



## **BROMSGROVE DISTRICT COUNCIL**

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

MONDAY 10TH JULY 2023

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors P. M. McDonald (Chairman), S. T. Nock (Vice-Chairman), A. Bailes, R. Bailes, A. M. Dale, E. M. S. Gray, R. J. Hunter, B. Kumar, S. A. Robinson, H. D. N. Rone-Clarke and J. D. Stanley

### **AGENDA**

1. **Apologies for Absence and Named Substitutes**
2. **Declarations of Interest and Whipping Arrangements**  
  
To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. **To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 6th June 2023 (Pages 5 - 10)**
4. **Governance Systems Review - Presentation from Centre for Governance and Scrutiny (Pages 11 - 14)**  
  
The copy of the presentation for this item is to follow in a Supplementary Papers Pack.
5. **Scrutiny Investigation Proposal - Blue Badge Holders Parking on Council Car Parks (Introductory Presentation) (Pages 15 - 18)**

The copy of the presentation for this item is to follow in a Supplementary Papers Pack.

6. **Corporate Peer Challenge Action Plan - Pre-Scrutiny**

This report will be published in a Supplementary Papers Pack once the report has been published for consideration of the Cabinet.

7. **Finance and Budget Working Group - Update**

8. **Task Group Updates**

9. **Worcestershire Health Overview and Scrutiny Committee - Update**

10. **Cabinet Work Programme**

The next edition of the Cabinet Work Programme will be published on 3<sup>rd</sup> July, after the publication of the main agenda pack for this meeting. A copy of the latest Cabinet Work Programme will therefore be included in a Supplementary Papers Pack for this meeting.

11. **Overview and Scrutiny Board Work Programme (Pages 19 - 20)**

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

30th June 2023

**If you have any queries on this Agenda please contact  
Mat Sliwinski**

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## **GUIDANCE ON FACE-TO-FACE MEETINGS**

**You are able to see the agenda for the meeting from the Committee Pages of the Council's website.**

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

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Meeting attendees and members of the public are encouraged not to attend a Committee if they have if they have common cold symptoms or any of the following common symptoms of flu / Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

#### **Notes:**

**Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.**



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

at [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

# Agenda Item 3

Overview and Scrutiny Board  
6th June 2023

## **BROMSGROVE DISTRICT COUNCIL**

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

**6TH JUNE 2023, AT 6.00 P.M.**

PRESENT: Councillors A. Bailes, R. Bailes, A. M. Dale, E. M. S. Gray, R. J. Hunter, P. M. McDonald, S. T. Nock, S. A. Robinson, H. D. N. Rone-Clarke and D. J. A. Forsythe (Substitute)

Observers:

Councillor C. A. Hotham – Portfolio Holder for Finance and Enabling

Councillor S. A. Webb – Portfolio Holder for Health and Wellbeing and Strategic Housing

Officers: Mrs. S. Hanley, Mr. P. Carpenter and Mr. M. Sliwinski.

1/23

#### **ELECTION OF CHAIRMAN**

A nomination for the position of Chairman was received in respect of Councillor P. M. McDonald.

**RESOLVED** that Councillor P. M. McDonald be appointed as Chairman of the Board for the ensuing municipal year.

2/23

#### **ELECTION OF VICE-CHAIRMAN**

A nomination for the position of Vice Chairman was received in respect of Councillor S. T. Nock.

**RESOLVED** that Councillor S. T. Nock be appointed as Vice Chairman of the Board for the ensuing municipal year.

3/23

#### **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillors J. D. Stanley and B. Kumar. Councillor D. J. A. Forsythe attended the meeting as named substitute for Councillor B. Kumar.

4/23

#### **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor of whipping arrangements.

5/23

#### **OVERVIEW AND SCRUTINY BOARD ANNUAL REPORT 2022-23**

The Portfolio Holder for Finance and Enabling, in his capacity as Chairman of the Overview and Scrutiny Board in 2022-23, was invited to present the Board's Annual Report for that municipal year. The Annual Report detailed and summarised the work undertaken by the Board in 2022-23, including the recommendations made by the Board to Cabinet throughout the year.

The Portfolio Holder for Finance and Enabling stated that the 2022-23 municipal year saw a greater proportion of Overview and Scrutiny Board recommendations being accepted by Cabinet than in the previous few years. It was highlighted that scrutiny had an important role in reviewing the progress of the Levelling Up Fund and UK Shared Prosperity Fund projects taking place in Bromsgrove District.

The Portfolio Holder for Finance and Enabling highlighted that in 2022-23 the Overview and Scrutiny Board had concluded one task group review on fuel poverty. The final report of the Fuel Poverty Task Group contained six recommendations which were agreed by the Overview and Scrutiny Board and accepted in full by Cabinet. The Portfolio Holder for Finance and Enabling took the opportunity to thank Councillor R. J. Hunter, the Chairman of the Fuel Poverty Task Group, and Councillor S. A. Webb, who was integral in supporting the task group review in her capacity of a Cabinet Portfolio Holder.

Following the presentation, Councillor R. J. Hunter paid tribute to Councillor C. A. Hotham for his chairmanship of the Chairman of the Overview and Scrutiny Board over the past few years. He highlighted that the work of the Board had contributed to many positive developments for the residents of Bromsgrove and the Council such as the increase in council tax on empty homes and the broadening of the council tax support scheme.

**RESOLVED** that the Overview and Scrutiny Board Annual Report 2022-23 be noted.

6/23

## **OVERVIEW AND SCRUTINY BOARD - RECOMMENDATION TRACKER FOR 2022-23**

The Overview and Scrutiny Board Recommendations Tracker for 2022-23 was presented for Members' consideration and it was noted that the purpose of the tracker was to record the recommendations that the Board made to Cabinet and to track the status of these recommendations. For recommendations that were accepted by the Cabinet, the tracker provided updated information on the progress in implementing of those recommendations.

It was noted that the recommendations tracker would continue to be in place for 2023-24 municipal year.

**RESOLVED** that Overview and Scrutiny Board - Recommendation Tracker for 2022-23 be noted.

7/23

## **NOTICE OF MOTION - REQUEST TO INVESTIGATE**

The Chairman introduced this item and reported that this concerned the Motion agreed unanimously at the Annual Council meeting of 24<sup>th</sup> May 2023 for “the Overview and Scrutiny Board to prepare a report regarding the transition of the Council from a Cabinet System to that of a Committee System. The report to be presented to an Extraordinary Meeting of the Council to be held in September.”

It was proposed that in the first instance an invitation be made to the Local Government Association (LGA) to deliver a presentation on the governance system options at the Overview and Scrutiny Board meeting on 10<sup>th</sup> July 2023. Subsequent to this, it was planned for a review group (a sub-committee of the Board) to be convened to consider the issue and prepare a report on the Council’s governance system options including whether it was appropriate for the Council to transition to a Committee System.

The Chairman proposed that this review should be undertaken as a Short Sharp Review with meetings to take place on 10<sup>th</sup> August 2023 and several further dates in late August and early September. It was proposed that membership of the Short Sharp Review Group should be restricted to five Members who would be available to attend all meetings of the Review Group. It was further noted that the terms of reference of the Review Group would be finalised following the presentation to be delivered on 10<sup>th</sup> July 2023.

Members debated these proposals and in doing so agreed that the Short Sharp Review Group should be launched, comprising five Members in total with all political groups having representation. It was agreed that as the proposer of the Motion at the Annual Council meeting, Councillor P. M. McDonald be selected as the Chairman of the Review Group. It was further agreed that the Group Leaders of all political groups be invited to nominate one Member each to the four remaining positions on the Review Group.

### **RESOLVED** that

- 1) A Short Sharp Review Group be established to investigate the transition of the Council from a Cabinet System to a Committee System with the view for the Review Group to prepare its final report by September 2023;
- 2) The Short Sharp Review Group be composed of five Members with Councillor P. M. McDonald to be appointed as Chairman of the Short Sharp Review Group;
- 3) The remaining four positions be distributed equally amongst the political groups currently represented on the Council, with Group Leaders of all political groups invited to nominate one Member

each to the four remaining positions on the Short Sharp Review Group.

8/23

## **FINANCE AND BUDGET WORKING GROUP - MEMBERSHIP REPORT**

Members were advised that the chairman and other members of the Finance and Budget Working Group needed to be appointed. It was noted that the Chairman of the Group had traditionally been the Chairman of the Overview and Scrutiny Board. Members agreed that this arrangement should continue for 2023-24. It was noted that in addition five additional members of the Board plus the Chairman of the Audit, Standards and Governance Committee would be represented on the Finance and Budget Working Group as per the Terms of Reference. The five additional Members of the Board confirmed that they would be interested in serving on the Working Group in 2023-24.

**RESOLVED** that

- 1) Councillor P. M. McDonald be appointed Chairman of the Finance and Budget Working Group for the ensuing municipal year;
- 2) As per the Working Group's Terms of Reference, Councillor D. J. Nicholl be appointed to serve on the Finance and Budget Working Group in his capacity as the Chairman of the Audit, Standards and Governance Committee;
- 3) Councillors S. T. Nock, R. J. Hunter, H. D. N. Rone-Clarke, A. Bailes, and S. A. Robinson be appointed to serve on the Finance and Budget Working Group for the ensuing municipal year;
- 4) The Terms of Reference for the Finance and Budget Working Group be approved.

9/23

## **TASK GROUP UPDATES**

There were no ongoing task groups to report on before the Board.

10/23

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

It was reported that the Overview and Scrutiny Board had not yet been delegated the authority to appoint a Member to serve on the Worcestershire Health Overview and Scrutiny Committee (HOSC). Therefore, nominations for this outside body appointment were to be considered once the authority to appoint had been granted to the Board.

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

11/23

## **CABINET WORK PROGRAMME**



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6th June 2023

The Cabinet Work Programme was presented for Members' consideration and it was requested that the following items be added for pre-scrutiny by the Overview and Scrutiny Board:

- Grass Verge Maintenance
- Parking Enforcement Service Level Agreement
- Playing Pitch Strategy
- Draft Council Tax Support Scheme 2024/25.

**RESOLVED** that, subject to the pre-amble above, the Cabinet Work Programme be noted.

12/23

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

Members discussed the Overview and Scrutiny Work Programme. During the discussion it was noted that a scrutiny investigation request had been received from a member of the public regarding council policy on parking for blue badge holders. Members agreed that an initial presentation on this topic could be delivered by Officers at the next Board meeting.

With regards to the Overview and Scrutiny Board Work Programme, some Members argued that the Governance System Short Sharp Review should be prioritised at this point and the number of items on the Board's Work Programme kept to a minimum before the conclusion of this Short Sharp Review. Councillor Hunter responded that all matters raised by Members should be added to the Work Programme as many of these were issues that Members encountered when speaking with residents.

Following the debate, it was agreed to add to the Work Programme the pre-scrutiny items selected from the Cabinet Work Programme as noted under the previous agenda item and the overview item on parking policy with regards to blue badge holders to the next meeting's agenda. It was agreed that other items would not be added at this point to allow capacity for undertaking the Governance System Short Sharp Review.

**RESOLVED** that subject to the preamble above the Overview and Scrutiny Board Work Programme be noted.

13/23

## **TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEM(S) OF BUSINESS CONTAINING EXEMPT INFORMATION:-**

**RESOLVED**: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in Part I of scheme 12A to the Act, as amended, the relevant paragraph of

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that part, in each case, being as set out below and that it is in the public interest to do so:-

Item No	Paragraph
14	3

14/23

**TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 13TH MARCH 2023 AND 29TH MARCH 2023**

The minutes of the meetings of Overview and Scrutiny Board that took place on 13<sup>th</sup> March and 29<sup>th</sup> March 2023 were considered including the exempt minutes record of the meeting of 13<sup>th</sup> March 2023 (Minute Item No. 91/22 –Former Market Hall Site Proposal – pre-scrutiny and Minute Item No. 92/22 – To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 17<sup>th</sup> January 2023).

Councillor R. Hunter advised of an omission in the minutes of 13<sup>th</sup> March 2023 with respect of the action for officers to prepare a follow-up report on damp and mould issues outlining the steps that the Council had taken with regards to enforcement of this issue in the private rented sector. The Democratic Services Officer undertook to correct this omission and follow-up on this action from the meeting.

**RESOLVED** that subject to the correction listed in the preamble above the minutes of the Overview and Scrutiny Board meetings held on Monday 13<sup>th</sup> March 2023 and Wednesday 29<sup>th</sup> March 2023 be approved as a true and correct record and signed by the Chairman.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

The meeting closed at 7.04 p.m.

Chairman

### Overview and Scrutiny Board 2023

10<sup>th</sup> July

#### Governance Systems Review– Presentation from Centre for Governance and Scrutiny

Relevant Portfolio Holder	Councillor K. J. May., Leader of the Council and Cabinet Member for Strategic Partnerships
Portfolio Holder Consulted	-
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Property Services
Report Author: Mat Sliwinski	Job Title: Democratic Services Officer Contact email: <a href="mailto:mateusz.sliwinski@bromsgroveandredditch.gov.uk">mateusz.sliwinski@bromsgroveandredditch.gov.uk</a>
Wards Affected	All
Ward Councillor(s) consulted	Yes
Relevant Strategic Purpose(s)	
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

#### 1. RECOMMENDATIONS

**The Overview and Scrutiny is asked to RESOLVE that:-**

- 1) The presentation on Governance System options for the Council be noted.**

#### 2. BACKGROUND

- 2.1 At its previous meeting on 6<sup>th</sup> June 2023, the Overview and Scrutiny Board agreed to undertake a Short Sharp Review investigation into the possibility of the Council transitioning from a Cabinet System to that of a Committee System. This followed from the Motion agreed unanimously at Full Council on 24<sup>th</sup> May 2023 for the Overview and Scrutiny Board to investigate this subject matter.
- 2.2 To assist Members with understanding the Governance options available to the Council, the Overview and Scrutiny Board decided that a presentation be delivered by the Centre for Governance and Scrutiny (CfGS) before the Short Sharp Review Group is launched.
- 2.3 All Councillors have been invited to attend the meeting for this presentation, which will introduce the features of the different governance models (committee, leader and cabinet, hybrid options),

## **Overview and Scrutiny Board 2023**

10<sup>th</sup> July

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alongside an explanation of the approach to support Members to decide on a future governance model.

### **3. OPERATIONAL ISSUES**

- 3.1 The presentation from Centre for Governance and Scrutiny (CfGS) is aimed at providing essential information on the issue of governance models to all elected members. It is also designed to facilitate discussion among all Members on this topic.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications directly relating to this report as the presentation is for information. However, there could be implications arising from any subsequent investigation undertaken by the Governance Systems Short Sharp Review Group (SSRG).

### **5. LEGAL IMPLICATIONS**

- 5.1 There are no legal implications directly relating to this report as the presentation is for information. However, there could be implications arising from any subsequent investigation undertaken by the Governance Systems Short Sharp Review Group (SSRG).

### **6. OTHER - IMPLICATIONS**

#### **Relevant Strategic Purpose**

- 6.1 Governance underpins all of the Council's strategic purposes.

#### **Climate Change Implications**

- 6.2 There are no climate change implications at this stage. The green thread runs through the Council plan.

#### **Equalities and Diversity Implications**

- 6.3 There are no equalities implications at this stage.

### **7. RISK MANAGEMENT**

## **Overview and Scrutiny Board 2023**

10<sup>th</sup> July

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- 7.1 Not applicable at this stage as the presentation is to provide Members with information on the various options relating to the investigation of Governance Systems.

### **8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Presentation on the Governance Systems from Centre for Governance and Scrutiny (CfGS) (to follow).

Background Papers:

Minutes of the Annual Council meeting of 24<sup>th</sup> May 2023

Minutes of the Overview and Scrutiny Board meeting of 6<sup>th</sup> June 2023

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### Overview and Scrutiny Board 2023

10<sup>th</sup> July

#### Scrutiny Investigation Proposal – Blue Badge Holders Parking on Council Car Parks

Relevant Portfolio Holder	Councillor P. J. Whittaker, Cabinet Member for Environmental Services and Community Safety (including Car Parking)	
Portfolio Holder Consulted	Yes	
Relevant Head of Service	Guy Revans, Head of Environmental and Housing Property Services	
Report Author: Kevin Hirons	Job Title: Environmental Services Manager Contact email: <a href="mailto:k.hirons@bromsgroveandredditch.gov.uk">k.hirons@bromsgroveandredditch.gov.uk</a>	
Wards Affected	All	
Ward Councillor(s) consulted	Yes	
Relevant Strategic Purpose(s)		
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

#### 1. RECOMMENDATIONS

The Overview and Scrutiny is asked to **RESOLVE** that:-

- 1) **Subject to any further suggestions and comments, the officer presentation be noted.**

#### 2. BACKGROUND

- 2.1 A proposal has been submitted by a member of the public for consideration by the Overview and Scrutiny Board. The proposal reads as follows: *“restore 3-hour free parking on council car parks for cars displaying a valid blue badge, either for the driver or passenger. This is widely accepted by local authorities, certainly true for our neighbouring authorities.”*
- 2.2 Members of the Overview and Scrutiny Board agreed at the 6<sup>th</sup> June meeting that the proposal should initially be discussed at a Board meeting on 10<sup>th</sup> July 2023, when officers will deliver a presentation to consider the introductory background information relating to Council car parking policy and regarding parking for Blue Badge holders.

#### 3. OPERATIONAL ISSUES

## **Overview and Scrutiny Board 2023**

10<sup>th</sup> July

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- 3.1 The presentation is aimed to provide background information on the issue and give Members an opportunity to ask questions of officers and/or request that further research be undertaken and presented at future Overview and Scrutiny Board meetings. Members could also decide that the proposal should be investigated as a Short Sharp Review or Task Group investigation, or that no further action is required at this point.
- 3.2 The topic of provision of free short term parking for Blue Badge holders on all Bromsgrove District Council car parks has been discussed by elected members on previous occasions, most recently at a meeting of the Finance and Budget Working Group on 17th November 2022.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications directly relating to this report. Any implications would be considered if Members are minded to proceed with further investigation of the proposal.

### **5. LEGAL IMPLICATIONS**

- 5.1 There are no legal implications directly relating to this report. Any implications would be considered if Members are minded to proceed with further investigation of the proposal.

### **6. OTHER - IMPLICATIONS**

#### **Relevant Strategic Purpose**

- 6.1 Not applicable at this point.

#### **Climate Change Implications**

- 6.2 There are no climate change implications at this stage. The green thread runs through the Council plan.

#### **Equalities and Diversity Implications**

- 6.3 There are no equalities implications at this stage.

### **7. RISK MANAGEMENT**



## **Overview and Scrutiny Board 2023**

10<sup>th</sup> July

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- 7.1 Not applicable at this stage as at this meeting there will be a consideration of background information available on the topic.

### **8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Officer Presentation on Council Car Parking (to follow).

Background Papers: Notes from the Finance and Budget Working Group meeting of 22<sup>nd</sup> November 2022 (restricted)

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## OVERVIEW AND SCRUTINY BOARD

### WORK PROGRAMME

2023-2024

#### RECOMMENDATION:

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

#### ITEMS FOR FUTURE MEETINGS

<b>Date of Meeting</b>	<b>Subject</b>	<b>Additional Information</b>
10 <sup>th</sup> July 2023	Corporate Peer Challenge Action Plan – pre-scrutiny	Kevin Dicks, Chief Executive Officer
	Scrutiny Investigation Proposal – Blue Badge Parking on Council Car Parks (Introductory Presentation)	Kevin Hirons, Environmental Services Manager
	Council Governance Systems – Presentation from Centre for Governance & Scrutiny	Jess Bailey-Hill, Principal Democratic Services Officer
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
11 <sup>th</sup> September 2023	Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street – pre-scrutiny	Kevin Dicks, Chief Executive Officer
	Playing Pitch Strategy – pre-scrutiny	Jonathan Cochrane, Development Services Manager
	Draft Council Tax Support Scheme 2024/25 – pre-scrutiny	Peter Carpenter, Interim Director of Finance & Section 151 Officer
	Grass Verge Maintenance – pre-scrutiny	Matthew Austin, Environmental Services Manager
	Governance System Short Sharp Review – Final Report	Councillor P. M. McDonald – Chairman of the Short Sharp Review Group
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
16 <sup>th</sup> October 2023	Parking Enforcement Service Level Agreement – pre-scrutiny	Kevin Hirons, Environmental Services Manager

# Agenda Item 11

	Decarbonisation of the Council Fleet – pre-scrutiny	Kevin Hiron, Environmental Services Manager
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
20 <sup>th</sup> November 2023		
16 <sup>th</sup> January 2024		
12 <sup>th</sup> February 2024		
11 <sup>th</sup> March 2024		
15 <sup>th</sup> April 2024		

**Outstanding items for 2023 – 2024 with no assigned date**

None