



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 11TH SEPTEMBER 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 10th July 2023**

The minutes of the Overview and Scrutiny Board meeting held on 10th July 2023 will be published in a Supplementary Papers pack.

4. **Grass Verge Maintenance - pre-scrutiny**

(Report to follow).

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

5. **NewStarts Community Shop**

(Report to follow).

The Board to consider the options with regard to investigating this topic.

6. **Governance Systems Task Group - Final Report**

(Report to follow).

This report will follow in a Supplementary Papers pack once it has been finalised.

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

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

9. **Cabinet Work Programme (Pages 5 - 18)**

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

Sue Hanley
Chief Executive (Interim)

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

1st September 2023

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

Parkside, Market Street, Bromsgrove, B61 8DA
Tel: (01527) 64252 Ext: 3095
Email: mateusz.sliwinski@bromsgroveandredditch.gov.uk

GUIDANCE ON FACE-TO-FACE MEETINGS

Please note that this is a public meeting.

You are able to see the agenda for the meeting on 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.

GUIDANCE FOR ELECTED MEMBERS AND MEMBERS OF THE PUBLIC ATTENDING MEETINGS IN PERSON

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 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 .



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

You can access the following documents:

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

at www.bromsgrove.gov.uk

CABINET LEADER'S WORK PROGRAMME

1 OCTOBER 2023 TO 31 JANUARY 2024
(published as at 1st September 2023)

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

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

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

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

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at Parkside. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527 64252 ext 3031) to make sure it is going ahead as planned. If you have any queries Democratic Services Officers will be happy to advise you. The full Council meets in accordance with the Councils Calendar of Meetings. Meetings commence at 6pm.

CABINET MEMBERSHIP

Councillor K J May	Leader of the Council and Cabinet Member for Strategic Partnerships
Councillor s. Baxter	Deputy Leader and Cabinet Member for Economic Development and Regeneration
Councillor S. Colella	Cabinet Member for Leisure, Culture and Climate Change
Councillor C. Hotham	Cabinet Member for Finance and Enabling
Councillor K. Taylor	Cabinet Member for Planning, Licensing and Worcestershire Regulatory Services
Councillor S. Webb	Cabinet Member for Health and Well Being and Strategic Housing
Councillor P. Whittaker	Cabinet Member for Environmental Services and Community Safety

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Approvals to Spend Report Key: No	Cabinet 18 Oct 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Draft Council Plan Key: No	Cabinet 18 Oct 2023 Council 25 Oct 2023		Report of the Chief Executive	Deb Poole, Head of Transformation, Organisational Development and Digital Services Tel: 01527 881256 Councillor C. A. Hotham
Draft Council Tax Support Scheme 2024/25 Key: No	Cabinet 18 Oct 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham

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Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Draft Council Tax Support Strategy Key: No	Cabinet 18 Oct 2023		Report of the Executive Director of Resources	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham
Environmental Enforcement Business Case Key: Yes	Cabinet 18 Oct 2023		Report of the Head of Worcestershire Regulatory Services	Mark Cox Technical Services Manager Worcestershire Regulatory Services Councillor C. B. Taylor
Finance Recovery Plan - Update Key: Yes	Cabinet 18 Oct 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham

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Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
<p>Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (prior to consultation) Key: No</p>	<p>Cabinet 18 Oct 2023</p>		<p>Report of the Executive Director of Resources</p>	<p>Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham</p>
<p>Parking Enforcement Service Level Agreement Key: Yes</p>	<p>Cabinet Not before 18th Oct 2023</p>		<p>Report of the Head of Environmental and Housing Property Services</p>	<p>Kevin Hirons, Environmental Services Manager Tel: 01527 881705 Councillor P. J. Whittaker</p>
<p>Upgrading of Sewage Treatment Plants and introduction of Service Charging to contributing properties - 1) Frankley Green Lane, Frankley Green, 2) Fockbury Road, Dodford 3) Dusthouse Lane, Tutnall Key: Yes</p>	<p>Cabinet 18 Oct 2023</p>		<p>Report of the Head of Environmental Services</p>	<p>Pete Liddington Tel: 01527 534108 Cabinet Member for Environmental Services and Community Safety (including Car Parking)</p>

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Audit, Standards and Governance Committee - Annual Report 2022/23 Key: No	Council 25 Oct 2023		Report of the Former Chairman of the Audit, Standards and Governance Committee	Mateusz Sliwinski, Democratic Services Officer Councillor S. R. Colella
Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street Key: Yes	Cabinet Not before 22nd Nov 2023		Report of the Chief Executive	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor K. J. May
Council response to Local Plan Consultations; Birmingham Development Plan, South Staffordshire Local Plan and South Worcestershire Development Plan Key: No	Cabinet Not before 22nd Nov 2023 Council Not before 6th Dec 2023		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor C. B. Taylor

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Finance and Performance Monitoring Report Quarter 2 2023/24 Key: No	Cabinet 22 Nov 2023 Council 6 Dec 2023		Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham
Half Yearly Treasury Update Report 2023/24 Key: No	Cabinet 22 Nov 2023 Council 6 Dec 2023		Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Homelessness Prevention Grant and Domestic Abuse Grant Key: Yes	Cabinet 22 Nov 2023		Report of the Head of Community and Housing Services	Amanda Delahunty, Strategic Housing Officer Tel: 01527 881269 Cabinet Member for Health and Wellbeing and Strategic Housing
Medium Term Financial Plan - Tranche 1 Budget Update including Fees and Charges Key: No	Cabinet 22 Nov 2023 Council 6 Dec 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Play Audit Key: Yes	Cabinet Not before 22nd Nov 2023		Report of the Head of Planning, Regeneration and Leisure Services	Ishrat Karimi Fini, Parks and Events Service Manager Tel: 07713 085872 Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Playing Pitch Strategy Key: No	Cabinet Not before 22nd Nov 2023		Report of the Head of Planning, Regeneration and Leisure Services	Jonathan Cochrane, Development Services Manager Tel: 01527 64252 Councillor S. R. Colella
Approvals to Spend Report Key: No	Cabinet 17 Jan 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Carbon Reduction Strategy - Annual Review Key: No	Cabinet Not before 17th Jan 2024 Council Not before 24th Jan 2024		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 Ext 3284 Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Tax Base and Business Rates Yield 2024/25 Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham
Council Tax - Discretionary Council Tax Reduction Policy Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Head of Finance and Customer Services	David Riley, Revenue Services Manager Tel: 01527 64252 Councillor C. A. Hotham
Council Tax - Empty Homes Discounts and Premiums Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Head of Finance and Customer Services	David Riley, Revenue Services Manager Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Decarbonisation of the Council Fleet Key: No	Cabinet Not before 17th Jan 2024 Council Not before 24th Jan 2024		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705 Councillor P. J. Whittaker
District Heat Network Revisions Key: Yes	Cabinet Not before 17th Jan 2024		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 Ext 3284 Councillor C. A. Hotham, Councillor P. J. Whittaker
Final Council Tax Support Scheme 2024/25 Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Finance Recovery Plan - Update Key: No	Cabinet 17 Jan 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Non-Domestic Rates - Discretionary Rate Relief Policy Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Head of Finance and Customer Services	David Riley, Revenue Services Manager Tel: 01527 64252 Councillor C. A. Hotham
Independent Remuneration Panel Recommendations 2024/25 Key: No	Council 24 Jan 2024		Report of the Head of Legal, Democratic and Property Services	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Pay Policy 2024/25 Key: No	Cabinet 17 Jan 2024 Council 24 Jan 2024		Report of the Executive Director of Resources	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 Councillor C. A. Hotham
Finance and Performance Quarter 3 Monitoring Report 2023/24 Key: No	Cabinet 14 Feb 2024 Council 21 Feb 2024		Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan (including Treasury Management Strategy, Capital Strategy, Minimum Revenue Provision and Investment Strategy) (Tranche 2) Key: No	Cabinet 14 Feb 2024 Council 21 Feb 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Council Tax Resolutions 2024/25 Key: No	Cabinet 21 Feb 2024 Council 21 Feb 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham
Approvals to Spend Report Key: No	Cabinet 13 Mar 2024		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Finance and Performance Outturn Report 2023/24 Key: No	Cabinet Not before 1st Jun 2024 Council Not before 1st Jun 2024		Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252 Councillor C. A. Hotham

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

Date of Meeting	Subject	Additional Information
11 th September 2023	Grass Verge Maintenance – pre-scrutiny	Matthew Austin, Environmental Services Manager
	Governance Systems Task Group – Final Report	Councillor P. M. McDonald, Chairman of the Task Group
	Overview Item – Scrutiny Proposal - NewStarts Community Shop	Judith Willis, Head of Community and Housing Services
	WCC Health Overview & Scrutiny Committee – update	To elect a Council representative to the Committee.
	Cabinet Leader’s Work Programme	
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
16 th October 2023	Draft Council Tax Support Scheme 2024/25 – pre-scrutiny	Peter Carpenter, Interim Section 151 Officer
	Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street – pre-scrutiny	Peter Carpenter, Interim Section 151 Officer
	Playing Pitch Strategy – pre-scrutiny	Jonathan Cochrane, Development Services Manager
	Parking Enforcement Service Level Agreement – pre-scrutiny	Kevin Hirons, Environmental Services Manager
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
20 th November 2023	Decarbonisation of the Council Fleet – pre-scrutiny	Kevin Hirons, Environmental Services Manager
	Task and Working Group Updates	

Agenda Item 10

	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
16 th January 2024		
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
12 th February 2024		
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
11 th March 2024		
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	Overview and Scrutiny Board – Annual Report 2023-2024	Chairman of the Board
	Overview and Scrutiny Board – Recommendation Tracker for 2023-24	Chairman of the Board
15 th April 2024		
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	

Outstanding items for 2023 – 2024

Item	Update
Blue Badge Parking on Council Car Parks	Referred to Finance and Budget Working Group for investigation – 07.11.2023 meeting