



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 29TH APRIL 2008 AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors P. M. McDonald (Chairman), J. T. Duddy (Vice-Chairman), Mrs. M. Bunker, R. J. Deeming, B. Lewis F.CMI, D. L. Pardoe and C. B. Taylor

AGENDA

1. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the meeting of the Scrutiny Steering Board held on 1st April 2008 (Pages 1 - 4)
4. Cabinet Response to the Refuse and Recycling Scrutiny Report (Pages 5 - 10)
5. Mobile Home Licensing (Pages 11 - 12)
6. Presentation on the ICT Spatial Project
7. New Scrutiny Task Group (Pages 13 - 30)
8. Scrutiny Proposals (Pages 31 - 46)
9. Verbal Update on Joint Countywide Scrutiny on Flooding (Councillor McDonald)
10. Recommendation Tracker (Pages 47 - 68)
11. Cabinet's Forward Plan (Pages 69 - 74)

12. Work Programme (Pages 75 - 78)
13. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

17th April 2008

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 1ST APRIL 2008 AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), J. T. Duddy (Vice-Chairman), Mrs. M. Bunker, R. J. Deeming, B. Lewis F.CMI, D. L. Pardoe and C. B. Taylor

Observers: Councillor Mrs. J. Dyer M.B.E. and Councillor Mrs. M. A. Sherrey JP

Officers: Mr. T. Beirne, Mr. P. Street, Mrs. C. Felton, Ms. D. Poole, Mrs. S. Sellers and Ms. D. McCarthy

98/07 APOLOGIES FOR ABSENCE

No apologies for absence were received.

99/07 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were made.

100/07 MINUTES

The minutes of the meeting of the Scrutiny Steering Board held on 4th March 2008 were submitted.

RESOLVED that the minutes of the meeting be approved as a correct record.

101/07 CABINET RESPONSE TO RECOMMENDATION 1 WITHIN THE AIR QUALITY SCRUTINY REPORT

As requested by the Scrutiny Steering Board, the Cabinet had reconsidered recommendation 1 contained within the Air Quality Scrutiny Report. The written response from the Cabinet was considered and Councillor Mrs. Dyer, the Portfolio Holder for Planning (which included Climate Change), was thanked for attending.

RESOLVED that the response from the Cabinet on recommendation 1 within the Air Quality Scrutiny Report be noted.

102/07 **CABINET RESPONSE TO THE PUBLIC TRANSPORT (BUSES) SCRUTINY REPORT**

The Portfolio Holder for Street Scene and Recycling, Councillor Mrs. Sherrey, was in attendance to present the Cabinet's response to the Public Transport (Buses) Scrutiny Report.

The Board considered the written response and it was pointed out that the Portfolio Holders for both Planning and Street Scene and Recycling were Members of the Integrated Passenger Transport Group and were working closely with Worcestershire County Council. It was also confirmed that no decisions had been made on the location of the new bus station in Bromsgrove Town Centre and that there would be public consultation in the near future.

The Chairman thanked Councillor Mrs. Sherrey for attending.

RESOLVED that the Cabinet's response to the Public Transport (Buses) Scrutiny Report be noted.

103/07 **NEW SCRUTINY TASK GROUPS**

Two membership forms for the Anti-Social Behaviour Task Group received on the day of the meeting were tabled.

Members of the Board were informed that at a recent meeting between the Leader and Chairmen of the Scrutiny Steering Board, Audit Board and Performance Management Board, the new Anti-Social Behaviour Task Group and Alcohol Free Zones Task Group were discussed. Due to the belief that the two task groups were closely linked and as there had been a poor response from Members to join either task group, it was suggested that the new task groups could be amalgamated. This proposal was discussed by the Board.

Under this item, the Chairman raised the scrutiny proposal recently put forward relating to the Spatial Project that was currently listed on the work programme. It was suggested that a presentation on the Spatial Project could be given to the Board at a future meeting covering: effectiveness and efficiency; value for money; added value; and quality of delivery. It was explained that after the presentation, the Board could then decide whether or not this area needed to be scrutinised any further. It was also pointed out that the Performance Management Board were already monitoring the performance of the Spatial Project and had received monthly reports on phase one.

The Refuse and Recycling Scrutiny Report was raised and it was clarified that the Cabinet was due to consider the report at its meeting scheduled to be held on 2nd April 2008. It was anticipated that the Cabinet's response would be presented to the Scrutiny Steering Board at its next meeting later this month.

RESOLVED:

- (a) that the newly established Anti-Social Behaviour Task Group and Alcohol Free Zones Task Group be merged to form one Task Group;
- (b) that Councillor K. Taylor be appointed as the Task Group Chairman of the new Anti-Social Behaviour and Alcohol Free Zones Task Group;
- (c) that the new combined terms of reference be drafted by Councillor K. Taylor, as Task Group Chairman, for the Scrutiny Steering Board to consider at its next meeting;
- (d) that all Members who had submitted a Membership Form for either the Anti-Social Behaviour Task Group or the Alcohol Free Zones Task Group be contacted to:
 - (i) inform them that the Task Groups would be amalgamated;
 - (ii) confirm they were still interested in serving on the new combined Task Group; and
- (d) that a presentation on the Spatial Project be added to the agenda for the next meeting of the Scrutiny Steering Board.

104/07 **JOINT COUNTYWIDE SCRUTINY ON FLOODING**

The Chairman gave a verbal update to all Members of the Board on what had been discussed at the last meeting of the Joint Countywide Flooding Task Group. It was explained that the meeting had concentrated on communication.

The Board was informed that there had been a presentation from the Chief Executive from the National Flood Forum who had explained that the Government were looking at giving grants to flood victims to enable them to purchase products to safeguard their homes. It was stated that flood resistant houses were to be built and that following the Pitt Review, in the near future planning approval would be required to tarmac drives. The use of the Human Rights Act was mentioned and it was stated that there would be one telephone number for the public to call in the local area to find out more information when flooding occurred.

The Chairman stated that representatives from the media were in attendance and discussions had included how the media could more responsibly give out flood messages received from individuals and how important websites were during any emergencies in providing information to the public.

The Board then discussed problems with drains, the Land Drainage 1991 Act, riparian responsibilities and building insurance. It was stated that representatives from all agencies, including members of the public present at the Joint Countywide Flooding Task Group Meeting, had agreed that flooding was likely to occur more frequently in future and that it was a major issue.

RESOLVED:

- (a) that a copy of the Pitt Review be circulated to all Members of the Board;
- (b) that the Scrutiny Steering Board Chairman circulate the minutes of the last Countywide Joint Flooding Scrutiny Meeting to Board Members; and
- (c) that the verbal update from the Chairman be noted.

105/07 **CABINET'S FORWARD PLAN**

Consideration was given to the Cabinet's Forward Plan which contained the key decisions scheduled to be made over the next few months.

In relation to item number 8 on Mobile Home Licensing, the Chairman requested an explanation on why the report had been delayed as it was originally expected that a decision would be made in September 2007.

There was also concern over item number 11 which related to the Artrix Service Level Agreement. The Head of Legal, Equalities and Democratic explained that as the solicitors who were involved with the original paperwork were no longer at the Council, the report to Cabinet had been delayed to enable the Council's current solicitors to thoroughly go through the Service Level Agreement to ensure it was accurate. However, it was believed this would not hold up the project for any longer than one month. It was also stated that the Artrix Service Level Agreement was on the Work Programme for the Performance Management Board.

RESOLVED:

- (a) that a report be included on the Agenda for the next Scrutiny Steering Board Meeting explaining why a decision on Mobile Home Licensing (item number 8 on the Cabinet's Forward Plan) had been delayed;
- (b) that Councillor Whittaker, as Portfolio Holder for Strategic Housing, be invited to attend the next Scrutiny Steering Board Meeting to discuss and answer any further questions in relation to (a) above; and
- (c) that all other items on the Cabinet's Forward Plan be noted.

106/07 **WORK PROGRAMME**

Members considered the work programme for the Scrutiny Steering Board which included details of recent Scrutiny Review Meetings.

The Board was reminded that in relation to 'Older People' which was a possible area for future scrutiny listed on the work programme, it had been decided that focus groups would first be set up to find out specific issues which might need to be scrutinised. It was explained that an agreement with the Assistant Chief Executive regarding the costs of such focus groups was due to be discussed and once the focus groups had been established and information from the focus groups obtained, a scrutiny proposal would be completed and submitted for the Board to consider.

RESOLVED that the work programme be noted and updated (as appropriate) to reflect decisions made at this meeting.

The meeting closed at 6.40 p.m.

Chairman

Cabinet Response to the Refuse and Recycling Scrutiny Report

Introduction

At the Cabinet meeting on 2nd April 2008 consideration was given to the report of the Refuse and Recycling Task Group. The Leader invited The Chairman of the Refuse and Recycling Task Group, Councillor C. R. Scurrrell to introduce the report. Councillor Scurrrell briefly explained the work which the Task Group had carried out and the approach they had taken. He particularly thanked the members and officers for the work they had undertaken.

The Cabinet then considered each of the recommendations in detail.

Response to recommendations

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

1. NVQ Training for Existing Workforce

NVQ Training in Waste Management from WAMITAB (Waste Management Industry Training Advisory Board) via NEW College is given to all refuse and recycling staff over a 2 year period commencing September 2008 with the following conditions:

- standards for 'performance criteria' and 'knowledge requirements' specific to this Council are built into the awards;
- the preferred primary assessment method is observation (rather than witness testimonies or personal statements); and
- that performance criteria is observed consistently over a certain time period rather than as a one-off

The Cabinet approved this recommendation

2. NVQ Training for New Employees

It is made a requirement of all new employees to either hold the NVQ in Waste Management or achieve it within an agreed timeframe.

The Cabinet approved this recommendation

3. **NVQ Training for Team Leaders**

The following NVQ training is given to the three Refuse and Recycling Team Leaders:

Team Leading in Refuse and Recycling via NEW College

BITS (Business Improvement Techniques) via RDI (Resource Development International)

The Cabinet approved this recommendation

(It was understood that recommendations 1, 2 and 3 above would be referred to the Head of Human Resources and the Portfolio Holder for Street Scene and Recycling for discussions on how the training could best be included in the Training Plan.)

4. **Commingled Recycling Service**

Request that Street Scene and Waste Management Officers monitor the progress Worcestershire County Council is making in relation to building their own sorting plant by 2009, as this will enable a commingled recycling service to be launched (making it easier to recycle and likely to encourage more recycling) and therefore significantly improve this Council's recycling rates.

The Cabinet approved this recommendation

5. **Recycling Additional Materials**

Street Scene and Waste Management Officers be requested to continue to encourage Worcestershire County Council officers to investigate recycling more materials through the Waste Management Forum.

The Cabinet approved this recommendation

6. **Benchmarking**

Request that Street Scene and Waste Management Officers continue to regularly and systematically benchmark against the top 10-15 local authorities in the recycling league table which are achieving higher recycling rates, with a view to adapting any parts of their services to Bromsgrove which may prove successful in helping to increase our recycling figures.

The Cabinet approved this recommendation

7. **Expanding the Recycling Service**

Street Scene and Waste Management Officers be requested to continually investigate ways in which the Council can expand the recycling service to reach the remaining 6% of the District.

The Cabinet approved this recommendation

8. **Eco-School Programme**

In order to educate as many children as possible to take responsibility for the future of their own environment and encourage more recycling throughout the District, Street Scene and Waste Management officers be requested to continue to encourage all schools to join the Eco-School programme, particularly primary schools.

The Cabinet approved this recommendation

9. **Incentive Schemes**

Request that Street Scene and Waste Management officers keep up to date with developments of the Defra pilot incentive scheme and when the results are known, the option of introducing such a scheme be investigated further.

The Cabinet approved this recommendation

10. **Consultation**

Request the Head of Street Scene and Waste Management to make certain there is thorough consultation with local residents in relation to the green bin charging arrangements due to be put in place. Effective communication will help ensure smooth implementation of the charging system which should avoid a reduction in customer service standards.

The Cabinet approved this recommendation

11. **Communication with local residents**

Increase communication with local residents wherever possible to encourage reducing, reusing and recycling. For example, ensuring local residents are aware that they can request more recycling boxes free of charge.

The Cabinet approved this recommendation

12. Collection Arrangements

To ensure that local residents are clear about which containers should be placed on the kerbside and when, officers be requested to investigate trialling wheelie bin stickers during 2008/09 or 2009/10, similar to Lichfield District Council.

The Cabinet requested that the Task Group reconsider this proposal as it was felt that the calendars were very popular with residents as an easily accessible source of information on dates of collections and there appeared to be little evidence that a change to wheelie bin stickers would be welcomed.

13. Member and Parish Council Training

Similar to Daventry District Council, training/information sessions be arranged to inform Members of the following to ensure they have a sound knowledge of the Street Scene and Waste Management Services to pass on to local residents:

- the history of the service;
- where the Council is at present; and
- plans to progress the service in future.

Members of Parish Councils should also be invited to attend these sessions.

The Cabinet approved this recommendation

14. Member Updates

Updates relating to the refuse and recycling service be included in Members' Bulletins.

The Cabinet approved this recommendation

15. Vehicle Tracking and Communication System

The Head of Street Scene and Waste Management be requested to further investigate the effectiveness of various vehicle tracking and communication systems with a view to trialling a model in the future.

The Cabinet approved this recommendation

The Cabinet also resolved that the following be considered by the Scrutiny Steering Board:

16. that the Scrutiny Steering Board be requested to ask the Task Group to undertake further work in more depth on a value for money analysis of the whole service. This work should also include the current situation of the service in relation to where it was intended to be at this stage and how any gaps identified in the service can be met.
17. that the Scrutiny Steering Board be requested to ensure that in future, Scrutiny recommendations are prioritised as being of low, medium or high priority as it will often be impossible for officers to implement all recommendations at the same time.
18. that the Scrutiny Steering Board be requested to ensure that sections are included in Scrutiny reports setting out (i) recommendations involving officer actions which are already being undertaken but which the Task Group wishes to see continued and (ii) issues which were considered by the Task Group but which did not form part of the final recommendations.
19. that the Scrutiny Steering Board be requested to ensure that account is taken of the opportunity costs of certain recommendations which may not appear to have a direct cost but may have a significant cost in terms of officer time and may therefore result in work on other issues being delayed particularly when a large number of recommendations are involved.

In addition, it was resolved that officers be requested to consider further how “key” scrutiny recommendations can be defined and then possibly included within the Improvement Planning process so that progress can be monitored in line with Council priorities.

Following consideration of the Task Group report The Leader and Cabinet expressed their thanks to the Chairman and Members of the Task Group for the thorough scrutiny exercise which had been undertaken so far which had resulted in a useful and clear report.

Councillor Mrs. M. A. Sherrey JP
Portfolio Holder for Street Scene and Recycling

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

29TH APRIL 2008

DELAYED REPORT – MOBILE HOMES LICENSING

Responsible Portfolio Holder	Councillor P. J. Whittaker
Responsible Head of Service	Head of Planning and Environment Services

SUMMARY

As requested at the last Meeting of the Scrutiny Steering Board, this report advises Members of the circumstances that have necessitated a delay in the presentation to the Cabinet of the above mentioned report that was scheduled in the Forward Plan for April 2008.

BACKGROUND

In 2003, the then Head of Environmental Health Services reported to the Executive Cabinet, recommending the development of a strategy for the licensing of permanent residential mobile home sites.

The Executive Cabinet resolved to adopt a set of local standard conditions based upon Model Standards for all permanent residential home sites in the district. The Executive Cabinet also approved the adoption of a 'hard line' approach to ensuring compliance that gave owners a five year period to conform to the new standards at the end of which a full inspection would be carried out, remaining breaches identified and further enforcement action considered.

THE PURPOSE OF THE PROPOSED REPORT

As the five year period of conformity expires later on this year, the purpose of the proposed new report is to remind Members of the 'hard line' approach that was adopted in respect of the enforcement of the Model Standard Conditions and to gain renewed endorsement to taking enforcement action as appropriate.

It is important that when considering the issue of enforcement, Members should be fully informed of the current level of conformity on the 13 sites that are licensed, as in some circumstances of non conformity (e.g. failure to provide required distance between mobile homes) the enforcement action necessary could impact upon residents' occupancy rights.

Therefore, when originally scheduling the presentation of the report it was envisaged that all 13 sites would have been inspected in order that a summary stating the level of conformity would be provided to members.

REASONS FOR DELAYING THE REPORT

1. An up to date survey of all sites has not yet been completed. Due to recruitment difficulties, the Private Sector Housing Team was without a Housing Standards Officer for the period September 2007 to January 2008. Prior to this staff deficiency, five of the 13 sites had been inspected. The post has now been filled and Mobile Home Site inspections have resumed. The report can be completed and presented to Executive Cabinet once inspection of all 13 sites has been completed.
2. Through close working with the CLG, the Private Sector Team Leader became aware that revised Model Standard Conditions for Mobile Homes are likely to be issued some time in April 2008. These revised conditions are likely to alter the standards recommended and the responsibilities of local authorities for significant elements of the standards. We were advised that guidance would be included upon how to incorporate or merge the new standards with the existing Model Standards already adopted. Accordingly it was felt appropriate to delay the report until the new Model Standards had been issued and their impact upon the Council's responsibilities (and need for enforcement action) had been assessed.

The revised model standards were received on the day of writing this report and are in the process of being analysed.

A. M. Coel
Strategic Housing Manager
a.coel@bromsgrove.gov.uk
01527 881270

7th April 2008

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

29TH APRIL 2008

NEW SCRUTINY TASK GROUP

Responsible Portfolio Holder	Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker
Responsible Head of Service	Head of Culture and Community Services Head of Planning and Environmental Services

1. SUMMARY

- 1.1 To consider the membership and terms of reference of the combined Anti-Social Behaviour and Alcohol Free Zones Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to:
- (a) decide upon the membership of the Task Group (see attached Task Group Membership Forms – Appendix 1);
 - (b) consider and agree the terms of reference of the Task Group (see attached Scrutiny Exercise Scoping Checklist – Appendix 2); and
 - (c) decide upon the length of time the Task Group will have to carry out its investigation.

3. BACKGROUND

- 3.1 At the last meeting of the Scrutiny Steering Board held on 1st April 2008, the two new Task Groups looking at Anti-Social Behaviour and Alcohol Free Zones (established in February 2008) were amalgamated to form one Task Group.
- 3.2 Councillor K. Taylor, who had originally been appointed as the Chairman of the Anti-Social Behaviour Task Group, was appointed as the Chairman of the new combined Task Group.
- 3.3 As the Task Group Chairman, Councillor K. Taylor has completed a Scrutiny Exercise Scoping Checklist which is attached as Appendix 2. The scoping checklist forms the basis of the Task Group's terms of reference and therefore the Board needs to consider this carefully.

- 3.4 By merging the two Task Groups the total number of membership forms received is now eleven. This includes the two membership forms which were tabled at the last Scrutiny Steering Board Meeting from Councillors Mrs. C. McDonald and P. M. McDonald, as well as a further membership form received since the last Scrutiny Steering Board Meeting from Councillor S. P. Shannon.
- 3.5 With the exception of the appointed Task Group Chairman, the remaining ten Members who had submitted a completed membership form for either the Anti-Social Behaviour Task Group or the Alcohol Free Zones Task Group have been contacted to inform them of the Board's decision to combine the Task Groups and to ask them to confirm whether or not they still wished to serve on the new Task Group.
- 3.6 Nine of the ten Members stated they would still like to serve on the amalgamated Task Group. Their completed membership forms are attached as Appendix 1. However, from those nine Members, Councillors J. T. Duddy, D. McGrath and C. J. Tidmarsh also indicated that, if it helped the Scrutiny Steering Board, they were equally happy to withdraw their membership form to allow others to remain on the Task Group.
- 3.7 As the maximum number of Members that should serve on a Task Group is seven (including the Chairman), the Board now needs to decide Membership of the amalgamated Task Group.
- 3.8 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigation within four months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues and/or wide subject matters are properly scrutinised.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. COUNCIL OBJECTIVES

- 6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

- 7.1 There is no risk, either negative or positive, directly associated with this report.

8. CUSTOMER IMPLICATIONS

8.1 There are no customer implications directly relating to this report.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

Procurement Issues – None.
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	They are aware of the amalgamated Task Group which has been set up
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Yes
Executive Director (Services)	Yes
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes

Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Membership Forms for the Task Group

Appendix 2 – Scrutiny Exercise Scoping Checklist completed by
Councillor K. Taylor

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Della McCarthy, Committee Services Officer

E Mail: d.mccarthy@bromsgrove.gov.uk

Tel: (01527) 881407

Appendix 1

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Maddy Bunker

➤ Why are you interested in becoming a member of this particular Task Group?
I would like to see if they are effective.
Residents' inference of young people drinking
in AFZ.

➤ What skills and knowledge would you bring to the Task Group?
Experience working with people with
alcohol dependency.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure

If "Yes" or "Unsure", please state why? Work for charity
with working with people who have problems with
alcohol

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

➤ Please state if you are available at any other times:
 (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away: August '08

TASK GROUP CHAIRMAN FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
---------------------	--------------------------------------

➤ Name:.....Councillor James Duddy.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes

No

Unsure

If "Yes" or "Unsure", please state why?.....

.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **by 18 February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Helen Jones

➤ Why are you interested in becoming a member of this particular Task Group?
ASBO including under age drinking affecting Catshill roads, causing me concern

➤ What skills and knowledge would you bring to the Task Group?
Knowledge of the importance of having an alcohol free zone.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why? licencee at Bromsgrove Rovers

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
/		/		/

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: CHRIS McDONALD

➤ Why are you interested in becoming a member of this particular Task Group?

I represent one of the largest estates in Bramsgrove with high levels of deprivation and anti social behaviour

➤ What skills and knowledge would you bring to the Task Group?

Having attended PACT meetings I have first hand knowledge of how ASB can disrupt the local area.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
	✓	✓	✓	✓

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away... April 17th - 19th and May 26 - to June 2nd.

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 14 March 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: PETER McDONALD

➤ Why are you interested in becoming a member of this particular Task Group?

Because of the level of antisocial behaviour in the area I represent and the district in general. Also to see what effect previous efforts in this area have achieved

➤ What skills and knowledge would you bring to the Task Group?

Involved in organising youth forums, youth committees for over twenty years.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes

No

Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday

➤ Please state if you are available at any other times: Daily most days

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away... 17-21st April & Whitus week

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 14 March 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

> Name: DAVID McGRATH

> Why are you interested in becoming a member of this particular Task Group?

WE HAVE AN ALCOHOL FREE ZONE HERE IN RIBERY FOR SOME YEARS - BUT ITS LARGELY IGNORED BY YOUNG PEOPLE. I FEEL WE NEED TO HAVE MORE THAN JUST SIGNS UP ETC.

> What skills and knowledge would you bring to the Task Group?

MY EXPERIENCE OF CONFRONTING YOUNG PEOPLE IN THEIR PURSUIT OF ALCOHOL & SUBSEQUENT BEHAVIOUR I.E. ANTI-SOCIAL BEHAVIOUR

> Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?

> What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply) EXCEPT WHEN THERE ARE COUNCIL MEETINGS / TRAINING ETC

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	

> Please state if you are available at any other times: A.M. afternoon

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

> Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away: I COULD BE AWAY FROM MAY 5th R/ TRAINING IN ITALY

Once complete, please return to: David McGrath (Committee Services Officer)

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

- Name: SEAN SHANNON
- Why are you interested in becoming a member of this particular Task Group?
Need to reduce ASB. Find out why we suffer so much ASB in Broomfield.
- What skills and knowledge would you bring to the Task Group?
Always had an interest in providing diversionary interests for young people.
- Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
Yes No Unsure
If "Yes" or "Unsure", please state why?
- What days of the week are you generally available to attend a meeting at 6pm?
(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
/	/	/	/	/

- Please state if you are available at any other times: Yes
- (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)
- Have you booked any holidays during the next 3-6 months? Yes No
If "Yes", please state the dates you will be away

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: *...Cllr. Caroline Spencer.....*

➤ Why are you interested in becoming a member of this particular Task Group?

...Because there has been anti-social problems within my Ward and I appreciate that this is happening across Bromsgrove and District and there is a need to discuss to see how we can try and overcome and address some of the problems.

➤ What skills and knowledge would you bring to the Task Group?

...Work closely with my local CSO and attend the PACT Meetings for my Ward. Also represent BDC on the PCCG (new name to be given) where reports on anti-social behaviour can be openly discussed with the Police.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure *Need advice*

If "Yes" or "Unsure", please state why? *If elected as Chairman of the Council in May '08?*

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
		More available		

➤ Please state if you are available at any other times:

6.00pm. Meetings are best suited to me OR DAYTIME ON WEDNESDAYS (Do not work on Wednesdays).....

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away...

Monday 24th March – Monday 31 March (Easter week).....

➤ Are you interested in being appointed Chairman Yes No **

(Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)** *Did not attend Scrutiny Training in Aug. '07*

Once complete, **please return to:** ~~Page 25~~ *Debra McCarthy* (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 18th February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name:..... JOHN T. O'MAHONY

➤ Why are you interested in becoming a member of this particular Task Group?
 CHAIR BRONSLOVE H. 4 W. MULLA N. 4
 POLICE CONSULTATIVE C&F

➤ What skills and knowledge would you bring to the Task Group?
 CASE POLICE INVOLVEMENT
 LEGAL BACKGROUND

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

➤ Please state if you are available at any other times: YES
 (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away.....

➤ Are you interested in being appointed Chairman Yes No
 (Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)

Appendix 2

SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

When the Board decides to set up a Task Group to scrutinise a particular subject, the appointed Chairman of the Task Group should complete this checklist. Completed forms will be considered by the Board and by the Task Group as a whole at the Task Group's first meeting.

▪ **General Subject Area to be Scrutinised:**

Anti social behaviour in 11 to 17yr olds and use of alcohol free zones in the district of Bromsgrove

▪ **Specific Subject to be Scrutinised:**

To examine the causes of anti social behaviour in 11-17 yr olds, taking into account the Council policies and the public perception and definition of this problem. also to examine the use and effectiveness of AFZ looking into the impact on crime, public disorder, enforcement levels and the general effect of drinking in public places.

▪ **Should the relevant Portfolio Holder(s) be invited to give evidence? YES**

▪ **Should any Officers be invited to give evidence? YES**

If yes, state name and/or post title:

J.Godwin, Youth Officers, Sports development Officers, others as appropriate.

▪ **Should any external witnesses be invited to give evidence? YES**

If so, who and from which organisations?

Police, Social Services, Youth Groups, Sports Clubs

▪ **Should the Task Group receive evidence from other sources other than witnesses? YES**

If so, what information should the Task Group wish to see and from which sources should it be gathered?

To be decided by the Task Group

- Should a period of public consultation form part of the Scrutiny exercise? **YES**
If so, on what should the public be consulted?

To be decided by the Task Group

- Have other authorities carried out similar scrutiny exercises? **YES/NO***
If so, which authorities?

I Insure to be investigated

What were their conclusions and what can we learn from them?

- Will the Scrutiny exercise cross the District boundary? **YES/NO***
If so, should any other authorities be invited to participate?

A possibility that needs to be investigated

- Would it be appropriate to co-opt anyone on to the Task Group whilst the Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

To be decided by the Task Group

- What do you anticipate the timetable will be for the scrutiny exercise?

4 months maximum

- Approximate number of Task Group Meetings?

I Inknown

Signed: Kit Tavlör

Chairman of behalf of the: Anti social behaviour and Alcoholic free zones Task Group

Date: 13.04.08

Please return completed forms to:

Della McCarthy
Committee Services Officer
Legal, Equalities and Democratic Services
Bromsgrove District Council

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

29TH APRIL 2008

SCRUTINY PROPOSALS

Responsible Portfolio Holder	
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

1. SUMMARY

- 1.1 To consider scrutiny requests received from: (a) a member of the public, Mr. C. Bateman, who is representing the Older People's Forum; and (b) Councillor P. M. McDonald.

2. RECOMMENDATION

- 2.1 Members are requested to consider the scrutiny requests received and decide whether or not the items should be placed on the Board's Work Programme.

3. BACKGROUND

Scrutiny Request from Mr. C. Bateman, Older People's Forum

- 3.1 Members of the public are encouraged to get involved with scrutiny and one of the ways in which they can participate is by suggesting a topic which they feel should be scrutinised. They can do this a number of ways including: through their Ward Member; using the online scrutiny form; via the dedicated scrutiny email (scrutiny@bromsgrove.gov.uk); or by writing a letter to the Committee Section. This is publicised through the Council's website where there are five web pages dedicated to scrutiny (www.bromsgrove.gov.uk/scrutiny).
- 3.2 Mr. Bateman, representing the Older People's Forum, completed an online scrutiny form on 20th March 2008 which provided the following information:

"Sir, We the members of the Older People's Forum would welcome a proper evaluation to be made of the 'savings' to be made by removing the 30 concession.

To count the cars displaying a permit on one day on one car park to estimate potential savings of 90/120K is quite frankly a nonsense.

Charles Bateman"

- 3.3 As the Agenda for the Scrutiny Steering Board Meeting on 1st April 2008 had been published on 19th March 2008, Mr. Bateman was informed that his comments would be incorporated into a report which would be placed on the Agenda for the Scrutiny Steering Board Meeting on 29th April 2008.
- 3.4 Mr. Bateman asked if he could expand on his scrutiny request and his letter and enclosures are attached as Appendix 1. (Please note that the enclosure entitled “Concessionary Fares Savings Calculations” was compiled by the Council’s Transport and Engineering Officer following a Freedom of Information Request in January 2008 from Mr. Bateman.)
- 3.5 Members of the Board need to consider the scrutiny request and decide whether or not this issue should be scrutinised and added to the work programme.
- 3.6 Mr. Bateman has been informed that as the Scrutiny Steering Board Meetings are open to the public, he may attend (if he wishes) as an observer. However, regardless of whether or not Mr. Bateman is in attendance, a written response will be sent to Mr. Bateman following the meeting stating what the Board’s decision is together with reasons.

Scrutiny Request from Councillor P. M. McDonald

- 3.7 Councillor McDonald submitted the following motion for the Full Council Meeting on 23rd April 2008:

Motion - Senior Citizens' Task Group

“That the Scrutiny Steering Board organises a task group that undertakes to review with senior citizens whether Bromsgrove District Council offers good quality of life to its senior citizens, in terms of housing and the home, the neighbourhood, getting about, social networks and keeping busy, information, income, health and healthy living, as the basis for seeking to achieve improvement.”

- 3.8 In accordance with the Council’s Constitution, the Monitoring Officer decided that the above motion should be referred to the Scrutiny Steering Board. Therefore, Members of the Board now need to consider the scrutiny request and decide whether or not this issue should be scrutinised and added to the work programme.
- 3.9 The Board need to bear in mind that the topic “Older People” is currently on their Work Programme. As Members will be know, at the last meeting of the Scrutiny Steering Board, Councillor Mrs. Bunker informed the Board that focus groups were being set up to find out from older people themselves what specific issues they believe should be scrutinised.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly relating to this report. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all financial implications in relation to their findings and recommendations.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications directly relating to this report. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all legal implications in relation to their findings and recommendations.

6. COUNCIL OBJECTIVES

- 6.1 This report does not directly link to Council Objectives. However, the topics could relate to improvement and sense of community and well being.

7. RISK MANAGEMENT

- 7.1 There is no risk, either negative or positive, directly associated with this report. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all risks in relation to their findings and recommendations.

8. CUSTOMER IMPLICATIONS

- 8.1 There are no customer implications directly relating to this report. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all customer implications in relation to their findings and recommendations.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all equality and diversity implications in relation to their findings and recommendations.

10. VALUE FOR MONEY IMPLICATIONS

- 10.1 There are no Value for Money implications directly relating to this report. However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider value for money implications in relation to their findings and recommendations.

11. OTHER IMPLICATIONS

Procurement Issues – None.
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

However, if Task Groups were set up to scrutinise the suggested issues, Members of the Task Groups would need to consider all of the possible implications stated above in relation to their findings and recommendations.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	No
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Yes
Executive Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Letter and three enclosures from Mr. C. Bateman, representing the Older People's Forum.

Enclosure 1 – Report to Cabinet on 9th January 2008 on Concessions Policy for Users of Council Services.

Enclosure 2 – Letter to Mr. Bateman dated 31st January 2008 from the Council's Chief Executive

Enclosure 3 – Concessionary Fares Savings Calculations compiled by the Council's Transport and Engineering Officer following a Freedom of Information Request in January 2008 from Mr. Bateman.

15. BACKGROUND PAPERS

Letter to the Monitoring Officer from Councillor P. M. McDonald

CONTACT OFFICER

Name: Della McCarthy, Committee Services Officer
E Mail: d.mccarthy@bromsgrove.gov.uk
Tel: (01527) 881407

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75 Old Birmingham Road
Bromsgrove
B60 1DF

7th April 2008

Dear Ms. McCarthy

Scrutiny Request

The Older People's Forum request that the Steering Board carry out a scrutiny on the following justifications for removing the concessionary parking for the over 60's.

1. Concessions Policy for users of Council Services (Cabinet 9th Jan. 2008)
 - a. Page 138 – Para. 5.1
 - b. Page 136 – Para. 3.6
2. Letter from Kevin Dicks dated 31st Jan. 2008 (copy attached)
3. Concessionary fares savings calculations document.

We wish to make it clear that the request for scrutiny to be carried out is on the 'justifications' and not policy itself.

If the Board wish to put any questions to us we will be pleased to answer them, either written or verbal.

Yours sincerely,

(Original Signed)

Charles Bateman (Older People's Forum)

Copy to - Carole Tipping (Secretary OPF)

BROMSGROVE DISTRICT COUNCIL**CABINET****9TH JANUARY 2008****CONCESSIONS POLICY FOR USERS OF COUNCIL SERVICES**

Responsible Portfolio Holder	Margaret Sherrey
Responsible Head of Service	Michael Bell / Jayne Pickering / John Godwin

1. SUMMARY

- 1.1 The Council currently provide a reduction in cost for certain services for residents in particular circumstances. This report is considering the application of a standard concession to all services.

2. RECOMMENDATION

- 2.1 That members consider option 3 for future application of concessions across relevant services as being the most equitable.

3. BACKGROUND

- 3.1 The Council currently provide a range of discounted services for residents who fall into certain users groups. This primarily refers to the over 60's, Students, people on Income Support or Job Seekers Allowance, the disabled and carers of disabled people.
- 3.2 However different departments apply differing criteria to discounting of services and apply them to different user groups, thus producing an inconsistent approach.
- 3.3 At its meeting in November 2006 Cabinet agreed, in relation to the provision of a free Pest Control Service that the definition of vulnerable was 'where the main householder is in receipt of one of the following, Income Support, Housing Benefit or Council Tax benefit.'
- 3.4 It further agreed that this definition is used in the future as a Council definition for determining any service concession.
- 3.5 Cabinet also agreed that any concession be considered on a service by service basis until such time as a comprehensive concessions policy is developed.

3.6 The following are some of the concessions currently provided by this Council:

- Parking Passes for residents over the age of 60 at a discount of approximately 95%
- An extra hours parking for blue disabled badge holders.
- A free pest control service for 'vulnerable' people as defined above.
- A discount of 50% for Dolphin Centre Services for Students, those on Income Support or Job Seekers Allowance and the over 60's. Disabled users are provided with free access to Dolphin Centres services for off peak usage.

	Parking	Dolphin Centre	Rodent Control
Vulnerable People	0%	50%	100%
Students	0%	50%	0%
Disabled	Extra time allowed	100%	0%
Over 60's	95%	50%	0%

3.7 This list demonstrates the inconsistency between different services, but also shows that the same groups are being provided with concessions but to a different degree. However it also demonstrates that it will be difficult to standardize concessions across all services.

3.8 It is therefore proposed that concessions continue to be delivered along departmental lines but with some modification to the reductions given in order to make them more equitable.

3.9 The two areas that are most obviously inconsistent are the over 60's group and the disabled group and a number of options for resolution of this inconsistency exist.

3.10 Changes also need to take into account that the fact that 'objective justification' can be a reason to apply a specific concession in particular circumstances.

Option 1

	Parking	Dolphin Centre	Rodent Control
Vulnerable People	0%	50%	100%
Students	0%	50%	0%
Disabled	0%	50%	0%
Over 60's	0%	50%	0%

In this option the concession for parking for those over 60 is removed as is the extra time allowance for disabled parkers. This provides a completely equitable system across all services except for pest control for the vulnerable. However there is 'objective justification' for this concession

Option 2

	Parking	Dolphin Centre	Rodent Control
Vulnerable People	97%	50%	100%
Students	0%	50%	0%
Disabled	Extra time allowed	50%	0%
Over 60's	0%	50%	0%

In this option the concession for parking for those over 60 is removed, but extra time for disabled parkers is retained, disabled users of the Dolphin centre have the concession brought in line with others within the target group by a reduction in concession of 50% and 'vulnerable people' have a concession for parking based on the existing concession for rodent control minus an administration fee. There is 'objective justification' for each of these changes and for retaining the pest control discount for the vulnerable group.

Option 3

	Parking	Dolphin Centre	Rodent Control
Vulnerable People	0%	50%	100%
Students	0%	50%	0%
Disabled	Extra time allowed	100%	0%
Over 60's	0%	50%	0%

In this option the concession for parking for those over 60 is removed, but extra time for disabled parkers is retained and the 100% discount for disabled users at the Dolphin centre retained. There is again 'objective justification' for retaining the pest control discount and the current discount for disabled users at the Dolphin Centre..

4. **FINANCIAL IMPLICATIONS**

Option 1: Increased income of £93,000 in year 1. There is likely to be an additional income from removing the extra time concession for disabled users of car parks but this is difficult to quantify. Higher increases in future years once existing passes have run out.

Option 2: Increased income of £90,000 in year 1 for parking however there is likely to be an offset of this income because of the granting of an additional concession to vulnerable people. This has the potential to be in excess of £90,000. It is difficult to predict the impact on Dolphin centre usage and income increases but this is likely to be small because the concession applies to off peak services.

Option 3: Increased income of £90,000 in year 1 for parking. Higher increase in future years similar to Option 2. No change to usage of the Dolphin Centre

5. LEGAL IMPLICATIONS

5.1 There is currently a Discrimination Law review which is likely to result in a single Equalities Act. This would mean that current legislation under age discrimination which currently only applies to employment and training will be extended to the provision of goods, facilities and services. Consequently concessions based on age could be classed as unlawful discrimination under the new legislation.

6. COUNCIL OBJECTIVES

6.1 Improvement in the equality of access to services would support the Councils aim of Customer First and Equality.

7. RISK MANAGEMENT

7.1 The main risks associated with the details included in this report are:

- Resistance from user groups affected by the changes
- Negative press coverage to changes

7.2 These risks are being managed as follows:

- Resistance from user groups affected by the changes

Risk Register:
Key Objective Ref No:
Key Objective

- Negative press coverage to changes

Risk Register:
Key Objective Ref No:
Key Objective:

7.3 Currently the risk identified in the bullet point in 7.1 and 7.2 are not addressed by any risk register and will be added to the Street Scene and Waste Management risk register as follows:

Ensure sufficient advanced warning through press releases.
Regular press releases in period approaching change.

8. CUSTOMER IMPLICATIONS

- 8.1 Press releases and information bulletins will be prepared in advance of the change. Detailed discussion will be had with CSC to update Resource Level Agreement. Stock responses will be prepared for staff answering queries.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 This report aims to provide consistent access to services for users, with concessions based on equality and diversity. It uses the principle of 'objective justification' for varying the charges for some services. However members need to be aware that when charges were introduced for disabled users of car parks there was considerable resistance to this change. This resulted in additional time being granted to disabled users when purchasing a parking ticket. There is 'objective justification' for doing this hence the retention of this extra concession within the recommendation.

10. OTHER IMPLICATIONS

Please include the following table and spell out any particular implications in the relevant box. If there are no implications under a particular heading, please state 'None':-

Procurement Issues:	None
Personnel Implications:	None
Governance/Performance Management:	None
Community Safety including Section 17 of Crime and Disorder Act 1998:	None
Policy:	
Environmental:	None

11. OTHERS CONSULTED ON THE REPORT

Please include the following table and indicate 'Yes' or 'No' as appropriate. Delete the words in italics.

Portfolio Holder	Yes
Chief Executive	Yes
Corporate Director (Services)	Yes

Assistant Chief Executive	
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

12. **APPENDICES**

None

13. **BACKGROUND PAPERS**

Executive Cabinet Report, Review of Pest Control Services: Update November 2006

CONTACT OFFICER

Name: Michael Bell
E Mail: m.bell@bromsgrove.gov.uk
Tel: (01527) 881703

Our Ref:
 Please ask for: Michael Bell
 Telephone: 01527 881703
 e-mail: m.bell@bromsgrove.gov.uk



Bromsgrove
 District Council

www.bromsgrove.gov.uk

Mr C Bateman

Street Scene and Waste Management

The Council House, Burcot Lane, Bromsgrove,
 Worcestershire B60 1AA.

Main Switchboard: (01527) 873232

Textphone: (01527) 881291

Fax: (01527) 574127

DX: 17279 Bromsgrove

e-mail: busdepotsupport@bromsgrove.gov.uk

31st January 2008

Dear Mr Bateman

Concessionary Parking Queries

Further to your most recent letter concerning removal of the concessionary parking passes I can answer your queries as follows.

The administrative cost for the existing permits is £30. This covers the physical costs of the permit, staff time involved in issuing and monitoring the permits by the Parking Manager.

The car parks are monitored on a regular basis however a specific survey was carried out by the Parking Manager on the 28th June 2007 between 9 am and 3 pm on Recreation Road South to confirm anecdotal information. Seven surveys were carried out throughout the day.

During the survey 354 vehicles were displaying a concessionary pass and 846 were not displaying any form of pass, we did not count the number of vacant spaces because this is changing too frequently to be of any statistical value.

The revenue is estimated on the expected number of ticket sales based on historical data from previous and current years.

The estimates of resistance to any change are based on the experience of the managers involved and data from previous years ticket sales. We use trends from existing data to predict the sales but this does vary we therefore build in a degree of flexibility with these figures.

I hope this provides the information you require, however I do challenge your initial comment that predicted savings are 'speculative'. We use the experience of long serving managers to arrive at our estimates taking into account existing ticket sales and, build in a degree of resistance based again on experience. I am sure you will be able to arrive at a different conclusion if you simply use statistics to produce an alternative view, but I would be very skeptical about an exercise that does not include the experience of working in the parking environment and the many variables that we try to take into account with our calculations.

Yours Sincerely

Kevin Dicks
 Chief Executive

Concessionary fares savings calculations

These figures are approximations only and should be viewed in that context. They were also calculated some months ago.

According to our latest survey work, the number of permits in use during the day on each car park ranges from 19% to 31%.

Therefore the total revenue less VAT for the car park is only 81% or 69% of the total we expect to achieve (£1080000).

Therefore the total which would be achieved if every permit holder paid for their parking would range from £1333333 to £1565000.

This represents a range of £253k to £485k in lost revenue as a result of issuing the permits.

Because permits have a twelve month lifespan, only half of the additional income will be achieved during the first 12 months. Therefore the savings would be in the range from £127k to £243k.

Taking the worst case figure we can factor in some resistance by ex-permit holders to having to pay charges, so we can times £127k by 0.8 which gives £102.

However, it is likely that this may be too high which is why we put in a figure of £90k.

In year two, the full £127k will be achieved. Again, there is likely to be some resistance by ex-permit holders having to pay charges, but not so many. Therefore we can times £127k by 0.9 which gives £114k. Rounding this up gives £120k for year 2.

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

29TH APRIL 2008

RECOMMENDATION TRACKER

This report lists all scrutiny recommendations approved by Cabinet with information on: who will be progressing the approved recommendations; when the recommendations are expected to be implemented by; and any officer comments which might be useful to the Scrutiny Steering Board. The recommendations are grouped by Task Group.

All general recommendations made by the Scrutiny Steering Board are also listed when applicable.

General Recommendations made by the Scrutiny Steering Board on: 5th February 2008

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
N/A	The Refuse and Recycling Scrutiny Report, as agreed by the Scrutiny Steering Board, be placed on the next available Agenda for Cabinet's consideration and all recommendations contained within the report be approved.	Head of Legal, Equalities and Democratic Services	April	✓	The Scrutiny Report was considered by the Cabinet at its meeting held on 2nd April 2008. It is expected that the Cabinet's response will be presented to the Scrutiny Steering Board on 29th April 2008.

*Note: "Rec. No." is the Recommendation Number as given within a Scrutiny Report compiled by a Task Group

Approved Recommendations from Public Transport (Buses) Scrutiny Investigation: 5th March 2008 (Date agreed by Cabinet)

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>Establish a Partnership Project Team consisting of all relevant stakeholders to plan, raise funds and implement a new purpose-built town centre bus station for Bromsgrove.</p> <p>(The Cabinet agreed to refer this matter to the Town Centre Steering Group to decide how best to deal with the required interface with the relevant stakeholders for a new bus station.)</p>	Executive Director – Partnership and Projects	15th April 2008	✓	Matter to be considered at Town Centre Steering Group Meeting.
2	<p>The County Council, along with bus operators and Bromsgrove District Council should embark on a major review of routes and frequencies to provide: (a) better links to outlying areas; (b) better links to major amenities such as Hospitals; and (c) evening and Sunday services.</p> <p>(As requested, the Cabinet agreed to refer this matter to the County Council, the LSP Transport Theme Group and the Town Centre Steering Group.)</p>	Assistant Chief Executive Executive Director – Partnership and Projects	December 2008		The County Council has been contacted and we have been informed that the Bromsgrove Area Review is a wider review than just bus routes. The review is a lengthy, comprehensive piece of technical work which fully embodies the methodology of the adopted Integrated Transport Strategy. Module 1 of the review will take until approximately the end of the year to complete. There are six

					modules to complete the Integrated Passenger Transport Strategy.
3	<p>This Council should participate to the fullest extent in a new partnership (with relevant agencies such as Network Rail and the County Council) aimed at supporting and advising upon the bus interchange facility to the proposed new rail station, e.g., advising on routes and frequency based on local research.</p> <p>(As requested, the Cabinet agreed to refer this matter to the County Council and the LSP Transport Theme Group.)</p>	Assistant Chief Executive	July 2008		As per a recent Member's Bulletin, the two issues that need to be resolved for the station to go ahead are the travel assessment by the County Council and confirmation of funding from various partners. These should be resolved by July 2008.
4	<p>Modern accessible bus fleets through proactive involvement by Bromsgrove District Council and Worcestershire County Council to develop a new 'vehicle rolling stock' (buses) strategy and bid for funds.</p> <p>(The Cabinet agreed to refer this matter to the County Council and that any involvement on the part of this Council in becoming a proactive partner in future bids for rolling stock, would to be put on hold until such time as the draft Local Transport Bill becomes law.)</p>	Assistant Chief Executive Worcestershire County Council	Dependent on County Council	✓ Awaiting response from WCC	The District Council has referred the scrutiny report to the County Council. The Council is aware of this issue, but no formal response has been received. The Assistant Chief Executive will chase this up.

5	<p>Preparatory discussions be commenced with Redditch Borough Council to assess the feasibility of a joint bid (via the County Council) for a co-operated Ring-and-Ride scheme, and also that the Council should investigate with the County the potential to introduce a Community Bus Service to further “infill” gaps in current services.</p> <p>(The Cabinet agreed to refer this matter to the LSP Transport Theme Group for investigation and that the Group would be requested to provide the Cabinet with a report in September detailing progress.)</p>	Assistant Chief Executive	May 2008		<p>A project group has been established and a first draft business case will be presented to CMT during May. A budget bid will be made in September and if funding is approved in early 2009, we hope the service can go live in May 2009 (subject to any detailed planning issues).</p>
6	<p>The County Council is to introduce a “Worcestershire Standard” bus shelter/stop, which was commended by the Task Group, and they recommend a period of consultation to establish whether (and where) more pick-up points could be located. It is also requested that, given the implications for winter bus travellers, urgent action be taken at a number of sites mentioned in the report to repair damaged/vandalised bus shelters.</p> <p>(The Cabinet agreed to refer these matters to the County Council.)</p>	Assistant Chief Executive	June 2008		<p>As part of the Integrated Passenger Transport Strategy a Sub- Strategy on interchanges and bus stops will be produced by June 2008. The Bromsgrove train station and town centre interchanges will both be Gold Standard. Dates for overhauling the rest of the interchanges and bus stops will be contained in the new Strategy.</p>

7	<p>In addition to the need for more (modern) bus shelters, a number of people responding to the surveys indicated that consideration could also be given to (a) an increased number of pick-up points (to bridge the walking gap especially for those with mobility difficulties); and (b) the flexibility to “flag down” drivers in areas where it is safe to do so.</p> <p>(The Cabinet agreed to refer these matters to the County Council.)</p>	Assistant Chief Executive	Module 1 Completed by December 2008		<p>As part of the Bromsgrove District Area Review the current number and concentration of bus stops will be considered. The County Council expects bus stops to be no more than 400 metres apart in an urban area. This rule cannot be applied in a rural setting, but consideration will be given to this issue in the review. Also, the community transport review should also help in this respect.</p>
8	<p>Improve bus time tables and make them more widely available by using a variety of “engagement” methods available (e.g. Together Bromsgrove, website, etc.), to consult with the public further to support the County’s preparation of a new marketing and information strategy.</p> <p>(The Cabinet agreed that this Council look at establishing website links to consult with the public further to support the County’s new marketing and information strategy.)</p>	Assistant Chief Executive	May 2008		<p>Meeting planned with County Council and Network Rail in May to discuss community engagement for proposed new train station. A communications plan will be produced, which will also pick up the wider issue of marketing.</p>

9	<p>The Council becomes a pilot authority to work with our County Council partners to develop and implement a local best practice marketing and implementation strategy which can become a model for the County (Real Time Passenger Information (RTPI)).</p> <p>(The Cabinet agreed that this Council offer itself as a pilot authority with the County Council for the introduction of RTPI at major amenities and that both the Cabinet and Scrutiny Steering Board be kept up to date on developments.)</p>	Assistant Chief Executive	May 2008		No further action at this stage, but the Assistant Chief Executive is meeting with the County Council in May on a number of transport issues and will pick this issue up then.
10	<p>As part of the review, a route map be produced similar to the London Underground system map. The map would be based on a North/South and East/West configuration to enable it to capture the main destinations, i.e. Birmingham/ Bromsgrove/ Worcester (being North/South) and Redditch/ Bromsgrove/ Stourbridge (being East/West). This would enable all principal villages and estates along these routes to be listed together with the appropriate bus service number.</p> <p>(The Cabinet agreed that the feasibility of producing a London Underground style bus route map</p>	Assistant Chief Executive	May 2008		No further action at this stage, but the Assistant Chief Executive is meeting with the County Council in May on a number of transport issues and will pick this issue up then.

	be looked at with the County Council. It was also felt a bus timetable might need to accompany any route map and the practicalities of the proposal as a whole would first need to be investigated in view of the possible work/costs involved.)				
11	<p>(a) Commends the County's Strategy for bus driver training to this Council;</p> <p>(b) Asks that a copy of this report be forwarded to all bus operators drawing their attention to the broad issue of reminding drivers of their duty of care and courtesy to passengers; and</p> <p>(c) Recommends that a newsletter in this regard be sent from the County Council to all operators and drivers.</p> <p>(The Cabinet agreed to refer this matter to the County Council.)</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Assistant Chief Executive</p>	<p>Letter to bus operators by mid April 2008</p> <p>May 2008</p>	✓	<p>In relation to 11(b), a letter has been sent to all bus operators informing them where they can view a copy of the full Public Transport (Buses) Scrutiny Report.</p> <p>11(c) will be discussed with County Council at meeting in May.</p>
12	Proactive involvement by Bromsgrove District Council in the Worcestershire County Council Transport Strategy to ensure the good relationship between the Councils is continued.	Assistant Chief Executive	Ongoing	✓	Councillors Mrs. Dyer and Mrs. Sherrey are Members of the Group which are looking at Worcestershire County Council's Transport Strategy and they will continue to have proactive involvement as suggested by the Task Group.

13	<p>(a) It is essential that the town centre bus station is completely rebuilt (preferably on the existing site) and should involve public consultation at the design and layout stage, which should include 'County Standard' bus shelters and signage;</p> <p>(b) The site of the present bus station is the preferred site according to the public survey, and lends itself to be developed incorporating an Information Centre and perhaps a Police Drop-In Centre; and</p> <p>(c) The existing toilet block be re-located, possibly on ground opposite the Drill Hall).</p> <p>(The Cabinet resolved:</p> <p>(i) that the issue of establishing a new bus station had already been dealt with under Recommendation 1;</p> <p>(ii) that it be agreed that the re-location of the existing toilet block as detailed at Recommendation 13 (c) be rejected as this was already being progressed;</p> <p>(iii) that the Portfolio Holder discuss with the Executive Director - Projects and</p>	Executive Director – Partnership and Projects	15th April 2008	✓ Ongoing	<p>Matter to be considered at Town Centre Steering Group Meeting.</p> <p>A meeting has been arranged to explore the location of the toilet facility closer to the Shopmobility provision.</p>
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	<p>Partnerships the possibility of establishing a Shopmobility unit close to the re-located toilet block and that the Portfolio Holder report back to the Cabinet in this regard; and</p> <p>(iv) that the Portfolio Holder and the Chairman of the Task Group report back to the Scrutiny Steering Board on progress on the above.</p> <p>The additional issue of establishing a Shopmobility unit close to the re-located toilet block was raised. It was agreed that this would be discussed outside of the meeting and the position with this reported back to the Cabinet.)</p>				
14	<p>The Task Group Chairman, Councillor B. Lewis F.CMI, be invited to sit on the Joint County and District Town Centre Steering Group to assist the Council in ensuring any approved recommendations contained within this Scrutiny Report are implemented.</p> <p>(Cabinet agreed that the membership of the Joint County and District Town Centre Steering Group remain the same.)</p>	Assistant Chief Executive	Ongoing	✓	As agreed by Cabinet, the Joint County and District Town Centre Steering Group will seek input from Councillor Lewis on any transport related issues. Please also note that implementation of approved recommendations will be monitored via this tracker report.

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>This Council considers applying to Worcestershire County Council for certain roads to be made low emission zone roads therefore limiting access to certain types of vehicles which reduce air quality. Specifically, the following roads/areas should be low emission due to high NO₂ levels:</p> <ul style="list-style-type: none"> ▪ Approximately a 2 mile radius around Bromsgrove town centre ▪ A38 Bypass in Rubery ▪ All roads in Rubery with a weight restriction ▪ A456 in Hagley ▪ A491 in Hagley 	<p>Worcestershire County Council's Highways</p> <p>Executive Director – Partnership and Projects</p>	<p>Letter will be sent by 30th April 2008</p>		<p>A letter will be sent to Worcestershire County Council's Highways Unit asking them to explore designation of roads as low emission zones.</p>
2	<p>The Council remain committed to improving Bromsgrove Railway Station including the Park and Ride facility as this will encourage the public to use public transport and therefore reduce the numbers of cars on the roads which are having a negative impact on air quality.</p>	<p>Executive Director – Partnership and Projects</p> <p>Assistant Chief Executive</p>	<p>By 21st March 2008</p>	<p>✓ Ongoing</p>	<p>Executive Director – Partnerships and Projects sent a letter to Railway Station Working Group on 12th March 2008 to ensure they are aware of the approved scrutiny recommendations, highlighting the issue of adequate car parking and traffic management in the Aston Fields area with regard to access and egress from the car park.</p>

4	<p>(a) Request that Worcestershire County Council's Highways alter the traffic signals on the A38 North into Bromsgrove so to reduce exit blocking and improve traffic flow near the AQMA; and</p> <p>(b) Request that both Worcestershire County Council's Highways and this Council's Environmental Health Team monitor the area before and after the alterations in order to obtain evidence to prove whether or not the alteration have been successful.</p> <p>(The Cabinet also wished the appropriate authority to consider making the operation of the traffic signals part time (e.g. during the night, the traffic was much lighter and this would reduce the amount of stationary traffic and therefore improve air quality.)</p>	<p>Worcestershire County Council's Highways</p> <p>Head of Planning and Environmental Health Services</p> <p>Worcestershire County Council's Highways</p> <p>Highways Agency</p>	By 21st March 2008	<p>✓</p> <p>Awaiting response from WCC</p>	<p>Executive Director – Partnerships and Projects sent a letter to Worcestershire County Council (WCC) on 7th March 2008 requesting the traffic lights be altered as requested and to ask that WCC indicate when they will undertake this work so that Environmental Health (EH) can monitor before the alteration and after. Awaiting a response.</p>
5	Request that Environmental Health monitor the AQMA before and after the Highways Agency have added and amended yellow box markings on the roundabout at M42 Junction 1 at gridlock (which is hoped will improve the flow of traffic) to investigate whether or not there has been a reduction in air pollution.	Head of Planning and Environmental Health Services	By 21st March 2008	<p>✓</p> <p>Awaiting response from WCC</p>	<p>The yellow boxes have been repainted and monitoring of the air quality is continuous by EH.</p> <p>Executive Director – Partnerships and Projects sent a letter to West Mercia Police on 7th</p>

	(Cabinet also resolved that the Police be requested to monitor the misuse of the yellow boxes as it was felt some motorists were not complying with the markings.)	West Mercia Police			March 2008 asking for monitoring of the yellow boxes and addressing their misuse. Awaiting a response.
6	Request that the Highways Agency monitor the area of the M42 Westbound to M5 to find out if this scheme has been successful in reducing the number of incidents (which has often led to traffic congestion and therefore impacted on the AQMA) and communicate their findings to the Environmental Health Team.	Highways Agency Head of Planning and Environmental Health Services	By 21st March 2008	✓ Awaiting response from WCC	Executive Director – Partnerships and Projects sent a letter to Highways Agency on 7th March 2008 requesting this information and ask them to contact EH team. Awaiting a response.
7	The Town Centre Redevelopment Steering Group (LSP Theme Group) be requested to consider air pollution caused by traffic congestion when looking at redeveloping the town. This would include the Group looking at the possibilities of having vehicle access to The Strand from Birmingham Road (by Davenal House) and investigate, in partnership with Worcestershire County Council Highway's, whether or not it might help decrease traffic congestion and therefore lower the air pollution at this location which has high NO2 levels.	Executive Director – Partnership and Projects	Commence exploring air quality issues with Highways Unit by 30th April 2008		The road management arrangements are critical to the successful regeneration of the town centre. The County Council's Highways Unit are a standing invitee to the Town Centre Steering Group, although they have been unable to attend so far. However, a reminder has been sent and the issue of road management will feature as a major item at future Town Centre Steering Group meetings. The issue of air quality will form part of the discussions with the Highways Unit.

8	<p>(a) Request that Worcestershire County Council review the timing of the traffic signals located at the top end of the High Street by The Strand with a view to reducing the build up of standing traffic;</p> <p>(b) If County Council agree to amend the timing of the traffic signals in (a), request that they monitor the traffic congestion before and after making the alteration to measure whether the action has had a positive impact; and</p> <p>(c) Request Environmental Health monitor air quality around Davenal House, Birmingham Road before and after the (a) is implemented to measure whether it has helped improve air quality (which is known to be poor at this location).</p>	<p>Head of Planning and Environmental Health Services</p> <p>Worcestershire County Council's Highways</p>	<p>Commence exploring air quality issues with Highways Unit by 30th April 2008</p>		<p>This will be linked to recommendation 7.</p>
9	<p>(a) The Head of Planning and Environmental Health Services be requested to consider the best ways to discourage development within an AQMA; and</p> <p>(b) An air quality guidance note for developers be drafted by the Planning and Environmental Health Officers to try and control and mitigate the impact property development has on air quality.</p>	<p>Head of Planning and Environmental Health Services</p>	<p>On going</p>		<p>The Planning and Environment Department apply government guidance with developers, but EH in coordination with Development Control are examining ways of strengthening application of Planning Policy Statement (PPS) 23.</p>

12	<p>(a) The Environmental Health Team be requested to work in partnership with Worcestershire PCT (and local GP surgeries) and ensure they are kept up to date in regards to which areas are known poor air quality areas to help investigate further the correlations between poor air quality areas and respiratory illnesses such as asthma; and</p> <p>(b) Request that Worcestershire PCT work closely with GPs to ensure the criteria used for diagnosing and recording data relating to asthma is standardised wherever possible to enable the analysis of data to be more meaningful.</p>	<p>Head of Planning and Environmental Health Services Worcestershire PCT</p>	<p>Considered by LSP Theme Groups by 30th June 2008</p> <p>Letter written by 30th April 2008</p>	<p>✓</p>	<p>There is an Air Quality Steering Group that includes the PCT. However, this only meets once a year so the issue will be raised at both the LSP Better Environment Group and the Health and Well Being Group.</p> <p>Executive Director – Partnerships and Projects sent a letter on 7th March 2008 to public health officer at PCT regarding outcomes of Air Quality Scrutiny Group.</p>
13	<p>(a) The Environmental Health Team be requested to actively discourage bonfires (with the exception of social events on and around 5th November) through promotion, similar to Birmingham City Council; and</p> <p>(b) Ensure that members of the public are aware how to report bonfires if they are a nuisance.</p>	<p>Head of Planning and Environmental Health Services</p>	<p>By 30th September 2008</p>		<p>An article will be published in Together Bromsgrove regarding bonfires and reference will be made to the BDC website and WCC website regarding discouragement to bonfires.</p>

14	The Head of Street Scene and Waste Management be requested to further investigate and assess options available (such as using bio fuel in refuse and recycling vehicles) which could assist the Council in contributing to improving air quality.	Head of Street Scene and Waste Management	Ongoing	Updates to be provided	<p>The current cost of bio fuel is more expensive than the traditional fuel that we purchase. There are also environmental concerns about the current availability of such fuels and whether they have a beneficial affect on the environment.</p> <p>We are continuing to monitor the situation and understand that a government report has been commissioned into the environmental benefits of such fuels. At present, it is not considered appropriate for the Council to enter into a long tem commitment to use bio fuels but a regular update will be provided.</p>
15	It is requested that the newly established Energy Efficiency Project Group progress the Council's Staff Travel Plan as a matter of urgency and work together with the LSP Better Environment Theme Group.	Executive Director – Partnership and Projects	A draft Travel Plan will go to CMT by 30th April 2008. The Energy Efficiency Group will work on the draft so a plan can be presented to Cabinet by 31st October 2008.		<p>The demand for a meaningful Travel Plan has also been supported by CMT.</p> <p>The travel plan did not go CMT in March, but a draft travel plan has been prepared and will be presented to CMT by 30th April and sent to Leaders Group in June.</p>

16	<p>(a) To help the Council lead by example to other agencies, training be offered to all Members and staff (including those based at the Depot) on air quality (and other green issues) to improve their awareness of the impact their behaviour at home and at work can have on air quality;</p> <p>(b) As part of that training, it is suggested that the film "An Inconvenient Truth" relating to the work of the 2007 Nobel Peace Prize winner Al Gore be shown at the Council House; and</p> <p>(c) The Head of Street Scene and Waste Management ensure specific training is provided to refuse and recycling crews relating to where refuse vehicles should be parked (to avoid causing traffic congestion) with engines turned off during breaks.</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Head of Planning and Environmental Health Services</p> <p>Head of Human Resources and Organisational Development</p>	<p>Member Training discussed by the Modern Councillor Programme Steering Group.</p> <p>Report to CMT on Staff Training Priorities for 2008/9 in due course</p>	✓	<p>At a recent Steering Group meeting it was agreed that the showing of the film "An Inconvenient Truth" would be organised and be incorporated within the Member Training Work Programme as requested. It was suggested that the film could be the basis of a discussion and that Ms. R. Ford from the Energy Saving Trust could assist and act as a facilitator.</p> <p>The Head of Human Resources and Organisational Development will ensure that this item is considered by CMT along with all other proposed corporate training priorities, and prioritised accordingly. (Please Note: Unfortunately, due to the unforeseen and lengthy absence of the Learning and Organisational Development Manager this report has been delayed for the time being. It will be reprogrammed in due course.)</p>
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		Head of Street Scene and Waste Management	Weekly briefing for crews to include instruction outlined in recommendation 16 (c) will be developed and will commence from July 2008		Refuse and recycling crews are instructed as part of their induction training to avoid causing unnecessary obstruction when operating service vehicles. This instruction will be reiterated on a regular basis as a reminder and Street Scene and Waste Management will develop a weekly briefing for crews which will include this instruction along with other service specific issues.
17	The Licensing Section be requested to remind taxi drivers not to leave their engines running whilst waiting for the next fare at a taxi rank. As an incentive to change their behaviour, it should be pointed out that (a) it will save fuel; and (b) it is an offence to leave a vehicle running when not in the vehicle and any person doing so is at risk of receiving a fixed penalty notice. This information could be included in a newsletter for example.	Head of Planning and Environmental Health Services	End of February 2008	✓	A Newsletter incorporating this information has been sent to all taxi drivers and taxi operators in February 2008.

18	<p>(a) To ensure car parking spaces are reserved for those who join the car sharing scheme (which could act as an incentive);</p> <p>(b) Through various forms of publicity, the Communication Team ensure that staff are frequently reminded and encouraged to join the Car Sharing Scheme and encouraged to use other alternatives to travel to work such as walking, cycling or public transport; and</p> <p>(c) The numbers of staff from Bromsgrove District Council joining the car sharing scheme be monitored.</p>	<p>Executive Director – Partnership and Projects</p> <p>Assistant Chief Executive</p>	<p>A draft Travel Plan to be considered at CMT by 30th April 2008</p>		<p>Car sharing is one of the actions contained in the travel plan. The draft travel plan was circulated at the Energy Efficiency Group on 27th March and is being revised for submission to CMT by 30th April 2008. (See recommendation no. 15 above)</p>
19	<p>Further investigations be carried out by the Human Resources Section into the possibility of having: (a) a pool of Council owned environmentally friendly cars for essential and casual car users; or (b) a loan/lease scheme to assist and encourage staff to convert their own car to alternative fuel.</p>	<p>Head of Human Resources and Organisational Development</p>	<p>2010</p>		<p>The review of car allowances is being addressed through Single Status, and it is proposed that a new set of criteria is developed for determining which posts attract the allowance going forward. It has been agreed in principle that this review will take place over the next 12 months, and that any individual members of staff who are found to no longer undertake sufficient business miles to receive the allowance should be protected for 2 years, in</p>

					accordance with the same principle for JE protection. This is to minimise the potential effect upon individual members of staff who may be financial losers through both JE and the review of car allowances. The possibility of having environmentally friendly pool cars and loan/leasing scheme will be included in this process.
20	<p>The Council consider revising the current car allowance pay scales and not pay more to those who are potentially the worst polluters.</p> <p>(The Cabinet resolved that investigations be undertaken into the revision of the current car allowance pay scales to include the possibility of paying a flat rate for all users regardless of engine size.)</p>	Head of Human Resources and Organisational Development	2010		See officer comments under recommendation number 19 above.
21	Support be given to a Home Working Policy as reducing the number of times staff need to travel to and from the office will help reduce the number of cars on the road and this will help towards improving air quality. Therefore, a report from the Head of Human Resources and Organisational Development should be submitted	Head of Human Resources and Organisational Development	15th January 2008	✓	Corporate Management Team (CMT) is generally supportive of the principle and it was discussed once again on 15th January 2008. However CMT is mindful of the wider context, such as office accommodation / asset management and

	<p>to the Corporate Management Team without delay.</p>			<p>technological capabilities / resources. Consequently, CMT do not feel able to implement the policy at the present time. At present, there is a pilot within Revenues and Benefits to ensure that the technology to allow for home working is correct. Although a corporate Home Working Policy has not yet been adopted, Heads of Services can allow home working when appropriate.</p>
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Abbreviations:

AQMA = Air Quality Management Area
 BDC = Bromsgrove District Council
 CMT = Corporate Management Team
 EH = Environmental Health
 JE = Job Evaluation

LSP = Local Strategic Partnership
 NO₂ = Nitrogen Dioxide
 PCT = Primary Care Trust
 PPS = Planning Policy Statement
 RTPI = Real Time Passenger Information

WCC = Worcestershire County Council

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BROMSGROVE DISTRICT COUNCIL

CABINET

FORWARD PLAN 30th APRIL – 31st AUGUST 2008

This Forward Plan lists the key decisions which the Cabinet expects to have to make during the period 30th April 2008 to 31st August 2008.

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor Mrs. J. M. L. A. Griffiths	Celebratory and Sponsorship Group	To consider a progress report on the work of the Celebratory and Sponsorship Group and the development of a proposed policy for sponsorship of roundabouts and open spaces	30th April 2008			Report of the Executive Director – Partnerships and Projects	
2	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at February 2008	30th April 2008			Report of the Assistant Chief Executive	
3	Councillor R. D. Smith	Local Labour Market Assessment Survey	To consider the outcome of a Local Labour Market Assessment Survey	30th April 2008			Report of the Head of Legal, Equalities and Democratic Services	
4	Councillor R. Hollingworth	Neighbourhood Area Committee Evaluation	To consider and agree core objectives and terms of reference for all Neighbourhood Area Committees and the roll out of a further pilot	30th April 2008			Report of the Assistant Chief Executive	
5	Councillor G. N. Denaro	Procurement Strategy	To consider and approve a new Procurement Strategy for the Council	30th April 2008	2nd April 2008		Report of the Head of Financial Services	Delayed by officers

NOTE: There will be no Cabinet meeting in May 2008

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
6	Councillor Mrs. J. M. L. A. Griffiths	Artrix Service Level Agreement	To consider a proposed SLA with the Artrix in relation to the Council's partnership funding and to set outcomes to be achieved by this funding	4th June 2008	2nd April 2008	Artrix Operations Trust	Report of the Head of Street Scene and Community Services	Deferred for further detailed consideration by officers
7	Councillor Mrs. M. A. Sherrey	Civil Parking Enforcement	To consider whether to introduce Civil Parking Enforcement and a Telephone Payment system	4th June 2008			Report of the Head of Street Scene and Community Services	
8	Councillor M. J. A. Webb	Customer Panel 2 Results	To consider the findings of the Customer Panel 2 Survey	4th June 2008	6th February 2008		Report of the Assistant Chief Executive	Delayed due to the timescale for the receipt of survey results from external company
9	Councillor Dr. D. W. P. Booth	E-Government Strategy	To formally endorse the Council's E-Government Strategy	4th June 2008			Report of the Head of E-Government and Customer Services	
10	Councillor G. N. Denaro	Financial & Performance Monitoring – Integrated Report	To consider the financial position and performance indicators for the 4th quarter of 2007/08 and any corrective actions required	4th June 2008			Report of the Head of Financial Services and Assistant Chief Executive	
11	Councillor P. J. Whittaker	Gypsy Site Provision Review	To consider options for the future of Houndsfield Lane Caravan Site	4th June 2008			Report of the Head of Planning and Environment Services	
12	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at March 2008	4th June 2008			Report of the Assistant Chief Executive	
13	Councillor Mrs. J. M. L. A. Griffiths	Meadowvale Play Area	To consider a proposed amendment to the Capital Programme in relation to proposed capital expenditure on Meadowvale play area	4th June 2008			Report of the Head of Street Scene and Community Services	
14	Councillor R. D. Smith	Pension Scheme Amendment	To consider and agree a policy in respect of pension contribution rates arising from changes to the Local Government Pension Scheme	4th June 2008	2nd April 2008	Trade Unions	Report of the Head of HR and Organisational Development	Delayed by officers
15	Councillor R. Hollingworth	Review of Sub National Economic Development and Regeneration	To consider a response to the government's consultation on proposals for taking forward the Review of Sub National Economic Development and Regeneration	4th June 2008			Report of the Chief Executive	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
16	Councillor R. D. Smith	Single Status (Job Evaluation)	To approve, subject to the outcome of a ballot, the implementation of new pay and grading for staff and changes to pay protection and terms and conditions	4th June 2008	2nd April 2008	Subject to ongoing consultation with Trades Unions and staff	Report of the Head of HR and Organisational Development	Ballot suspended for the time being
17	Councillor Mrs. J. M. L. A. Griffiths	Sponsorship of Roundabouts and Open Spaces	To agree a proposed policy for sponsorship of roundabouts and open spaces	4th June 2008			Report of the Executive Director – Partnerships and Projects	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
18	Councillor G. N. Denaro	Council Annual Report 2007/08	To consider a review of the Council's performance over 2007/08	30th June 2008 (special meeting)		Published summary in Council Tax leaflet and Together Bromsgrove	Report of the Head of Financial Services and Assistant Chief Executive	
	Councillor G. N. Denaro	Statement of Accounts 2007/08	To consider and recommend the full Council to approve the Statement of Accounts for 2007/08	30th June 2008 (special meeting)			Report of the Head of Financial Services	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
20	Councillor P. J. Whittaker	Disabled Facilities Grants (DFG's)	To consider whether to register grants with the Land Registry and implement a claw back clause on DFG's allowing the Council to recover grant funding on sale or death	2nd July 2008			Report of the Head of Planning and Environment Services	
21	Councillor Mrs. J. Dyer	Energy Efficiency Group	To consider a report back on the work of the Energy Efficiency Group	2nd July 2008			Report of the Executive Director – Partnerships and Projects	
22	Councillor R. Hollingworth	Improvement Plan 2008/09	To consider a new detailed Improvement Plan developing the strategic agenda set out in the Council Plan	2nd July 2008		Based on Council Plan Part 1 – no further consultation planned	Report of the Assistant Chief Executive	
23	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at April 2008	2nd July 2008			Report of the Assistant Chief Executive	
24	Councillor Mrs. M. A. Sherrey	Refuse Collection and Recycling Operation	To consider a report on a review of the Council's refuse collection and recycling operation	2nd July 2008			Report of the Head of Street Scene and Community Services	
25	Councillor R. Hollingworth	Town Centre Issues and Options	To consider an Issues and Options paper on the regeneration of Bromsgrove Town Centre	2nd July 2008			Report of the Executive Director – Partnerships and Projects	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
26	Councillor Mrs. J. M. L. A. Griffiths	Bromsgrove Museum	To consider and agree the way forward with regard to Bromsgrove Museum and the Tourist Information Centre	30th July 2008			Report of the Executive Director – Partnerships and Projects	
27	Councillor P. J. Whittaker	Housing CPA Report	To consider the Inspection report of the Audit Commission for Strategic Housing Services following its Inspection in February 2008	30th July 2008			Report of the Head of Planning and Environment Services	
28	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at May 2008	30th July 2008			Report of the Assistant Chief Executive	
29	Councillor Mrs. J. Dyer	Regional Spatial Strategy	To consider the preferred option outlined in RSS2	30th July 2008		Local Development Framework Working Party	Report of the Head of Planning and Environment Services	

Page 73

NOTE: There will be no Cabinet meeting in August 2008

All decisions will be taken collectively by the Cabinet. Any person who wishes to make representations to the executive or decision taker about a matter in respect of which a decision is to be made can write to the Head of Legal, Equalities and Democratic Services at The Council House, Burcot Lane, Bromsgrove B60 1AA, or by email to k.firth@bromsgrove.gov.uk before the date shown in the 5th column.

Councillor R. Hollingworth
Leader of the Council

The Council House
Burcot Lane,
BROMSGROVE B60 1AA

17th April 2008

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SCRUTINY STEERING BOARD

WORK PROGRAMME

The Work Programme consists of three sections: Items for Future Scrutiny and Updates; Current Scrutiny Task Groups; and Scrutiny Task Group Reviews.

RECOMMENDATION: To consider and agree the work programme.

ITEMS FOR FUTURE SCRUTINY AND UPDATES

Subject	Date of Consideration	Other Information
Recommendation Tracker	Jan/Mar/May/ July/Sept/Nov	A bi-monthly report monitoring the implementation of scrutiny recommendations. (Initially for a trial period of 12 months starting January 2008.)
Worcestershire Chairmen and Vice-Chairmen Network (Update)	29th April 2008	Members to receive a verbal update from the Chairman (or Vice-Chairman) following the Joint Flooding Task Group Meetings due to be held on 7th and 28th April 2008.
ICT Spatial Programme (Councillor McDonald)	29th April 2008	Presentation to be given to the Scrutiny Steering Board. Members will then need to decide if further scrutiny is required.
Energy Efficiency Project Group – Progress Report (Executive Director – Partnerships and Projects)	3rd June 2008	A report on the progress of the Energy Efficiency Project Group to be considered by the Board. (This links into the suggested scrutiny topic of climate change.)
Climate Change	3rd June 2008	To avoid duplicating the work of the Energy Efficiency Project Group (which has been set up to evaluate the recommendations contained within the Energy Savings Trust Assessment) the Board agreed at its March 2008 meeting to consider this item once it had received a report from the Executive Director – Partnerships and Projects. The Board now needs to decide whether or not this topic should remain on its work programme.
Value for Money – Street Scene and Waste Management	TBA	Possible area for future scrutiny. (This links to the Cabinet’s Response relating to the Refuse and Recycling Scrutiny Report which is an earlier item on the Agenda)
Older People (Councillor Mrs. Bunker)	TBA	Possible area for future scrutiny following the outcome of a focus group to find out specific issues which may need to be scrutinised. A scrutiny proposal would need to be completed if the Board was minded to scrutinise this area.

CURRENT SCRUTINY TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Refuse and Recycling	<p>4th March 2008</p> <p>(Considered by Cabinet on 2nd April 2008. Cabinet Response to be presented to the Board on 29th April 2008.)</p>	<p>Task Group established and Councillor C. R. Scurrell appointed as the new Task Group Chairman in October. Membership and Terms of Reference originally agreed July 2007. First Task Group Meeting held on 22nd August 2007 following the Scrutiny Training on 20th August 2007. Due to change in Chairman, Task Group's revised deadline was 28th January 2008.</p>
Anti-Social Behaviour and Alcohol Free Zones	TBA	<p>Task Group merged and Councillor K. Taylor appointed as Task Group Chairman. Membership and Terms of Reference to be agreed.</p>

Note: A seminar relating to the Local Government and Public Involvement in Health Act 2007 will be held in the future covering key courses of action. This will be arranged once more is known on what the impact will be on overview and scrutiny committees.

SCRUTINY TASK GROUP REVIEWS

Watercourses Task Group Review Meeting

Members of the Watercourses Task Group reconvened for a Review Meeting on 19th March 2008. Councillors Miss D. H. Campbell JP (Chairman), S. R. Peters, C. R. Scurrrell and C. J. Tidmarsh were present along with the Drainage Engineer and the Natural Environment Officer. Members discussed each recommendation in turn and had many questions for the officers on the implementation of the approved recommendations.

In conclusion, the Members of the Task Group unanimously agreed to register their disappointment and concern over the lack of any action and/or tangible progress taken on the recommendations put forward in their final report. It was therefore agreed that the Chairman of the Task Group would write to both the Leader and Chief Executive highlighting their concerns and requesting a meeting be convened to discuss these matters.

As Members of the Scrutiny Steering Board will know, the implementation of all Cabinet approved Scrutiny recommendations are now monitored via the Scrutiny Recommendation Tracker Report.

Task Group	Date of Review (when Task Group is due to reconvene)
Culture and Community Services	9th July 2007 - Task Group work complete -
Use of Consultants	24th July 2007 - Task Group work complete -
Bromsgrove District Housing Trust (BDHT)	11th December 2007 - Task Group work complete -
Car Parking	6th March 2008 - Task Group work complete -
Flytipping	12th March 2008 - Task Group work complete -
Watercourses	19th March 2008 - Task Group work complete -
Air Quality	February 2009
Public Transport (Buses)	March 2009

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