy, we are working to continue to deliver the action plan using other resources.

2.5 The Action Plan was developed to respond to the impacts of the pandemic and has been developed as an interim measure based on recovery. The proposal is then to develop a longer-term strategy (c.3-4 years) which would be similar in nature to the previous strategy that was adopted in 2017 and will focus on further interventions and support within the Centres. The new Bromsgrove Centres Manager will be tasked with producing this longer-term strategy which will be developed through consultation with businesses and key stakeholders across all the Centres.

3. FINANCIAL IMPLICATIONS

3.1 Implementation of the action plan is supported by the Bromsgrove Centres Manager budget, which forms part of the NwedR shared service arrangement. Larger and more significant projects are incorporated into existing revenue and capital budgets, such as the Rubery Public Realm Programme.

3.2 The Bromsgrove Centres Manager is also responsible for attracting external funding to support the aims and objectives of the action plan. Examples of where external funding has already been secured or sought to support priority projects are as follows:

- £50,000 awarded by GBS LEP for the 'recovery through creativity' project

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- £88,000 from the Returning to High Streets Safely Fund (RHSSF)
- £88,000 from the Welcome Back Fund (WBF)

3.3 Some of this funding has already been spent and the remaining funding will be utilised by the new Centres Manager to support the delivery of the Action Plan. In addition, further funding will be explored from external sources to deliver future objectives.

4. LEGAL IMPLICATIONS

4.1 There are no legal implications arising out of the report.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

5.1 The Bromsgrove Centres Action Plan 2021-2022 is aligned with the Strategic Purpose 'Run and grow a successful business: strengthen the vibrancy & viability of our towns & district centres'.

5.2 More than ever town and village centres face challenging times due to the unprecedented Covid-19 pandemic, which has exacerbated the challenges faced by high streets and town centres pre-Covid.

5.3 2020 was an extremely difficult and challenging year for many individuals and businesses. The focus of this interim action plan is on the road to recovery for businesses across the district alongside encouraging the community to support and engage with the town and village centres. Small business can only survive with local community support and this must be facilitated safely and greatly encouraged. The action plan will also complement and support the work of the Parish Councils, Business and Trader Associations and other key stakeholders in each of the centres with a focus on recovery and developing shared ambitions.

Climate Change Implications

5.4 The Action Plan identifies a number of initiatives that will help to assist with addressing climate change such as reviewing car parking arrangements, connectivity to Bromsgrove town centre and working with the Place Team to review waste management arrangements and to promote recycling

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

6.1 NWedR and the Bromsgrove Centres Manager will consider the impact of changes that might arise as a result of implementing the action plan on those

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with protected equality characteristics, in particular, where there is likely to be an impact on residents or service users from any changes of existing services.

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Operational Implications

- 6.2 The Bromsgrove Centres Action Plan 2021 sets out Key Performance Indicators (KPIs) to monitor and evaluate the effectiveness and success of the plan. Monitoring and evaluation of the plan will be undertaken in partnership with Council colleagues, businesses, and key stakeholders.
- 6.3 The management of the Bromsgrove Centres Manager is encompassed within NWedR shared service collaboration agreement. Priorities and activities are added to the NWedR Work Programme as and when they are identified and are regularly reviewed. The post is also integrated within the NWedR structure, with direct reporting line to the Head of Service and additional support around delivery of complex regeneration projects across Bromsgrove would be provided by Bromsgrove District Council and NWedR.

7. RISK MANAGEMENT

- 7.1 Risks associated with the delivery of individual projects and activities will be overseen by the Bromsgrove Centres Manager and will also be monitored and managed by the Head of Service.

8. APPENDICES and BACKGROUND PAPERS

APPENDICES

- Appendix 1 - Bromsgrove Centres Management Action Plan (April 2021 – March 2022)
- Appendix 2 – Infographic for 2021 Action Plan

KEY AUTHOR OF REPORT

Name: Ostap Paparega
Telephone: 01562 732192 / 07580725167
Email: Ostap.Paparega@nwedr.org.uk

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships	August 2021
Lead Director / Head of Service	Head of Planning, Regeneration and Leisure Services	August 2021
Financial Services	Executive Director of Finance and Resources	August 2021
Legal Services	Head Legal, Democratic & Property Services (Monitoring Officer)	August 2021

APPENDIX 1 - Bromsgrove Centres Management Action Plan (April 2021 – March 2022)

More than ever town and village centres face challenging times due to the ongoing unprecedented Covid-19 pandemic. With an already established track record of supporting businesses across North Worcestershire and encouraging the ongoing economic viability and growth of Bromsgrove's town and village centres the Bromsgrove Centres Manager's primary purpose is to develop and implement centre strategies and town centre management initiatives that aim to improve the vitality and viability of the various towns and centres within Bromsgrove district. An integral aspect of this will be to actively liaise and engage the town centre business community and to provide a voice for the traders in the various centres. Another exciting element of the role will be to lead on some promotional activities relating to the centres including the co-ordination of some events in the local centres.

2020 was an extremely difficult and challenging year for many individuals and businesses. The focus of this action plan must be the road to recovery for businesses across the district alongside encouraging the community to support and engage with the town and village centres. Small business can only survive with local community support and this must be facilitated safely and greatly encouraged. The action plan will also complement and support the work of the Parish Councils, Business and Trader Associations and other key stakeholders in each of the centres with a focus on recovery and developing shared ambitions.

Local Centres:

- Bromsgrove Town Centre
- Alvechurch Village
- Rubery Village
- Barnt Green Village
- Hagley Village
- Wythall
- Catshill
- **New addition – Aston Fields**

The key focus for all centres is the strength and diversity of the independent sector. Some priorities were re-aligned to focus on the cultural and leisure offer of our centres following evidence of the change in behaviour of consumers and recommendations made by reports such as the Grimsey review. <http://www.vanishinghighstreet.com/>

Primarily due to the Covid-19 pandemic 2020 has been an unprecedented and extremely challenging year for many business sectors. Bromsgrove town centre and the other local centres are facing a difficult road to recovery over the next 12 to 24 months.

The Institute of Place Management's (IPM) Recovery Framework has been backed by the Government's High Street Task Force as part of its guidance on responding to COVID-19. The IPM's Post-COVID 19 Recovery Framework has much in common with the original Forward Framework approach. Essentially both frameworks place a strong emphasis on evidence-based planning and delivery whilst focusing on shaping the 'how' (partnership development) and 'what' (action planning & delivery) of recovery and transformation/revitalisation.

Recovery

- The delivery of initial actions to create safe and welcoming town and local centres whilst COVID-19 is still prevalent and social distancing remains necessary. Wherever possible these actions should offer the ability to test or transition into potential long-term improvements to revitalise the town and local centres. Investments should be primarily aimed at delivering long-term transformation with partnership development and local centre action planning in place. The focus should be on successful delivery through using data dashboards in monitoring progress; ensuring effective community engagement and coordination across the town / local centres; and managing the necessary finances and fund raising.
 - Bromsgrove Town Centre
 - Additional Hand sanitiser stations
 - Installation of footfall monitoring or utilising footfall data capture technologies
 - Mobilisation of COVID Marshalls
 - Improved signage where appropriate
 - Digital signage (quick & efficient to update information)
 - Encourage 'Shop Local' and the utilisation of platforms such as ShopAppy.com
- We have already seen the enormous creativity and ingenuity of individuals and businesses – and we must ensure this is nurtured during the recovery stage, and not side-lined to go back to how things were. However, there will be an immediate need to react quickly in order to revise plans that do not work.
- Data collected regarding day-to-day indicators such as footfall, sentiment and spend will be crucial to establishing what the 'new normal' for town and local centres is looking like, and how to best manage social distancing in public spaces.

Telling the story

Sharing positive stories about the Bromsgrove centres and their recovery. This will encourage confidence and stimulate pride in what is being achieved and planned in the future. Some prominent local businesses have kindly shared their stories.

- Decanter Spirit
- Bayleys of Bromsgrove
- Flowers of Hagley

Data

Gather any information that can be used to monitor and evaluate the impact of the Bromsgrove centres recovery strategy and identify where (and when) it may need to change. Understand how the function and attractiveness of Bromsgrove and the local centres may have changed and use this to plan for the future.

Monitoring footfall

Monitoring of activity in Bromsgrove town centre and using the recovery action plan and networks to encourage people to return safely.

Managing social distancing

Effective management of the space outside of stores, businesses, public spaces, pavements etc. to allow safe social distancing.

Cleaning

An efficient and effective cleaning regime by the Bromsgrove District Council street cleaning team to reduce risk of transmission of COVID-19. Local businesses and traders should also be encouraged and helped (when required) to be COVID secure.

Kindness & Consideration

Being friendly, generous and considerate should be encouraged and applauded. The unusual and unprecedented situation of physical distancing in town centres will be challenging. Bromsgrove District Council will be proactive in their approach and local businesses will have a major role to play in this engagement with customers and other local centre users.

Transformation or revitalisation

- Transformation or revitalisation requires a conscious attempt to improve the town and local centres for the long-term. The focus will be on maintaining a high standard of joint working and outcomes-focused actions through maintaining strong partnerships, secure funding and effective coordination in delivering a vision and plan whilst demonstrating success.
- The transformation will point at the conscious attempt to improve Bromsgrove and the local centres – to do more than recover but to innovate and address new challenges, such as climate change, economic inequality and the repurposing of town and local centres.
- Hopefully, we will witness new and strong public-private partnerships attracting investment and funding. The emergence of more grassroots projects can also be expected as a result of the pandemic. At this stage, transforming the town and local centres must deliver a good range of goods and services for visitors, a good trading environment for businesses and a good quality of life for their residents.
- The Covid-19 pandemic has prompted a wave of critical reflection – and more demands for our town and local centres to be better places – safer to walk, with better air to breathe, with more community uses and local businesses.
- In many ways, the transformation stage will be about creating a ‘new normal’, which will reflect both the economic and social impact of Covid-19 in our town and local centres, mitigating measures and the aspirations of people for their high streets, towns and local centres to be better places.

Strong partnerships

Creating, maintaining and refreshing stakeholder and partner relationships to meet the management and development needs of Bromsgrove town and the local centres.

Funding / Investment

Building on the successes to secure internal and external support for Bromsgrove and the local centres.

Delivering the vision

Deliver the vision for Bromsgrove and the local centres - using joined-up strategic partnerships of local stakeholders, to deliver long term transformation and improvement.

Key priorities April 2021-March 2022

- Support town centre and local centre businesses to re-start, recover and potentially diversify.
- Strengthen town centre and local centres viability and vitality.
- ‘Welcome Back’ the community and visitors to the local centres.

Key objectives:

Objectives	Measurability

Increase consumer and community confidence	<ul style="list-style-type: none"> • Footfall data (primarily Bromsgrove Town Centre) • Feedback from local businesses • Feedback from members of the public • Social Media engagement
Increase footfall	<ul style="list-style-type: none"> • Utilisation of footfall monitoring • Feedback from local businesses
Increase business resilience	<ul style="list-style-type: none"> • Percentage of vacant units on the high street • Footfall data • Feedback from local businesses • Number of businesses with a strong online presence • Number of businesses utilising ShopAppy.com
Increase consumer spend in local shops	<ul style="list-style-type: none"> • Feedback from local businesses • Feedback from members of the public • Social Media engagement


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Activity / Projects April 2021- March 2022

Bromsgrove Town Centre		
Project / Activity	Outcomes / Outputs	Status / Project update
Town Centre Car Park, access and servicing review.		

Investigation into the feasibility of a permanent coach parking solution for the town centre.	<p>2020 Consulting first stage report completed. Members agreed that a more detailed study should be undertaken to form the basis of a car parking strategy.</p> <p>This would encourage coach tours to stop in the town centre and it would enhance the growth of Bromsgrove Sporting FC.</p>	<p>Will form part of the 2040 “visioning” commission brief, however there may still be a requirement to do further work following the visioning work.</p> <p>Ongoing – looking at various options and gauging opinions.</p>
Signage and Way marking	<ul style="list-style-type: none"> • A full public realm audit undertaken. • Report produced and circulated to District and County colleagues to determine ownership and resources. 	Follow up with colleagues to understand potential to implement changes and available budgets
Bromsgrove Rail Station Connectivity to Town Centre	<p>Conversations have taken place via the Economic Priorities group. No firm plans confirmed to date.</p> <p>To metaphorically bring the railway station closer to the town centre and to engage fully with local businesses in Aston Fields.</p>	Ongoing - BCM working with Peter Chapman (Community Rail Officer - Worcestershire Community Rail Partnership) and the West Midlands Rail Executive.
Bromsgrove Town Centre Management Group	Meets regularly to pro-actively determine priorities, address issues and works closely with Bromsgrove Pub watch. Reports to Safer Bromsgrove	Will remain a key group to work on the town centre plans.
Refill	National campaign to enable visitors to fill up their drinking bottles with free tap water from businesses.	Launched with independent businesses. The Business displays a sticker in their window and feature on the national app. Extremely difficult to do during the Covid-19 pandemic with the social distancing guidelines. Review in 2021.

Bromsgrove Pub watch Scheme	A very successful group that has received continued and intensive support from us. The group will play a pivotal role in supporting the licensed sector during the post Covid-19 recovery.	BCM in continued communication with the committee and the meetings will continue virtually until restrictions are eased.
DISC	On-line platform to share information with the licensed sector members.	We continue to fund the yearly licence fee to support the DISC app.
Taxi Review	<p>Conversations have taken place with the taxi drivers and WRS with regards to the taxi service in the town centre.</p> <p>Electric Vehicle charging points installed.</p>	<p>We need to determine what the service currently looks like, positioning of taxi ranks, how the changing landscape and night-time sector will affect provision, customer behaviour.</p> <p>As part of the ENGIE EV Solutions GeniePoint Network scheme Bromsgrove registered taxi drivers will be able to use the EV chargers free of charge for the first year, with substantial discounts being offered for the subsequent 9 years.</p>
Taxi Marshall Scheme	Operated for 3-years; very successful and welcomed by taxi drivers and the licensed sector venues. Funding secured for the continued scheme.	The bid application to Safer Bromsgrove to access the approved PCC funding will ask for a flexible and adaptable scheme that will react to the changing measures and operation of the licensed sector.
Bromsgrove Street Pastors	Continues to support and help the night-time economy.	Regular catch up meetings and an integral part of the pub watch forum.
Business Training	Prior to Covid-19 the Police offered to undertake a menu of training with Pub watch members (conflict management, drug awareness, licensing etc.)	Revisit in 2021
Exclusion scheme		

	<p>Banned from one, banned from all in operation with the Pub watch members and has been successful in banning persons for anti-social behaviour and criminal activity.</p>	<p>The Pub watch will continue to operate their banning scheme as previous</p>
<p>Branding and marketing</p>	<p>The Better Bromsgrove branding is now 4 years old and with the launch of the Welcome Back Fund 'Welcome Back' will be the key message in all local centres. See 'Welcome Back Banner' image.</p> 	<p>There is an opportunity to rethink the branding for the town. As part of the recovery and transformation we could incorporate the visioning exercise to establish a clear and strong brand for the town centre.</p>
<p>Events</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 80</p>	<p>Most events scheduled for 2020 were cancelled or postponed.</p> <p>Events in the town and local centres will be vital in the road to recovery once they are safe and allowed to happen.</p> <p>We must build on the brand to create an attractive and engaging cultural and events programme at BirdBox.</p> <p>Events could include</p> <ul style="list-style-type: none"> • Food, drink and music festivals / events • Outdoor cinema / screenings • Pop up gaming events • Bromsgrove Festival events • Street theatre performances • Halloween event • Christmas Lights switch on (main stage) • Christmas Market (& events) 	<p>A close working relationship with the events team is vital to ensure all events complement each other.</p> <p>The BDC events team will manage the event booking process.</p> <p>Social Media communication must be utilised creatively for all town centre and BirdBox Events – website will be functional for promotion and event booking etc. BDC communications team to work closely with BCM and events team.</p> <p>BirdBox had a difficult opening period in 2020 due to Covid-19. Summer 2021 could be a good time for the second launch of BirdBox with an engaging programme of events.</p> <p>BCM, NWedR, events and arts development team meet regularly to discuss programme of events and activities.</p> <p>BCM has engaged with the Bromsgrove Indie Club to assist with the creation and management of some events – this will ensure that the space is promoting and encouraging local businesses.</p>

	<p>With the help of the Welcome Back Fund we should be able to enhance the space with additional furniture and facilities (including toilets). We will also be looking to commission local artists to create and perform in the space.</p>	
<p>Digitise the High Street</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 81</p>	<p>Consider options such as Wifi and other digital opportunities to implement on the high street</p> <p>Digital signage would be a good way of providing vital information to the community as well as generating advertising income for Bromsgrove District Council.</p>	<p>Previously had some work undertaken by a WiFi company and this needs to be revisited to understand feasibility and viability of implementation</p> <p>The Welcome Back Fund could be utilised to enable this.</p>
<p>Social media</p>	<p>Increasing capacity of businesses to engage on social media and present their businesses both during lockdown and in the re-opening of the High Street post April 2021. Developing the knowledge and skills, particularly for Small businesses which do not have the support structures of national businesses. The Maybe* platform will enable businesses to track their social engagement against local, regional and UK wide businesses.</p>	<p>Social media engagement will be essential for the post Covid-19 recovery. The BCM will work closely with the communications teams at BDC and NWedR to ensure that the messages are consistent, effective and engaging.</p> <p>Data from company Maybe* shows that across the authority area, less than 34% of businesses use social media and only 16.7% of those are active on social media each day. Together, they create 4000 posts per day and generate around 250K engagements.</p>
<p>Shop Local and Independent Campaigns</p>	<ul style="list-style-type: none"> • Small Business Saturday • Refill 	

	<ul style="list-style-type: none"> • Great British High Street • Love Your Market • One Worcestershire • Bird Box opportunities 	We have an opportunity to develop a strong local independent scheme to drive the sector and encourage visitors back to the High Street.
Accessibility for All	Introduced a scheme with independent businesses that gives visitors and customers with hearing impairment or who are deaf to access, free of charge, live interpreters on screens and devices in the business.	<p>First town centre in the UK to install the system.</p> <p>Investigate the potential to roll out to other larger local centres (Rubery & Hagley).</p>
Markets	<p>Under the management of Bromsgrove District Council</p> <p>Visitor Experience ‘Special Event’ markets to complement events in the centres will encourage visitors and footfall.</p>	<p>Opportunity in 2021-22 to develop a cohesive strategy to introduce key entrepreneurial markets in the town centre and on the Bird Box site.</p> <p>Bromsgrove is a market town, and this should be celebrated.</p>
Bromsgrove Festival of Light (or similar style of event)	The festival of light was a great success in 2017 & 2018 and a similar event in 2021 would be appreciated by the community and should be encouraged.	<p>Alongside the Christmas light switch on this could be a key event for 2021.</p> <p>The format of the event will need to be changed to encourage more engagement after the parade – this could include more street food / drink and entertainment.</p>
Business Support	Signposting and assistance to continue by NWedR.	<p>Bromsgrove Centres Manager to engage fully following Covid-19 restrictions.</p> <p>2021 will bring new Bromsgrove Business Advisors to the District (Business & Skills).</p>

Public Realm	<p>Full town centre audit has been undertaken; however, it is on hold until post Covid-19.</p> <p>Resources and budget to support the audit to be identified by District, NWedR and County.</p>	Review 21-22
Bromsgrove in Bloom	Some community interest to install planters within the town centre and managed by volunteers. Older Person's Forum representatives progressing ideas.	As with many town centre and urban setting planting and floral schemes there will need to be a budget identified to sustain the scheme in the first 3 years. This will be reviewed in 2021-22.
Biodiversity	Improvements to Spadesbourne Brook are being routed through the Better Environment Group.	
Business Waste	Working with the Place Team to review waste management collection points in the town centre; some collection points have been changed to reduce the amount of bin bags being left on the visible highway prior to collection.	Continue to undertake walkabout visits with the Place Team to pro-actively deal with any existing or emerging issues linked to the public realm and environment, and to help promote recycling.
Rubery Village		
Public Enhancement Scheme	Near completion and working towards delivering the final elements of the scheme. Work includes the Public Toilet renovation in the village.	<p>Near completion and working towards delivering the final elements of the scheme.</p> <p>Covid-19 has made this difficult to conclude and will hopefully be finalised in 2021-22.</p>
Radio Link Scheme	To enable businesses in Rubery to communicate to CCTV monitoring and businesses in Bromsgrove	Ongoing – BCM to review the proposal in 2021 and consult with local business leaders and St Chad's Church.

Rubery Village Association	<p>Support the RVA with funding and resources.</p> <ul style="list-style-type: none"> • Rubery Village Christmas Light Switch On • Love Rubery summer event • ‘Welcome Back’ events 	<p>Continue to develop the relationship with RVA and BCM.</p> <p>BCM continues to work closely with the events and arts development teams.</p>
Barnt Green Village		
Events Page 84	<ul style="list-style-type: none"> • Christmas Light Switch On • Buskers in the Park • Classic Car Event • ‘Welcome Back’ events 	<p>Post Covid-19 will resume partnership working to develop a cultural and events plan for the centre with Barnt Green Parish Council and businesses.</p>
Communication	<p>WhatsApp group established and used by Parish Council and businesses</p>	<p>Ongoing and supported by BCM.</p>
Public Realm	<p>Led by Parish Council and in partnership with BCM</p>	<p>Ongoing and supported by BCM.</p>
Barnt Green Village Team	<p>Businesses and Parish Council hold meetings to discuss issues, planning of events etc.</p>	<p>Continued support from BCM.</p>
Business Support	<p>Signposting and assistance to continue by NWedR.</p>	<p>To be undertaken by Bromsgrove Business Advisor</p>

Hagley Village

Hagley Village		
Car parking review	Following concerns by businesses regarding the 1-hour parking regulations it is changed to 3-hour waiting.	The 1-hour parking was not supporting businesses such as Bridal Suite, hairdressers, cafe. Many parts of the village have been changed to 3-hour parking (free).
Marketing and promotion	Part of the Better Bromsgrove promotions.	
Events	<p>Hagley Christmas Light Switch On has been extremely successful over the years. A full road closure had to be implemented previously to ensure the safety of the high visitor numbers the event attracts. Sadly, Covid-19 restrictions prevented the event in 2020.</p> <p>‘Welcome Back’ events and activities.</p>	<p>2021 - Monthly meetings held with businesses and community organisations to develop and deliver the annual Christmas event.</p> <p>BCM will engage with Parish Council and continues to work closely with the events and arts development teams.</p>
Communication	WhatsApp group launched	The WhatsApp group has proved extremely successful as businesses use it for the main communication platform during Covid-19. Hagley Village businesses exchanged information and support regarding business grants, lit up their business frontages with blue lights and signs to support the NHS, jointly procuring signage.
Business support	Signposting and assistance to continue by NWedR.	To be undertaken by Bromsgrove Business Advisor

Alvechurch

Public Realm	Full audit undertaken by BCM and passed to Alvechurch Parish Council. Council progressing the plan as part of their Neighbourhood Village Plan.	Has been delayed by Covid-19. Will re-visit in 2021.
Events	Support with the Christmas Light Switch On event and now led by Parish Council. Sadly, Covid-19 restrictions prevented the event in 2020. 'Welcome Back' events and activities.	BCM will engage with Parish Council and continues to work closely with the events and arts development teams.
Business support	Signposting and assistance to continue by NWedR.	To be undertaken by Bromsgrove Business Advisor

Catshill

Catshill in Bloom	<ul style="list-style-type: none"> • Campaign launched and lead organisation is the Catshill Village Hall. • Public realm improvements made. • Singletons are the main sponsor. • Installation of hanging baskets in 2019. 	Re-visit in 2021-22
Events	<ul style="list-style-type: none"> • Christmas Light Switch On • Catshill Seed Swap • 'Welcome Back' events and activities 	BCM will engage with Parish Council and continues to work closely with the events and arts development teams.

Promotion	<ul style="list-style-type: none"> WhatsApp Group established to strengthen business communication and involvement. 	Continued support from BCM.
Business support	Signposting and assistance to continue by NWedR.	To be undertaken by Bromsgrove Business Advisor
Wythall		
Overall support	BCM acts as a contact for businesses	<p>The area does not lend itself for public realm improvements or events.</p> <p>BCM ongoing engagement with Parish Council</p>
Business support	Signposting and assistance to continue by NWedR.	To be undertaken by Bromsgrove Business Advisor
Aston Fields		
Public Realm	<p>Additional local centre for the BCM role.</p> <p>Good local centre with numerous businesses and proximity to railway station.</p>	<p>BCM to engage with local business owners.</p> <p>Continue to develop the Bromsgrove Station as Places scheme with partners.</p>
Business Support	Signposting and assistance to continue by NWedR.	To be undertaken by Bromsgrove Business Advisor
Events	'Welcome Back' events and activities.	

		BCM will engage with local business owners and continues to work closely with the events and arts development teams.
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RECOVERY

Getting businesses operational and people back to the Bromsgrove centres, safely



Tell The Story

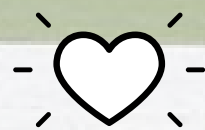


Data

Manage Footfall



Cleaning



Kindness

TRANSFORMATION

Supporting businesses, stakeholders and partners to transform Bromsgrove and the local centres



Strong Partnerships



Funding / Investment



Delivering The Vision



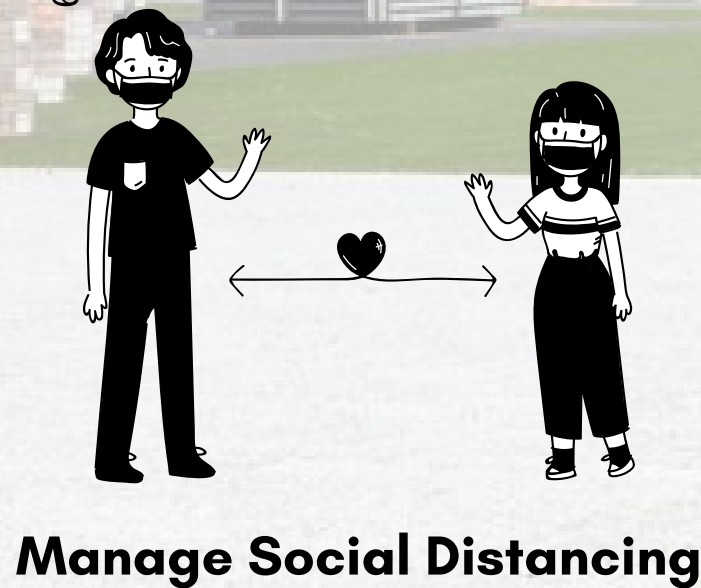
Bromsgrove District Council

www.bromsgrove.gov.uk



Better Bromsgrove

North Worcestershire



Manage Social Distancing

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Outside Body Appointments 2021/22

Relevant Portfolio Holder		Councillor Geoff Denaro	
Portfolio Holder Consulted			
Relevant Head of Service			
Report Author Claire Felton	Job Title: Head of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk Contact Tel: 01527 881429		
Wards Affected		All	
Ward Councillor(s) consulted		N/A	
Relevant Strategic Purpose(s)		An Effective and Sustainable Council	
Non-Key Decision			
If you have any questions about this report, please contact the report author in advance of the meeting.			

1. RECOMMENDATIONS

It is recommended that Cabinet considers nominating to the bodies listed at Appendix 1 as appropriate.

2. BACKGROUND

2.1 The Cabinet makes appointments and nominations to a number of Outside Bodies each year; some of these are for executive functions and these are made by the Cabinet. This report sets out the details of the relevant appointments.

3. FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4. LEGAL IMPLICATIONS

4.1 No specific legislation governs the appointment or nomination of members to outside bodies by the Council. Depending on the nature of the relationship the Council has with the organisation, the legal status of the organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

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- 4.2 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify members sitting on outside bodies.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The action proposed in this report supports the strategic purpose “an effective and sustainable Council”.
- 5.2 Cabinet reviews a number of outside body appointments on an annual basis to ensure that those bodies to which the Cabinet puts forward nominations continue to address the needs and aspirations of the District.

Climate Change Implications

- 5.3 There are no specific climate change implications.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 There are no specific equalities and diversity implications.

Operational Implications

- 6.2 A number of bodies ask the Council to make appointments to them for terms of office which vary from one year upwards.
- 6.3 The Council has previously agreed that a number of such appointments, usually to national or regional bodies, should be made by office. Where there are specific requirements for appointments these are shown against the organisations in the appendix.

7. RISK MANAGEMENT

- 7.1 There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Council’s ability to shape and influence policies and activities which affect the residents of Bromsgrove.

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8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 - list of appointments to outside bodies

Background Papers:

Terms of reference and governing documents of organisations are held by Democratic Services.

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Geoff Denaro	
Lead Director / Head of Service	James Howse, Executive Director of Resources	
Financial Services	James Howse, Executive Director of Resources	
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	

Outside Bodies By Office (Cabinet appointments)

Organisation	Number of representatives and length of term	Representatives 2019/2020 Rolled over for 2020/2021	Nominations 2021/2022
Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP)	One Leader and one Substitute nominated from 3 North Worcestershire Councils	Cllr Karen May Sub: Cllr Matt Dormer	Cllr Matt Dormer RBC Sub: Cllr Helen Dyke Wyre Forest DC
Greater Birmingham and Solihull LEP Supervisory Board	Leader by office Substitute – Deputy Leader Check each year	Cllr Karen May Sub: Cllr Geoff Denaro	Cllr Karen May Sub: Cllr Adam Kent
Greater Birmingham and Solihull LEP European Structural and Investment Funds Strategy Committee (ESIF)	One representative and one substitute to represent the 3 North Worcestershire Districts	Cllr Fran Oborski OBE Wyre Forest Sub: Cllr Matt Dormer	Cllr Matt Dormer RBC Sub: Cllr Tom Baker-Price RBC
Bromsgrove Partnership (Local Strategic Partnership)	Leader Substitute – Deputy Leader	Cllr Karen May Sub: Cllr Geoff Denaro	Cllr Karen May Sub: Cllr Adam Kent
District Councils Network	Leader Substitute – Deputy Leader	Cllr Karen May Sub: Cllr Geoff Denaro	Cllr Karen May Sub: Cllr Adam Kent
Local Government Association General Assembly	Leader Substitute – Deputy Leader	Cllr Karen May Sub: Cllr Geoff Denaro	Cllr Karen May Sub: Cllr Adam Kent

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North Worcestershire Community Safety Partnership	Cabinet member	Cllr Philip Thomas	Cllr Philip Thomas
PATROL (Parking And Traffic Regulations Outside London) Adjudication Joint Committee	Portfolio Holder for Environmental Services Substitute:	Cllr Margaret Sherrey Sub:	Cllr Margaret Sherrey
West Midlands Employers (previously West Midlands Councils)	Portfolio Holder for Human Resources	Cllr Geoff Denaro is already appointed as the Worcs Leaders Broad representative.	Cllr Geoff Denaro Sub: Cllr Matt Dormer
Worcestershire Health and Wellbeing Board	1 rep for North Worcestershire and 1 substitute	Cllr Shirley Webb Sub: Cllr Julian Grubb Redditch BC	Cllr Nyear Nazir RBC Sub: Cllr Shirley Webb
Health Improvement Group (HIG – a sub group of the Worcestershire Health and Wellbeing Board)	1 rep for North Worcestershire	Cllr Shirley Webb	Cllr Nyear Nazir RBC
Worcestershire LEP European Structural and Investment Funds Strategy Committee (ESIF)	One representative and one substitute to represent the 3 North Worcestershire Districts	Cllr Fran Oborski OBE Wye Forest	Cllr Matt Dormer RBC Sub: Cllr Tom Baker-Price RBC
Worcestershire Local Enterprise Partnership (LEP)	One representative on behalf of the 3 North Worcestershire Councils – required by LEP constitution	Cllr Matt Dormer Redditch BC Sub: Cllr Karen May or Cllr Fran Oborski OBE	Cllr Karen May Sub: Cllr Helen Dyke Wye Forest DC
Worcestershire Local Transport Body	Two representatives and one substitute from the North Worcestershire authorities	Cllr Adam Kent Cllr Fran Oborski OBE Wye Forest	Cllr Adam Kent Sub: Cllr TBC Wye Forest DC

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ZERO CARBON HEAT NETWORK – ROUTE TO MARKET

Relevant Portfolio Holder		Cllr Geoff Denaro Finance and Enabling Services
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Willis
Report Author	Job Title: Environmental Policy & Awareness Officer. email: a.wardell-hill@bromsgroveandredditch.gov.uk Tel: 01527 881715	
Wards Affected		NA
Ward Councillor(s) consulted		NA
Relevant Strategic Purpose(s)		Run and Grow a Successful Business Work and financial independence Affordable and sustainable homes Living independent active and healthy lives
Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- 1) In line with Government Policy, the Heat network becomes a Zero Carbon Heat Network (ZCHN);**
- 2) The title “Bromsgrove Zero-Carbon Heat Network” be adopted;**
- 3) A Heat Network Zone is pursued for the Town Centre to support and compliment the ZCHN; and**

RECOMMEND that:

- 4) The ZCHN project pursues the concession route to market;**
- 5) Delegated authority be given to the Head of Community & Housing Services and the Head of Legal Services to procure and agree the Concession Agreement with qualifying energy companies;**
- 6) Green Heat Network Funding is utilised to fund this route to market; and**

- 7) A project board, to assist the Project Manager, be established under the terms of reference attached at Appendix A**

2. BACKGROUND

- 2.1 Heat networks are one of the most cost-effective ways of reducing carbon emissions from heating. They present an opportunity to exploit larger scale renewable and recovered heat sources, can mean lower bills for consumers and have an increasing role in playing a part in our dynamic energy system.

The Governments Clean Growth Strategy makes it clear that heat networks will play a vital role in the long-term decarbonisation of heating.

- 2.2 The Council is developing a zero-carbon heat network project to supply zero-carbon heat to homes, businesses and public buildings in Bromsgrove Town Centre with the potential for its future expansion to Bromsgrove Town. A feasibility study produced in 2019, identified a low-carbon district heating network based on an open loop aquifer ground source heat pump with a natural gas-fired combined heat and power plant as a means of delivery. This would supply decarbonised heat to buildings within Bromsgrove Town Centre.
- 2.3 The feasibility study also determined that the project will deliver a range of economic, environmental and social benefits. As such, it was deemed appropriate to continue the project through into the Detailed Project Design (DPD) stage. The Detailed Project Design output will confirm the outline business case and prepare the project specifications for procurement¹.
- 2.4 In 2020 the Council secured £227,500 towards the Detailed Project Design phase of the project from the Department of Business Energy and Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU). This was matched with £112,500 from the Council that included contributions from Bromsgrove School (£10k) and Worcestershire Health and Care NHS Trust (£10k).
- 2.5 In April 2021, a Specialist Project Manager (SPM) was appointed to assist with procuring the Detailed Project Design consultants and the Detailed Project Design Project Manager. As part of this process a

¹ The heat network will be developed in three phases: 1) the Detailed Project Development (DPD) phase, followed by, 2) the procurement phase, and finally 3) the construction phase.

strategy review concluded that Government decarbonisation plans have accelerated, this has resulted in the following changes to the Government's approach:

- i) Combined heat and power is to be phased out for new heat networks during 2025 with conversion of all legacy schemes to low-carbon sources by 2040, as such, the suggested technology for the heat network needs to be aligned to meet the amended 2050 net-zero carbon target.
- ii) Creation of a sustainable heat network market through local authority zoning and heat network regulation to protect consumers and ensure decarbonisation. Government recently consulted on this to explore how Planning Authorities can have the powers to encourage both existing and new developments to connect to the network within the zone. Government believe zoning is essential in delivering the desired outcomes for heat networks at the scale required in the UK. Officers have been encouraged by the Department of Business Energy and Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU) in the adoption of a zone on this project.
- iii) A Government Green Network Heat Fund (GNHF) will replace the Heat Networks Improvement Project Funding stream that had previously been used to model the Project for the feasibility study. Officers have been advised there is sufficient interest and potential in the Bromsgrove Town Centre project to access any additional funding required.
- iv) A new Concession route to market is now available after BEIS issued revised guidance setting out two alternative development pathways prior to the commercialisation stage; the 'Full Detailed Project Design' approach and the 'Concession' approach.

The full Detailed Project Design approach was previously the only option to market and produces detailed technical specifications and performance criteria on the assumption that the LA has the appetite to invest in and potentially, own and operate the heat network, sell heat to customers and accept the risks of doing so, or

The Concession approach was recently introduced acknowledging that not all Local Authorities' wanted to directly invest in heat networks and take on the associated risks. The Concession approach enables LAs to procure a private sector partner via a concession model to deliver the heat network.

2.6 Concession route to market:

A Concession can be let to an energy company for a set period of time (commonly 25-40 years). During this period, the energy company will act in accordance with the agreed terms and strategy set by the Council. The concession route allows for the energy company to undertake significant long-term investment in the heat network without the risk that target users would join a competing network or alternative energy source.

Both options to market are complex to procure but the Concession route is potentially less so than the traditional route as the Local Authority is required to establish a concession agreement with the energy company setting out minimum performance requirements, a mechanism for network expansion, a consistent and transparent tariff plan. The delivery risk is passed to the concessionaire.

The Governments Heat Network Delivery Unit have undertaken a preliminary analysis of the project in removing the combined heat and power element and concluded that they will support a concession route to market on a 40-year project.

2.7 The Project Manager has requested that a Project Board be set up to oversee the Zero Carbon Heat Network project. To date the Project Manager and Climate Change officers have liaised with an informal group comprising the Leader and Portfolio Holder, and the Director of Finance & Resource, who were appraised of and support, the proposals now set out in this report.

2.8 Specifications for the:
Detailed Project Design Project Manager
Detailed Project Design consultants

have been created and Officers plan to tender during September 2021. Once the aforementioned have been procured and are in place, they will set about to undertake the full Detailed Project Design process to establish the outline business case for the heat network, Thus, it is likely to be the latter part of 2022 before the next update report on this project is available and when consultants will have updates on the technicalities, legal stance and economic modelling of the project.

3. FINANCIAL IMPLICATIONS

- 3.1 The costs of undertaking the current phase of this project i.e. the Detailed Project Design stage, is currently within the approved budget framework. The Concessionary approach detailed in the report will help reduce the risk profile associated with any subsequent business case which may follow the project design stage. There is no capex cost to the Council. Any gap funding will be from Green Heat Network Funding applied for by the Council and transferred to the Energy Company. The Energy Company then will fund and operate the heat network and derive its income from heat sales and take the revenue risk.
- 3.2 The Specialist Project Manager has identified a risk of an additional £30k project management costs but this is uncertain and is being mitigated through an additional grant funding application which is currently ongoing.
- 3.3 Despite the financially lower risk route to market for the Council, the concession approach to procure a private sector company is a significant change to the initial route to market. This is a major commercial decision which will result in high value contract. Whilst the concession route is still in development with BEIS, Officers have held discussions with them where they have agreed this route is a good fit for the project.
- 3.4 The Project is reliant on the Green Heat Network Funding (GHNF²), to comply with fund requirements, a 10% Project IRR is required. HNDU analysis on the project have estimated that this would require a 43% (circa £8.3 million) of capex; this level of funding does fit with requirements of the fund, thus HNDU have indicated the project is a suitable fit.

4. LEGAL IMPLICATIONS

- 4.1 Members declared a Climate Emergency at a Bromsgrove Council meeting held on 24th July 2019.
- 4.2 The driver for delivering Heat Networks in the UK is The Climate Change Act 2008, which commits the UK government to reduce greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050.

² The Green Heat Network Fund transition scheme support the commercialisation of low - carbon heat network projects, it opens in July 2021. This will replace HNIP funding that was previously referred to in project calculations.

- 4.3 The Localism Act 2011 empowers the Council to participate in the implementation of this legislative commitment at a local level as envisaged by the Government Committee on Climate Change. The local authority is the enabler that can access the Government funding and provide strategic direction in the development of the towns heat network.
- 4.4 The concession route would ensure that the Council would not be required to act as the energy company and therefore would have no direct ownership and responsibility for the build, network energy supply and associated risks.
- 4.5 There are no specific legal implications at this point in time, the Detailed Project Design will encompass:
- Proving & honing the choice of technology and works required for this project and
 - Establishing the financial model of working to ensure suitable payback on investment for the concessionaire

The above will then allow the Detailed Project Design Legal consultants to ensure the technology & economics are legislatively compliant.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The provision of a zero carbon heat network that is built, owned and operated by a private company under the strategic guidance of the Council can have wider reaching social, economic and environmental co-benefits that echo the Councils own strategic purposes:

- Run and Grow a Successful Business
- Work and financial independence
- Affordable and sustainable homes:

Heat networks enable business and residential properties to be connected to sustainable low carbon energy that are decoupled from the mass utility energy market.

This efficient and secure energy can allow business and individuals to better plan finances, and priorities spend in other areas that will bring benefits to them.

- Living independent active and healthy lives:

The presence of a low carbon network can significantly reduce the need for localised individual energy generation such as biomass, solid wood fuel and on a national level burning fossil fuels at large scale energy generation sites. This will have significant positive impact on air quality which is a major cause of circulatory, respiratory and heart issues.

Climate Change Implications

- 5.2 The adoption of the concession route to market itself does not necessarily bring any positive or negative climate change implications. However, securing any energy company through a concession route may bring an increased interest in the project as a more viable option and thus a competitive market should ensure more favourable options for the network resulting in potentially better efficiency of the technology.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 Non relevant

Operational Implications

- 6.2 Non relevant

7. RISK MANAGEMENT

- 7.1 The concession route to market is still in developmental stages with BEIS, therefore there are some challenging uncertainties however, BEIS have endorsed the concession route for the Council and are happy to work alongside Officers throughout the DPD. BEIS have also indicated the project is highly likely to attract further funding as an when required to enable the project to progress.

8. APPENDICES and BACKGROUND PAPERS

Appendix A – Terms of Reference for Zero Carbon Heat Network, Project Board.

Cabinet
2021

15th September

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Geoff Denaro	01.09.21
Lead Director / Head of Service	Judith Willis	24.08.21
Financial Services	James Howse	01.09.21
Legal Services	Clare Flannagan	24.08.21

Zero-Carbon Heat Network Project Board

Terms of Reference – August 2021

The Zero-Carbon Heat Network Project Board will perform the following functions: -

- To be accountable for the development of the project.
- To provide unified direction to the project and Project Manager and to ensure that project development is in line with Key Stakeholder strategies.
- To endorse the need for resources and funds for the project.
- To provide visible and sustained support for the Project Manager.
- To ensure effective communication within the project team and with external stakeholders.
- Consider other areas for discussion that may impact or affect the progression and delivery of the Zero Carbon Heat Network Project.
- To monitor and track the progress of the Zero Carbon Heat Network Project.
- To make recommendations to the Cabinet/Council as appropriate.

Membership and Role of the Working Group

1. The Project Board shall comprise of individuals that represent the Key Stakeholders in the Heat Network as well as Key Senior Officers:
 - The Leader of the Council
 - The Executive Director of Finance and Resources
 - Head of Community and Housing Services
 - The Portfolio Holder for Environmental Services
 - The Bursar of Bromsgrove School
 - Head of Estates, Herefordshire & Worcestershire Health and Care Trust
2. It is suggested that the Project Board be chaired by the Leader of the Council with authority to delegate to the Deputy Chair. It is suggested the Deputy Chair is the Executive Director of Finance and Resources.

Rules of Operation

1. The Project Board be established in accordance with the PRINCE2 project principles to provide a framework of good project practice and responsibility for the success of the project.
2. The Project Board will establish any constraints in which the Project Manager operates.
3. The Project Board can discuss but has no power to make decisions. However, it can make recommendations which would be considered by Cabinet/Council.
4. Meetings shall be held by exception.
5. For accuracy and transparency, notes and actions shall be taken of the matters considered.
6. Members are reminded that the rules set out in the Code of Conduct with regard to making declarations of interest will apply to the Project Board.

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