



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 20TH NOVEMBER 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 16th October 2023 (Pages 5 - 16)**
- 4. Governance Systems Review - Implementation Progress Update (Pages 17 - 24)**
- 5. Agile Working Policy - Progress Brief on Addressing Queries Raised at the Last Meeting**

(Report to follow)

A briefing note will be provided in a Supplementary Papers Pack.

6. **Food Bank and Community Supermarket Provision Task Group - Membership Report** (Pages 25 - 28)
7. **Notice of Motion - Request to Investigate - Future of Libraries within the District** (Pages 29 - 60)
8. **Proposal for a Bromsgrove District Council Cross Party Working Group to be set up to improve Rail and Bus Connectivity at Bromsgrove Station**
9. **Finance and Budget Working Group - Update**
10. **Worcestershire Health Overview and Scrutiny Committee - Update**
11. **Cabinet Work Programme** (Pages 61 - 70)
12. **Overview and Scrutiny Board Work Programme** (Pages 71 - 74)

Sue Hanley  
Chief Executive (Interim)

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

10th November 2023

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

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# Agenda Item 3

Overview and Scrutiny Board  
16th October 2023

## **BROMSGROVE DISTRICT COUNCIL**

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

**16TH OCTOBER 2023, AT 6.00 P.M.**

PRESENT: 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 and S. A. Robinson.

Observers: Councillor S. Ammar, Councillor S. J. Baxter, Councillor S. R. Colella, Councillor C. A. Hotham (on Microsoft Teams), Councillor M. Marshall, Councillor K. J. May, Councillor S. A. Webb and Councillor P. J. Whittaker (on Microsoft Teams)

Officers: Mrs. S. Hanley, Mr. P. Carpenter, Mr. G. Revans, Mrs. C. Felton (on Microsoft Teams), Ms. J. Willis, Ms. M. Howell, Mr. S. Parry, Mrs. B. Talbot and Mr. C. Wells and Mr. M. Sliwinski.

#### 36/23 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillor J. D. Stanley.

#### 37/23 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor any whipping arrangements.

#### 38/23 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH JULY 2023 AND 11TH SEPTEMBER 2023**

The minutes of the Overview and Scrutiny Board meetings held on 10<sup>th</sup> July 2023 and 11<sup>th</sup> September 2023 were considered.

**RESOLVED** that the minutes of the Overview and Scrutiny Board meetings held on 10<sup>th</sup> July 2023 and 11<sup>th</sup> September 2023 be agreed as a true and correct record.

#### 39/23 **AGILE WORKING PRESENTATION**

The Interim Chief Executive introduced a presentation about the Council's Agile Working policy alongside the project team of officers who had supported its development and launch.

The Agile Policy was part of the Workforce Strategy which aimed to have the right people in the organisation with the right skills to support

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the Council effectively. In implementing the policy there was a focus on managing performance and achieving the Council's priorities.

The policy was launched in June 2023 and applied to all permanent and fixed term contracted employees of the Council. There were clear parameters within the policy and at service levels there were service objectives including ensuring appropriate staff cover. Depending on the nature of any specific job, the policy may not apply as ensuring customer service outside the office-based environment was a key requirement. Several pilots had been run to assess the impact of the policy before broader implementation.

All new starters received a face-to-face induction and regular one-to-ones and appraisals continued across the Council.

Three key areas had been covered since the launch of the policy – customers, staff, and infrastructure. The project team were working with service managers to ensure that the policy was adopted and working. Fourth tier managers were being surveyed currently and that would be followed up with meetings to explore operational models, policies and procedures, staff training and development, communication, infrastructure, and service measures. The Council remained committed to supporting staff health and wellbeing whilst working in a different way.

The Interim Chief Executive emphasised that customers remained at the heart of how the Council's services operated whilst officers were developing and implementing the agile working policy. Recruitment and retention continued to be a challenge for the public sector, but in terms of making the Council an employer of choice, the policy supported this approach.

During consideration of this item the following issues were discussed:

- Details of how the policy was being implemented and whether new employees were expected to be office based until they were familiar with the team and the work expected. The Interim Chief Executive responded that the Council did not employ home workers; the needs of the service dictated when employees should be in the office or indeed out in the field. All managers would let new recruits know what the expectations of the role would be and how the agile working principles were employed to their role specifically.
- In terms of service measures and whether they were 'SMART', these were managed by outcome and not by attendance. An example was given of a contracted service which could demonstrate that all members of staff were meeting their contractual requirements. Managers were required to be clear about what they were required to deliver and how that could be demonstrated.
- Whether a cost benefit review had been undertaken. It was noted that officers were using this approach consistently. An example

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was given that the agile working approach had led to the reduction in occupation of office space which had in turn realised a £70k saving in the budget.

- What arrangements were being made for employees to have appropriate equipment for working at home. The Interim Chief Executive responded that the Council had insisted on DSE assessments being carried out during the Covid pandemic, and equipment had been supplied to employees, including desks, chairs, and screens etc. All staff were required to complete an online system to assess whether they required any additional practical support in working from home.
- Some members referred to not being aware of who was working in a specific office on a day-to-day basis, and this impacted their ability to deal with issues. The Interim Chief Executive responded that members should receive the same response whether an officer was working at home or not; if a face-to-face meeting was required then that would be arranged.
- Members also commented that they did not always know who to contact as they were not aware of team structures. It was suggested that perhaps the IT system could be developed to support this better.
- The Interim Chief Executive responded that she had been made aware of some issues about responsiveness to Councillors and the business improvement team were looking at the issue. A small project team had taken on board feedback about Members' experiences and would report to the Strategic Management Team. She emphasised that officers must be responsive and proactive as members represented the community.
- What objectives of the policy were and how they would be measured. The Interim Chief Executive responded that the key parameters of the policy set out that objectives, performance measures and ensuring service cover were priorities. The objectives were service specific depending on the type of service being delivered. Agile working had to be arranged to support the Council's priorities.
- What arrangements were in place for staff who were unable to work from home and what flexibility there was generally. The Interim Chief Executive reported that during the pandemic a number of staff were unable to work from home for various reasons and they had been supported to be office based. In the policy there was an opportunity for a discussion between the employee and their manager at any time to review arrangements. The balance between working at home and in the office would also be tested.
- Whether managers had the skills to deal with poor performance that might be masked through lack of regular face to face contact. The Interim Chief Executive responded that managers had training support and would follow up performance issues.
- Whether the policy applied to for agency workers. It was noted that it generally did not apply, although a manager may decide that it would be appropriate in service specific instances.

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- A member suggested that the title 'Agile working' might be misconstrued as in project management terms it was a way of implementing large projects. Officers undertook to review the title as the initiative was important for recruitment and retention.
- Where the pressure came from to develop the policy. The Interim Chief Executive responded that the initiative had emerged post Covid as a result of the experience of working differently through the pandemic, but the Council would work in the most efficient way possible with a balance for the Council and for staff.
- What channels were available to employees if a manager was not available or 'visible'. The Human Resources and Development Manager responded that they were encouraged to contact their senior managers through their management structure in the first instance. The inductions process identified the relevant team and departmental structure.
- Whether the council used 360-degree appraisal. This was not currently used, but different surveys undertaken, such as staff and spot surveys, and these were increasing frequency. They provided information about where in the organisation there might be issues relating to performance.
- What arrangements were in place for customers to review services; the Interim Chief Executive responded that there were records of service enquiries within service areas. The Council had a complaints and compliments system and the level of both were monitored by the Corporate Management Team. The Council also used customer satisfaction surveys to inform managers of performance.
- Whether some form of follow up could be introduced as part of measuring satisfaction with customers' interaction with services. The project team would pick this up.
- In response to a query about the Workforce Strategy Board, the Interim Chief Executive reported that this was part of developing the workforce action plan. It had been identified that a corporate board was needed to manage and monitor outcomes and implementation. The Interim Chief Executive would chair the Board, which would involve colleagues from the Senior Management Team, supported by project leads and other officers to advise as required. It would meet monthly for at least 6 months and would look at all workstreams.
- Whether the overall impact on mileage as a result of flexible working had been captured. The Human Resources and Development Manager responded that it had been measured previously during the pandemic but not more recently.

**RESOLVED** that the report be noted.

40/23

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



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[At the discretion of the Chairman, item 9 on the agenda – Worcestershire Health Overview and Scrutiny Committee – Update – was considered earlier in the meeting as item 5]

The Council's Representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor Kumar, updated the Board on the matters discussed by the HOSC at its recent meeting on 11<sup>th</sup> October 2023 as follows:

- Hillcrest Mental Health Ward. It was noted that the Ward was recently given a 'poor' rating by the Care Quality Commission (CQC) due to issues such as lack of recordkeeping. At the HOSC meeting Members asked for clarification as to what was happening to rectify the worrying situation with the Ward. Among other things, it was reported that there were plans to transfer the Ward to the Worcestershire Royal Hospital (part of Worcestershire Acute Hospitals NHS Trust).
- Children's Hearing Services (paediatric audiology). It was reported that in October 2022, some inconsistencies with the accuracy of children's hearing tests delivered were identified. To date, the review, identified the need for 115 children to have their hearing retested due to inconsistencies with testing. This number was likely to increase as the review continued. It was noted that the incorrect test results led to children being given attention deficit disorder diagnosis. Due to this, 7 cases of moderate harm and 16 cases of greater harm had been identified resulting from the incorrect diagnosis. In all cases the families involved had been given a full explanation and apology as part of Worcestershire Acute Hospitals NHS Trust (WHAT) Duty of Candour.
- Health Services Winter Planning. The use of jargon and acronyms was raised by Members in relation to this item. It was said that this impeded understanding of the health system by members of the public and patients. For example, a term such as 'virtual wards', denoting the health oversight and monitoring of a patient after the patient had left hospital was a jargon term that was not easy to understand for people not working in the health system. As part of this report, the Representative to HOSC noted that problems were identified with the launch of the 'Home for Lunch' campaign, which was a plan to discharge patients from hospitals before lunch time.
- The Council's Representative reported that at the meeting he raised the issue of poor level of service in GP surgeries across Bromsgrove District.

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

41/23

**COMMUNITY SHOP PROVISION IN THE DISTRICT - OVERVIEW**

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A presentation on food bank provision across the District was delivered by the Head of Community and Housing Services. It was noted that this item was originally scheduled on the agenda for the last meeting and was to cover information concerning the Newstarts Community Supermarket only. However, at the Members' request this presentation was now extended to cover community supermarkets and food bank provision across the District.

The details of the following organisations providing community supermarket and foodbank provision in the District were given:

- NewStarts Community Supermarket - It was noted that this community supermarket was based on the stand-alone shop system with one member of staff and a number of volunteers providing community supermarket provision. This project was not funded by the Council. This project emerged from discussions at multi-agency Cost of Living (COL) Partnership and, as NewStarts was an organisation that was used to handling food and had the correct food safety registrations, it offered to pilot the community supermarket project. The standalone cost of initiating the project was £67,000 and it launched operation at the Bromsgrove site from 1<sup>st</sup> June 2023.

It was explained that the project operated on the environmental principle of preventing food waste by obtaining food that would otherwise be wasted. For example, NewStarts had agreements through a scheme called Neighbourly to collect surplus food from Lidl, Aldi and sometimes Sainsburys. In addition, NewStarts were supplied by an organisation called WasteKnot who obtained fresh fruit and vegetables that would either be ploughed back into the ground or placed in landfill.

Initially, the community supermarket was only running at the Bromsgrove Sherwood Road site since June 2023, but in August 2023 a second space was set up in New Frankley Arden Road. The community supermarket had been operating on a 'pay what you can afford' model as no resident was thereby excluded from accessing the provision.

It was highlighted that a number of metrics were used to measure the success of the NewStarts Community Supermarket, and in this regard it was noted that since the launch of the Bromsgrove Sherwood Road site on 1<sup>st</sup> June 2023, 134 people used the supermarket and an income of £420 had been generated. 750kg of food was also saved from going to waste. For the New Frankley Arden Road site, opened on 2<sup>nd</sup> August 2023, the respective figures were 82 people who used the supermarket, £208 income, and 150kg of food saved from going to waste.

It was noted that the project thus far operated at a £391 deficit, however, it was hoped that as more people learned about the

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project and the range of items widened, the income would increase. The project saw positive development in terms of making an impact to people who accessed the Bromsgrove and New Frankley sites. It was highlighted that both sites were currently open once a week on Thursdays between 3pm and 6pm to provide continuity of opening times.

- New Starts Food Bank – In addition to Community Supermarket, food bank was also operated by NewStarts at Sherwood Road, Bromsgrove, and Arden Road, New Frankley sites. The food banks were open to all Bromsgrove residents and were open Monday-Friday 9am to 4pm. The operating model to access the service was by agency referral and the food banks relied on donations of cash and food, in addition to the wholesale scheme with Morrisons and donations from Lidl, Aldi and Sainsburys, for its supplies. As part of the NewStarts scheme 1,706 food parcels had been distributed at Bromsgrove site and 1,246 at Rubery site to date.
- Catshill Baptist Church - Based at Catshill Baptist Church, the focus of this food bank was on Catshill residents but it was open to all of Bromsgrove. The offer consisted of food and household supplies, the food bank was operated by volunteers, open on Wednesdays from 10.30am to 12.30pm, and was accessible via agency referral. The food bank relied on donations of cash and food, in addition to donations from Catshill Co-op, Catshill Spar, Catshill One Stop, and Waitrose and Lidl supermarkets in Bromsgrove. 986 parcels had been provided between 1<sup>st</sup> January and 30<sup>th</sup> September 2023.
- The Basement Project - Based at Hanover House, the focus of this scheme was on people under 25 but it was open to all Bromsgrove residents. The offer consisted of food and toiletries supplies, the food bank was open Monday to Friday from 9am to 4.30pm, and was accessible via both self-referral and agency referral. The food bank relied on donations of cash and food, and it worked with schools to provide food parcels to families. 610 parcels were provided via this project in the last 12 months.
- Hollywood Christian Life Centre - Located at Simms Lane in Hollywood, the food bank was open to all Bromsgrove residents, providing food and toiletries supplies. It was open on Mondays from 1.30pm to 2.30pm, although parcels were provided 5 days a week. The food bank was available via both self-referral and agency referral, and the number of parcels provided were approximately 20-25 per week.
- Alvechurch Community Larder - Based at Alvechurch Baptist Church Hall, open to residents of the Parish, providing food and some household supplies. The food bank was open on Fridays between 11am and 12.30pm with another day added recently due

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to popularity. The larder was accessible via self-referral where users paid £4 cash to access approximately £20 of food, with food provided from supermarkets. Numbers of parcels distributed to be advised.

- The Duke of York - This would be run from a pub in Sidemoor which offered food on Mondays and Wednesdays between 8am and 10am. The operation model was via self-referral and the project was currently in the process of being set up.

Following the overview of the provision provided by Officers, the following issues were discussed:

- It was noted that the Council's Cost of Living surveys as well as anecdotal evidence highlighted an increase in the need for food bank services. More data was also held by Bromsgrove Partnership to confirm the trend. This data was backed up by the increase in the numbers of people accessing food banks nationally over the last few years. It was noted that many people who were previously unknown to the Council (for example people who were not accessing state financial support) were presenting at food banks.
- It was enquired whether the reference to 216 people who used the NewStarts Community Supermarket to date (both sites) denoted 216 unique individuals accessing the supermarket or 216 instances of access to the Supermarket (regardless of whether a person accessed it more than once). It was commented that this question also related to data presented for other foodbanks. Officers undertook to clarify whether the data related to the number of visits or the number of users.
- Some Members thought that the referral model for accessing food banks was not appropriate, especially where people experienced sudden crisis or emergency situations and needed immediate access to food. It was explained on the other hand that the voluntary organisations providing the service had only limited supplies of food and the referral system helped them plan for demand and ensure that food parcels were provided to all people referred.
- It was noted that the referral system enabled the Council to know more about a resident and thereby signpost to access support and funding, for example the Household Support Fund during Covid-19 pandemic.
- Officers commented that it was likely the Government would no longer offer Household Support Fund and information was awaited on what funding support would be available from Government in this area in future years.
- It was commented that most of the food bank schemes in the District were concentrated in Bromsgrove Town Centre, with some operating from other urbanised areas of the District. One of the schemes researched operated a delivery service.

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- It was pointed out that there were some discrepancies in food banks coverage across the District and that there were also differences across food banks with some requiring agency referral whilst others being available via self-referral. Some Members expressed concern that to access parcels at some food banks, residents had to provide personal information to the food bank staff.
- It was noted that the Council did not fund the food banks or the community supermarket, but that these voluntary organisations could access grants funding administered by the Council. It was noted that the Basement Project received a small amount of funding from the Council relating to housing.

Following the discussion, Members agreed that it would be appropriate to establish a Task Group to investigate the food banks provision in the District, including what models of operation could work best in the District. It was agreed that the Task Group would be comprised of five or six Members and that membership would be decided following the meeting, to be formally confirmed at the next meeting of the Board.

**RESOLVED** that a Task Group be established to investigate the topic of Community Supermarket / Food Bank provision in the District.

42/23

## **GOVERNANCE SYSTEMS REVIEW - IMPLEMENTATION PROGRESS UPDATE (VERBAL UPDATE)**

The Head of Legal, Democratic and Property Services provided an update on the progress in implementing the outcomes of the Governance Systems Review and in doing so reported that initial draft proposals on the Memorandum of Understanding (between all political group leaders on maintaining the 'hybrid Leader and Cabinet' for at least a four year period from May 2024). would be brought forward before the Overview and Scrutiny Board and Cabinet in November to enable Members to view the wording of the memorandum and propose amendments if necessary. There would be a similar draft with regard to Cabinet Advisory Panels, hoped to be presented before Members in November.

It was hoped that at the November meeting of Overview and Scrutiny a more detailed action plan in relation to other proposed constitutional changes could also be provided.

In terms of monitoring the progress in implementing the changes to governance review, it was noted that there would be a progress update at each meeting of Overview and Scrutiny Board. It was highlighted that changes to governance arrangements and model would come into effect from the start of the next municipal year.

**RESOLVED** that the Governance Systems Review – Implementation Progress Update be noted.

43/23 **NOTICE OF MOTION - REQUEST TO INVESTIGATE - FUTURE OF LIBRARIES WITHIN THE DISTRICT**

The consideration of this item was deferred to the next meeting of the Board.

44/23 **FINANCE AND BUDGET WORKING GROUP - UPDATE**

The Chairman reported that the next two meetings of Finance and Budget Working Group were due to take place on 17<sup>th</sup> October and 7<sup>th</sup> November 2023 respectively.

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

45/23 **CABINET WORK PROGRAMME**

The Cabinet Work Programme was presented for Members' consideration.

It was highlighted that the next iteration of the Cabinet Work Programme would contain a short paragraph or description next to each item on that Work Programme to assist Members with understanding the context of the particular Cabinet report. This next iteration would be implemented in time for the next meeting of the Overview and Scrutiny Board in November.

A query was raised by Members with regards to access by District Councillors to minutes of the Local Strategic Partnership (LSP) – Bromsgrove Partnership. It was responded by the Interim Chief Executive that the request to access the minutes/notes of the LSP meetings would be made on behalf of the Overview and Scrutiny Board. However, as LSP was not a public body, it would be for the LSP Board to decide at its meeting whether to grant this request.

**RESOLVED** that:

- 1) A request be made to the Bromsgrove Partnership (the Local Strategic Partnership for Bromsgrove District) that access to the minutes/notes from its meetings be granted to Bromsgrove District Council Councillors.
- 2) The contents of the Cabinet Work Programme be noted.

46/23 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Overview and Scrutiny Board Work Programme was presented for Members' consideration.

**RESOLVED** that the Overview and Scrutiny Board Work Programme be noted.

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The meeting closed at 8.09 p.m.

Chairman

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### Overview and Scrutiny Board

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#### Governance Systems Task Group – Update Report

Relevant Portfolio Holder		Councillor Charlie Hotham, Portfolio Holder for Finance and Enabling
Portfolio Holder Consulted		Yes
Relevant Head of Service		Claire Felton, Head of Legal, Democratic and Property Services
Report Author Claire Felton	Job Title: Head of Legal, Democratic and Property Services Contact email: <a href="mailto:c.felton@bromsgroveandredditch.gov.uk">c.felton@bromsgroveandredditch.gov.uk</a>	
Wards Affected		No specific ward relevance
Ward Councillor(s) consulted		N/A
Relevant Strategic Purpose(s)		An Effective and Sustainable Council
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

#### 1. RECOMMENDATIONS

The Overview and Scrutiny Board is asked to **RECOMMEND** that:-

- 1) The terms of reference for the Cabinet Advisory Groups be approved;
- 2) The proposed Memorandum of Understanding concerning cross party working be approved; and
- 3) The update in respect of progress with implementing the recommendations made by the Governance Systems Task Group be noted.

#### 2. BACKGROUND

- 2.1 The report details the work that has been undertaken at the Council to implement the recommendations made by the Governance Systems Task Group and which were approved at an extraordinary meeting of Council held on 20<sup>th</sup> September 2023.
- 2.2 The Overview and Scrutiny Board is invited to consider the update provided and whether to approve the recommendations detailed in the report.

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#### **3. OPERATIONAL ISSUES**

- 3.1 The Governance Systems Task Group completed a review of the Council's governance model in September 2023. The findings detailed in the group's report were subsequently approved at an extraordinary meeting of Council held on 20<sup>th</sup> September 2023.
- 3.2 Since Council approved the group's recommendations, the Constitution Review Working Group has held a number of meetings to consider progress with the implementation of the actions that were proposed.
- 3.3 At a meeting of the Constitution Review Working Group held on 28<sup>th</sup> September 2023, Members agreed that meetings of the group should take place approximately once a month to enable Members to ensure that the amendments to the Council's constitution and working practices that are required, following on from the review, will be delivered in time for all such changes to be in place by the start of the 2024/25 municipal year.
- 3.4 At a subsequent meeting of the Constitution Review Working Group, held on 1<sup>st</sup> November 2023, Members considered initial draft terms of reference for the Cabinet Advisory Groups that had been proposed by the Governance Systems Task Group. Members also considered a draft Memorandum of Understanding for cross party working, which had similarly been proposed by the Task Group.
- 3.5 A number of amendments were requested by Members to these documents and it was agreed that a further meeting of the Constitution Review Working Group should take place to consider the updated versions of the Cabinet Advisory Group terms of reference and Memorandum of Understanding for cross party working. To ensure that this could take place in time for a written update on the subject to be reported to the Overview and Scrutiny Board meeting in November 2023, this additional meeting of the Constitution Review Working Group took place at midday on Wednesday 8<sup>th</sup> November 2023.
- 3.6 Based on the amendments that had already been made to both documents and which were subsequently suggested at the meeting of the Constitution Review Working Group held on 8<sup>th</sup> November, the group endorsed the attached terms of reference for Cabinet Advisory Groups and Memorandum of Understanding for cross party working.

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- 3.7 In addition to this work, it is important to note that a comprehensive review of the Council's constitution is currently being undertaken on behalf of the Council. Findings arising from the Governance Systems Task Group will be taken into account as part of this process, whilst the review also aims to simplify and reduce the current length of the constitution. Any proposed changes to the constitution arising from this process will ultimately need to be determined by Council.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no specific financial implications arising from this report.

#### **5. LEGAL IMPLICATIONS**

- 5.1 Review and revision of the Constitution is governed by Article 15 of the Constitution.

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

##### **Relevant Strategic Purpose**

- 6.1 The action proposed in this report supports the strategic purpose "an effective and sustainable Council".

##### **Climate Change Implications**

- 6.2 There are no specific climate change implications.

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

- 6.3 There are no specific equalities and diversity implications.

#### **7. RISK MANAGEMENT**

- 7.1 There is a risk that if the Council does not progress in a timely manner with consideration of the changes to the constitution required as a result of the Governance Systems Task Group, these amendments will not be in place in time for the start of the 2024/25 municipal year as intended.

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

##### **Appendices**

Appendix 1 – Proposed Cabinet Advisory Group Terms of Reference.

## Overview and Scrutiny Board

meetingdatedm

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Appendix 2 – Proposed Memorandum of Understanding concerning cross party working.

### Background Papers

Governance Systems Task Group’s final report: [Governance Systems Task Group - report](#)

Minutes of the meeting of the extraordinary Council meeting held on 20<sup>th</sup> September 2023: [Minutes - Council meeting, 20th September 2023](#)

### **9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Charlie Hotham.	10/11/2023
Lead Director / Head of Service	Claire Felton, Head of Legal, Democratic and Property Services	08/11/2023
Financial Services	Pete Carpenter, Director of Finance and Resources	08/11/2023
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	08/11/2023

## **CABINET ADVISORY GROUP**

1. Cross Party working is widely recognised as a valuable part of the democratic process and it is important that there is openness and transparency in the way that the Cabinet operates.
2. Bromsgrove District Council will facilitate all member engagement and consultation on decisions to be taken by Cabinet by way of Cabinet Advisory Groups (“CAGs”).
3. CAGs are not formal Committees of the Council. They are informal groups convened to enable all members to be aware of and to contribute to strategic and other items.
4. CAGs are not subject to any of the procedure rules in the Council’s Constitution. The rules on political proportionality also do not apply.
5. CAGs should not attempt to replicate the functional areas covered by the audit and overview and scrutiny committees.
6. Any elected member can attend a CAG meeting. The meetings will be chaired by the relevant Portfolio Holder(s). Officers and other Cabinet Members may attend.
7. CAG meetings can be conducted in person, or in virtual or hybrid format at the discretion of the group.
8. Dates for the CAGs will be included in the calendar of meetings in advance, although additional meetings can be scheduled throughout the year as and when required by the Portfolio Holder.
9. Democratic Services shall arrange meeting times and provide any documentation required in advance of the meeting. A note of the views of members in attendance will be taken and actions reported to the Cabinet Working Group. This will also be referenced in any report to Cabinet.
10. The normal rules relating to access to information apply, in terms of members and officers observing the confidentiality of exempt information.
11. The Code of Conduct applies when attending CAG meetings and declarations of interests will need to be declared as a standing item on the agenda. Some members may not be able to participate in some items due to their personal interests.

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## **Bromsgrove District Council**

### **Memorandum of Understanding**

**concerning**

### **CROSS PARTY WORKING**

**2023**

#### **Introduction**

- (A) Following the 2023 elections the political representation of the Council changed so that no party held the majority of seats on the Council.
- (B) In recognition of this change a review was carried out to understand which model of governance would best suit no overall control.
- (C) On 20 September 2023 Council resolved to retain the leader and cabinet model of governance on a hybrid basis involving all members, wherever possible.
- (D) All Members including group leaders wish to enter this Memorandum of Understanding to provide for their on-going relationship, aspirations, expectations and continuing collaboration and participation in the decision making at the Council.
- (E) These principles shall be incorporated into the Council's new constitution from May 2024.

## Principles

The Parties agree to adopt the following principles to effect good decision making in the Council:

1. Acknowledge that cross party working is a valuable part of the democratic process;
2. Act in good faith and in the spirit of partnership with open and honest conversations;
3. Co operate to achieve effective cross party work;
4. Work collaboratively and collectively to find solutions in the best interests of the community;
5. Recognise that each individual member can contribute to decisions that are taken and should be involved and able to provide their opinion before a decision is taken.
6. Accept that the political proportionality rules shall apply to the allocation of seats on all formal committees and that wherever possible the person presiding full Council, Audit and Overview and Scrutiny Committee meetings should be selected from the political parties not represented on the Cabinet.
7. Accept that where possible the principles of political proportionality shall also apply to any other roles and responsibilities to be allocated [for example outside body appointments, not including ex officio appointments]



### Overview and Scrutiny Board 2023

20<sup>th</sup> November

#### **Food Bank and Community Supermarket Provision Task Group**

Relevant Portfolio Holder		Councillor Shirley Webb – Portfolio Holder for Health and Wellbeing and Strategic Housing
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Willis, Head of Community and Housing 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		N/A
Relevant Strategic Purpose(s)		All - Enabling
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 Board is asked to:-**

- a) Appoint a Chairman of the Food Bank and Community Supermarket Provision Task Group; and**
- b) Agree the Membership of the Food Bank and Community Supermarket Provision Task Group.**

#### **2. BACKGROUND**

- 2.1 At the last meeting of the Overview and Scrutiny Board on 16<sup>th</sup> October 2023, Members agreed that a Task Group should be established looking at Food Bank and Community Supermarket Provision in the District.
- 2.2 The purpose of this report is to formalise the membership of this Task Group, considering requests received to date from Members who have asked to be included in the Task Group following last meeting of the Overview and Scrutiny Board.

## **Overview and Scrutiny Board 2023**

20<sup>th</sup> November

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### **3. OPERATIONAL ISSUES**

#### **3.1 Chairman**

Traditionally the Chairmen of Task Groups have been chosen from among Members of the Overview and Scrutiny Board. Members are asked to consider whether they are happy with this arrangement to continue in this case.

#### **3.2 Membership**

It has been the existing practice within the Council that Task Groups are composed of 5 Members with a quorum of 3. Councillors are asked to consider if this is an appropriate number of Members for this Task Group. It is not specified as to whether that membership needs to be politically balanced, although it would be good practice to have each political group represented.

Members are agree to the membership of the Task Group. Any Member wishing to put his/her name forward for this Task Group needs to be aware that the Task Group will meet regularly throughout the review.

#### **3.3 Terms of Reference**

The terms of reference will be agreed by Members with the assistance of Officers once the membership has been agreed and before the first meeting of the Task Group.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications in respect of this report. Although it should be noted that there will be resource implications in respect of officer time in attending and preparing for the Task Group meetings and there may be resource implications associated with any recommendation(s) made by the Task Group.

### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications relating to this report, other than those in respect of the Overview and Scrutiny function as a whole. Task Group is currently not constituted, but an arrangement available to the Overview and Scrutiny Board to consider a matter of interest in depth.

## **Overview and Scrutiny Board 2023**

20<sup>th</sup> November

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

#### **Relevant Strategic Purpose**

- 6.1 The work of the Task Groups would contribute towards meeting the strategic purpose of providing residents with the enabling mechanisms to do what they need to do to meet their purpose.

#### **Climate Change Implications**

- 6.2 There are no climate change implications in respect of this report.

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

- 6.3 There are no direct customer/equalities and diversity implications in respect of this report.

### **7. RISK MANAGEMENT**

- 7.1 No specific risks have been identified at this stage.

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

None

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**SCRUTINY INVESTIGATION PROPOSAL – FUTURE OF LIBRARIES IN THE DISTRICT**

Relevant Portfolio Holder	Councillor Steven Colella, Cabinet Member for Leisure, Culture and Climate Change
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic & 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	No
Relevant Strategic Purpose(s)	N/A
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 Board is asked to consider the request as detailed in paragraph 2.1 of this report and agree to one of the following:**

- (a) that the request is included on the work programme and the Board considers the matter as an item of business at its next or subsequent meeting; OR**
- (b) that the request is included on the work programme and a Task Group Review is agreed to enable a more in-depth investigation of the matter, and that the broad terms of reference and timescales for the Review are agreed; OR**
- (c) that further information be requested from a relevant source before deciding whether or not further investigation is required; OR**
- (d) that the Board decides to take no further action.**

## **2. BACKGROUND**

- 2.1 The Overview and Scrutiny Board are requested to investigate the future of library provision within the District. This follows a Notice of Motion put forward by Councillor H. D. N. Rone-Clarke at the Council meeting held on 19<sup>th</sup> July 2023 as follows:

“There is a threat to the future of our libraries and the way in which they are to be managed. It is proposed that Bromsgrove, Rubery and Wythall Libraries will be the first in the County to become ‘unmanned.’ There will be serious consequences associated with such changes both for staff and users of this service. Therefore, we call upon the Overview and Scrutiny Board to investigate the consequences of such action.”

## **3. OPERATIONAL ISSUES**

- 3.1 A request from full Council has been made to investigate the consequences of proposed changes to the library provision in the District.
- 3.2 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation at its regular meetings or whether a more in-depth investigation is required in a form of a task group or short-sharp review.
- 3.3 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.4 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.
- 3.5 It is noted that the Review of Libraries Task Group had been carried out in 2021 and Members may wish to consult the final report of that Task Group which is attached as Appendix 1 to this report.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

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

##### **Relevant Strategic Purpose**

- 6.1 Governance underpins all of 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**

- 7.1 Not applicable at this stage as this report is asking to consider the various options relating to the investigation of the Notice of Motion.

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

Appendix 1 - Final Report of Impact of the Review of Library Services Task Group, 2021.

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# OVERVIEW & SCRUTINY BOARD

## IMPACT OF THE REVIEW OF LIBRARY SERVICES TASK GROUP

### FINAL REPORT

March 2021



**Bromsgrove**  
District Council  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

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## MEMBERSHIP OF THE TASK GROUP



Councillor Steve Colella (Chairman)



Councillor Sue Douglas



Councillor Janet King



Councillor Adrian Kriss



Councillor Maria Middleton



Councillor Caroline Spencer

### Supporting Officer Details

Jo Gresham – Democratic Services Officer

[joanne.gresham@bromsgroveandredditch.gov.uk](mailto:joanne.gresham@bromsgroveandredditch.gov.uk)

## Foreword from the Chairman

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

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

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

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

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

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

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

# Agenda Item 7

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

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

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

## Summary of Recommendations

### Chapter 1 – Promotion and Location of Libraries in the District

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

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

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

## **Chapter 2 - Areas for Consideration by Worcestershire County Council**

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



## Background Information

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

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

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

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

## Chapter 1 – Promotion and Location of Libraries in the District

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

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

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

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

# Agenda Item 7

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

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

The Task Group therefore recommends the following:

<b>Recommendation 1</b>
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<b>That all Members continue to receive up to date information in relation to any proposed changes to libraries in their Wards.</b>
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<b>Recommendation 2</b>
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<b>That all Members be consulted when any proposed changes are to be made to the Strategic Libraries in the District.</b>
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<b>Recommendation 3</b>
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<b>That a Joint publicity campaign be undertaken to promote the facilities available at Libraries.</b>
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## Chapter 2 - Areas for Consideration by Worcestershire County Council

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

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

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

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

# Agenda Item 7

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

The Task Group therefore recommends the following:

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

## Chapter 3 - Areas to Note

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

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

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

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

#### **Terms of Reference as at March 2020**

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

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

#### **Aims and Objectives of the Task Group**

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

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

## Background Papers

### External Documents

Worcestershire County Council Library Strategy 2020-2025  
The Wigan Deal



## Witnesses

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

### **External Witnesses**

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

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

### Questions for Councillor Lucy Hodgson

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

### **Library Services and Opening Times in the District**

#### **Alvechurch**

Birmingham Road  
Alvechurch  
Birmingham  
B48 7TA

#### **Normal Opening Times**

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

#### **Adult Learning Courses**

French for Improvers - £30.00 or £50.00

Spanish Continuing Beginners - £40.00

Watercolours for Improvers - \$50.00

#### **Notices and Promotions**

*Children's Spoken Word Promotion:*

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

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

#### **Events at Alvechurch Library**

Showing 1 to 5 of 5 events.

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

# Agenda Item 7

**Bounce and Rhyme - weekly, free**

**Saturday Story time at Alvechurch Library - weekly, free**

**Tuesday Story Time at Alvechurch Library - weekly, free**

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

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

Size: medium

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

Facilities: Available during opening hours (closed Wednesdays)

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

## **Bromsgrove Library**

Parkside  
Market Street  
Bromsgrove  
B61 8DA

### **Normal Opening Times**

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

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

Cost: Free

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

Cost: £3

### **Adult Learning Courses**

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

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

### **Weekly Events**

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

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

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

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

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

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

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

### **Bromsgrove Library Meeting Rooms** (see charges in appendix 2)

#### *Medium Room*

- Capacity: Up to 15 people

# Agenda Item 7

- Category: Bronze, Silver

## *Small Room*

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

## Facilities for both rooms:

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

## Catshill Community Library

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

### Normal Opening Times

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

### Adult Learning Courses

None available

### Activities

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

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

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

## Hagley Library

Worcester Road  
Hagley  
Stourbridge  
West Midlands  
DY9 0NW

### Normal Opening Times

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

### Adult Learning Course

None available

### Activities

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

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

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

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

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

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

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

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



## Rubery Library

7 Library Way  
Rubery  
Birmingham  
B45 9JS

### Normal Opening Times

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

### Activities

Easter Wreath Meeting £30.00

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

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

Rubery Stitchers – **weekly, free**

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

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

### Rubery Library Meeting Room (see charges in appendix 1)

Size: medium

- Capacity: up to 12 people
- Category: Bronze

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

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

## Wythall Library

Woodrush Community Hub  
Shawhurst Lane  
Hollywood  
Birmingham  
B47 5JW

### Normal Opening Times

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

### Adult Learning Courses

None available

### Activities

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

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

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

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

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

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

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

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

## Library Facilities

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

# Agenda Item 7

Worcestershire County Council

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

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

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

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

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

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

All wishing to hire library premises will be asked to sign and agree to the standard list of terms and conditions.

A £50 damage waiver deposit may be requested for non-standard activities, e.g. Children's parties

# CABINET LEADER'S WORK PROGRAMME

**1 DECEMBER 2023 TO 31 MARCH 2024**  
**(published as at 1<sup>st</sup> November 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](mailto: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
Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street <b>Key:</b> Yes	Cabinet Not before 17th Jan 2024		Report of the Chief Executive	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252  Councillor K. J. May
Carbon Reduction Strategy Annual Review <b>Key:</b> 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
Cost of Living Funding Proposal <b>Key:</b> 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  Leader and Cabinet Member for Strategic Partnerships, Councillor S. A. Webb

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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
Council response to Local Plan Consultations; Birmingham Development Plan, South Staffordshire Local Plan and South Worcestershire Development Plan <b>Key: No</b>	Cabinet Not before 17th Jan 2024  Council Not before 24th Jan 2024		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor K. Taylor
Council Tax Base and Business Rates Yield 2024/25 <b>Key: No</b>	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

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 - Discretionary Council Tax Reduction Policy <b>Key: No</b>	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 <b>Key: No</b>	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
District Heat Network Revisions <b>Key: Yes</b>	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



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
Final Council Tax Support Scheme 2024/25 <b>Key:</b> 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
Environmental Enforcement Business Case <b>Key:</b> Yes	Cabinet 17 Jan 2024	This report may contain exempt information which may need to be considered in private session.	Report of the Head of Worcestershire Regulatory Services	Mark Cox, Technical Services Manager Tel: 01562 738023  Councillor K. Taylor
Finance Recovery Plan - Update <b>Key:</b> 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

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
Local Heritage List Strategy <b>Key: Yes</b>	Cabinet 17 Jan 2024		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor K. Taylor
Non-Domestic Rates - Discretionary Rate Relief Policy <b>Key: No</b>	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
Pay Policy 2024/25 <b>Key: No</b>	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

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
Planning Enforcement Policy <b>Key: Yes</b>	Cabinet 17 Jan 2024		Report of the Head of Worcestershire Regulatory Services	Toni Ainscough, Principal Officer (Environmental Enforcement) Tel: 01562 738035  Councillor K. Taylor
Play Audit <b>Key: Yes</b>	Cabinet 17 Jan 2024		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
Playing Pitch Strategy <b>Key: No</b>	Cabinet 17 Jan 2024		Report of the Head of Planning, Regeneration and Leisure Services	Jonathan Cochrane, Development Services Manager Tel: 01527 64252  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
Independent Remuneration Panel Recommendations 2024/25 <b>Key:</b> 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
Finance and Performance Quarter 3 Monitoring Report 2023/24 <b>Key:</b> Yes	Cabinet 14 Feb 2024 Council 21 Feb 2024	This report may contain exempt information which would need to be considered in private session.	Report of the Head of Finance and Customer Services	Michelle Howell, Head of Finance and Customer Services Tel: 01527 64252  Councillor C. A. Hotham
Medium Term Financial Plan (including Treasury Management Strategy, Capital Strategy, Minimum Revenue Provision and Investment Strategy) (Tranche 2) <b>Key:</b> 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

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 Resolutions 2024/25 <b>Key:</b> 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
Finance and Performance Outturn Report 2023/24 <b>Key:</b> 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

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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>
20 <sup>th</sup> November 2023	Agile Working – Update on Progress in addressing queries raised by Members at the last meeting	Guy Revans, Executive Director (Interim)
	Notice of Motion – Request to Investigate – Future of Libraries within the District	Councillor H. D. N. Rone-Clarke, Proposer of the Motion
	Proposal for a Bromsgrove DC Cross Party Working Group to be set up to improve Rail and Bus Connectivity at Bromsgrove Station	For consideration by all Members
	Food Bank and Community Supermarket Provision Task Group – Membership Report	Judith Willis, Head of Community and Housing Services
	Governance Systems Review – Implementation Progress Update (Standing Item)	Claire Felton, Head of Legal, Democratic and Property Services
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
16 <sup>th</sup> January 2024	Playing Pitch Strategy – pre-scrutiny	Jonathan Cochrane, Development Services Manager
	Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street – pre-scrutiny	Peter Carpenter, Interim Section 151 Officer
	UK Shared Prosperity Fund projects update	Peter Carpenter, Interim Section 151 Officer
	Decarbonisation of the Council Fleet – pre-scrutiny	Simon Parry, Head of Environmental and Housing Property Services (Interim)
	Governance Systems Review – Implementation Progress Update (Standing Item)	
	Task and Working Group Updates	

# Agenda Item 12

	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
12 <sup>th</sup> February 2024	Governance Systems Review – Implementation Progress Update (Standing Item)	
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	North Worcestershire Community Safety Partnership – Annual Review of Work in 2022-23	Bev Houghton, Community Safety Manager
11 <sup>th</sup> March 2024	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
	6-month Review of Progress in Implementation of Hybrid Leader and Cabinet Governance System	Chairman of the Board Monitoring Officer
15 <sup>th</sup> April 2024	Overview and Scrutiny Board – Recommendation Tracker for 2023-24	Chairman of the Board
	Overview and Scrutiny Board – Annual Report 2023-2024	Chairman of the Board
	Governance Systems Review – Implementation Progress Update (Standing Item)	
	Task and Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
TBC	Parking Enforcement Service Level Agreement – pre-scrutiny	Simon Parry, Head of Environmental and Housing Property Services (Interim)
	Council’s Biodiversity Policy – including arrangements for auditing of the Council’s legal requirement under section 40 of the Natural Environment and Rural Communities Act 2006 (as updated by section 102 of the Environment Act 2022)	



# Agenda Item 12

## Items referred to Finance and Budget Working Group

Item	Update
Scrutiny Investigation Proposal – Free Blue Badge Parking on Council Car Parks – Presentation	Referred to Finance and Budget Working Group for investigation – will form part of discussion at 21.11.2023 meeting

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