



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

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

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors D. L. Pardoe (Chairman), Dr. G. H. Lord (Vice-Chairman), A. N. Blagg, Mrs. M. Bunker, S. R. Colella and C. B. Taylor (Labour Group vacancy)

AGENDA

1. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the Special Meeting of the Scrutiny Steering Board held on 22nd May 2008 (Pages 1 - 6)
4. Overview and Scrutiny Guide (Pages 7 - 36)
5. Additional Task Group Members (Pages 37 - 42)
6. Verbal updates on progress of Scrutiny Task Groups
 - (a) Anti-Social Behaviour and Alcohol Free Zones (Councillor C. B. Taylor)

(Please Note: The first meeting of the Refuse and Recycling Task Group has been scheduled to be held on 7th July 2008, therefore, progress updates will be given at subsequent Board Meetings. The Board should note that, with the exception of Councillor S. P. Shannon, the other four original Members of the Task Group agreed to carry out the additional scrutiny work, including the Task Group Chairman, Councillor C. R. Scurrill.)

7. Recommendation Tracker (Pages 43 - 66)

8. Forward Plan of Key Decisions (Pages 67 - 96)
9. Work Programme (Pages 97 - 98)
10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

19th June 2008

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

SPECIAL MEETING OF THE SCRUTINY STEERING BOARD

THURSDAY, 22ND MAY 2008 AT 6.00 P.M.

PRESENT: Councillors A. N. Blagg, Mrs. M. Bunker, S. R. Colella, Dr. G. H. Lord,
D. L. Pardoe and C. B. Taylor

Observers: Councillor Mrs. J. D. Luck and Councillor S. R. Peters

Officers: Mr. K. Dicks, Mr. P. Street, Mrs. C. Felton, Mrs. S. Sellers and
Ms. D. McCarthy

1/08 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor D. L. Pardoe be elected Chairman of the Board for the ensuing municipal year.

2/08 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor Dr. G. H. Lord be elected as Vice-Chairman for the ensuing municipal year.

3/08 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

(It was noted that a Labour nominee was awaited.)

4/08 **DECLARATIONS OF INTEREST**

No declarations of interest or whipping arrangements were made.

5/08 **MINUTES**

The minutes of the meeting of the Scrutiny Steering Board held on 29th April 2008 were submitted.

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

6/08 **ENERGY EFFICIENCY GROUP UPDATE**

The Board considered an update of the work of the Energy Efficiency Group which was established to promote and pursue actions to secure more efficient energy use by the Council.

The Executive Director - Partnerships and Projects, Mr. Street, informed Members that the primary purpose of the Energy Efficiency Group was to monitor the implementation of the recommendations made by the Energy Savings Trust and it was reported that considerable progress had been made, as detailed within the appendix to the report. He stated that the Energy Efficiency Group had met twice and a third meeting was planned.

It was explained that the Group had also begun to consider wider sustainability issues as many of the recommendations in the Energy Savings Trust report were inter-linked with other aspects of the Council's activities. This led to a brief discussion as there was a concern that sustainability was not formally one of the Council's priorities.

There were also questions raised relating to Asset Management, the role of the Audit Board in relation to the Council's use of resources and the Asset Management Plan, partnership working with Worcestershire County Council, links with the Bromsgrove Strategic Partnership, funding received from Defra and possible funding for training from Carbon Trust.

RESOLVED:

- (a) that the report be noted; and
- (b) that the Executive Director - Partnerships and Projects explore what grants may be available to the Council for training in relation to Energy Efficiency, particularly from Carbon Trust.

7/08

FORWARD PLAN

The Head of Legal, Equalities and Democratic Services, Mrs. C. Felton, explained that historically, the Forward Plan had presented limited information whereas the new format provided more details on key decisions. Therefore, it was hoped the new version would be more meaningful for the Scrutiny Steering Board.

It was stated that the Forward Plan included all key decisions to be taken over the next four months as well as non-key decisions. It was clarified that the non-key decisions with an asterisk (*) were decisions which would be taken by the full Council.

Positive feedback on the new format of the Forward Plan was received from Members of the Board and it was confirmed that the Forward Plan would continue to be updated and published on a monthly basis.

Questions were raised on a number of items contained within the Forward Plan including Single Status (Job Evaluation), the future of Bromsgrove Museum, Gypsy Site Provision Review and Civil Parking Enforcement (also known as decriminalised parking).

It was felt that Bromsgrove Town Centre Issues and Options (item number 18 on the Forward Plan) was an important area with strong public concern and therefore more information was requested. The Executive Director - Partnerships and Projects, Mr. Street, stated that other Members had also

requested further information and consequently a Briefing had been compiled. The Board was also informed that there would be a Bromsgrove Town Centre Issues and Options Consultation in June 2008 where the Council would be consulting with statutory consultees, key stakeholders, Councillors and members of the public. It was suggested that the Consultation Report could be placed on the Agenda for the next meeting of the Board.

RESOLVED:

- (a) that the Forward Plan be noted; and
- (b) that the Bromsgrove Town Centre Issues and Options Consultation Report be included on the Agenda for the next Scrutiny Steering Board meeting on 1st July 2008.

8/08 **WORK PROGRAMME**

Due to the change in membership of the Scrutiny Steering Board and the need to clarify how the Board would like to progress items on the work programme, Members considered all topics included on the work programme.

Anti-Social Behaviour and Alcohol Free Zones Task Group

It was explained that due to confusion at the last meeting, it was uncertain whether Members had received the opportunity to evaluate all the candidates fully or consider other available options such as having a slightly larger group.

Various options relating to the future of the Anti-Social Behaviour and Alcohol Free Zones Task Group were discussed including splitting the Task Group back into two separate Task Groups (Anti-Social Behaviour Task Group and an Alcohol Free Zones Task Group) as originally agreed, amending the terms of reference or disbanding the Task Group altogether and scrutinising a different issue.

With regard to the membership of the Task Group, the Board was informed that since the report had been compiled, both Councillor Mrs. McDonald and Councillor McDonald had contacted the Committee Services Officer stating that they wished to withdraw from the Task Group.

Although it was acknowledged that Task Groups did not have to be politically balanced, both Members of the Board and officers believed that cross-party working was important.

Refuse and Recycling Task Group – Value for Money (VFM)

The Board agreed that the additional piece of work relating to VFM was a key scrutiny exercise as VFM was one of the Council's priorities. Therefore, it was felt that the Task Group Members should be contacted to ensure they were willing to undertake the investigation.

The suggested terms of reference were also discussed and it was questioned whether customer satisfaction levels needed to be included.

Concessionary Parking for the over 60s

Mr. Bateman's comments, relating to the need to collect six months worth of data before the issue could be properly investigated, was considered. It was also discussed whether or not this issue was better placed on the work programme for the Performance Management Board.

'Older People' and 'Senior Citizens'

Councillor Mrs. Bunker informed the new Members of the Board that, with the help of the Assistant Chief Executive, a rural and an urban focus group were being set up by the Policy and Performance Team to find out the views of older people. It was intended that this would enable Members to better decide the issues to be scrutinised.

It was believed by the Board that there was no distinction between the topic 'Older People' which was already on the work programme and the topic 'Senior Citizens' which had been put forward at the last meeting of the Board.

Climate Change

The Board was informed that Members had previously decided to include the topic of Climate Change on the work programme. However, to avoid duplicating the work of the Energy Efficiency Project Group, it had been agreed that the Board would request a progress update report to assist them in determining whether or not further scrutiny of this topic was required. As the Board had considered the Energy Efficiency Group Progress Update Report earlier in the meeting, Members discussed whether or not climate change needed to remain on its work programme.

Joint Countywide Scrutiny on Flooding

There was a brief discussion relating to the Joint Countywide Scrutiny on Flooding in relation to the Council's representative.

It was confirmed that Councillor Pardoe, as the new Scrutiny Steering Board Chairman, would be expected to attend meetings of the Worcestershire Chairmen and Vice-Chairmen Network.

RESOLVED:

- (a) that the Anti-Social Behaviour and Alcohol Free Zones Task Group continue as one Task Group with the terms of reference as agreed at the previous Board Meeting and with the following Members: Councillors K. Taylor (Chairman), Mrs. M. Bunker, Mrs. H. Jones, Mrs. C. J. Spencer and C. J. Tidmarsh;
- (b) that, on behalf of the Board, a letter be sent to all Members emphasising the importance of cross-party working and requesting that if any Member would like to join the Anti-Social Behaviour and Alcohol Free Zones Task Group they inform the Board via the Committee Services Officer;

- (c) that Members of the Refuse and Recycling Task Group be contacted to find out if they are willing to undertake the additional piece of work relating to Value for Money;
- (d) that it be noted that the Value for Money Training for Members is scheduled to be held on 11th June 2008;
- (e) that the suggested terms of reference (attached as appendix 3 to the report) be approved, subject to customer satisfaction levels being included;
- (f) that due to the need of appropriate data relating to the concessionary parking for over 60s, the Task Group be disbanded;
- (g) that the topic relating to Older People remain on the work programme and the topic 'Senior Citizens' be removed;
- (h) that the Assistant Chief Executive be requested to update Councillor Mrs. Bunker on the progress of the Older People Focus Groups;
- (i) that the topic Climate Change be removed from the work programme;
- (j) that, due to the change in the Board's Chairman, Councillor Pardoe be nominated as the Council's representative on the Joint Countywide Scrutiny on flooding; and
- (k) that the work programme for the Board be updated accordingly.

RECOMMENDED that the Cabinet request that the Performance Management Board considers a report on concessionary parking for over 60s once six months worth of data has been compiled (as requested by a member of the public, Mr. Bateman).

The meeting closed at 7.35 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

1ST JULY 2008

OVERVIEW AND SCRUTINY GUIDE

Responsible Portfolio Holder	Councillors R. D. Smith
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

1. SUMMARY

1.1 To consider the updated Overview and Scrutiny Guide.

2. RECOMMENDATION

2.1 Members are requested to note the updated Overview and Scrutiny Guide for Bromsgrove District Council.

3. BACKGROUND

3.1 The purpose of the Overview and Scrutiny Guide is to provide guidance to anyone involved or interested in the Overview and Scrutiny process operated at Bromsgrove District Council which includes Councillors, officers, other organisations and members of the public.

3.2 In December 2004, Bromsgrove District Council produced its first Overview and Scrutiny Guide which was noted by the Council's Overview and Scrutiny Committees. However, an updated Overview and Scrutiny Guide for Bromsgrove District is now very much overdue.

3.3 The Guide will be placed on the Council's website and specifically on the web pages dedicated to scrutiny (www.bromsgrove.gov.uk/scrutiny). It will also be added to the Library section of Centre for Public Scrutiny (CfPS) website.

3.4 In future, the Guide will be reviewed and updated, as necessary, on an annual basis.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. COUNCIL OBJECTIVES

6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

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

8. CUSTOMER IMPLICATIONS

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

9. EQUALITIES AND DIVERSITY IMPLICATIONS

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

10. VALUE FOR MONEY IMPLICATIONS

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

11. OTHER IMPLICATIONS

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

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	N/A
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes

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

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Overview and Scrutiny Guide

15. BACKGROUND PAPERS

None.

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Overview and Scrutiny Guide

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Bromsgrove
District Council

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www.bromsgrove.gov.uk



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Purpose of this Guide

The aim of this guide is to provide guidance to anyone involved or interested in the Overview and Scrutiny process operated at Bromsgrove District Council. This includes Members of the Council, officers, members of the public and partner organisations.

In brief, the purpose of scrutiny is to help ensure the Council is working effectively and efficiently. It is an important function in assisting the Council in providing excellent services for local residents.

Scrutiny is constantly evolving and Bromsgrove District Council is striving to continually improve in all areas, including its scrutiny process.

Bromsgrove District's approach to scrutiny is based on the Council's Constitution, specifically, Article 6 of the Constitution and the Scrutiny Procedure Rules.

Overview and Scrutiny

What is Overview and Scrutiny?

Overview and Scrutiny is a key part of the Council's political structure and plays a vital role in improving the services that the people of the District use, whether a resident, employed here or just visiting.

Scrutiny does not just look at the way the Council does things, it can look at anything which affects the lives of people within the District.

Where did Scrutiny come from?

The Local Government Act 2000 required Councils to set up new decision making processes which recognised two distinct roles: the Executive (known as the Cabinet at Bromsgrove District Council) and Scrutiny.

How does it link into the decision making process?

Bromsgrove District Council is led by the Cabinet which comprises 9 elected District Councillors who make executive decisions relating to Council matters which fall within the Council's agreed Budget and Policy Framework. The Forward Plan sets out the Key Decisions which will be taken (or delegated by the Cabinet) over a period of four months.

Those Councillors who are not part of the Cabinet are able to participate in "Overview and Scrutiny" - whereby the Council's policies and the proposed or actual decisions of the Cabinet can be examined in detail. Scrutiny is often described as the "critical friend".

The role is to monitor the Council's work and make recommendations on the way services are provided.

How does scrutiny work at Bromsgrove?

Following the Local Government Act 2000, Bromsgrove District Council set up 3 Scrutiny Committees to review and scrutinise decisions taken by the Cabinet. Following a review of the scrutiny arrangements in place, the Scrutiny Steering Board was set up in March 2006 as the overarching Board to oversee scrutiny work.

The Scrutiny Steering Board acts as a check on the Cabinet and its decisions and also plays a major part in the development of Council policy by carrying out in-depth investigations. The Board establishes Scrutiny Task Groups to carry out any in-depth scrutiny investigations which are time-limited.

Scrutiny Steering Board Arrangements

Role of the Board

The role of the Scrutiny Steering Board is to perform all overview and scrutiny functions on behalf of the Council in relation to any matter affecting the District and its inhabitants.

Scrutiny allows Councillors to review and scrutinise decisions, look at existing practices and make recommendations to help ensure the residents of Bromsgrove District receive the best possible services. The aim is to ensure scrutiny adds value to the Council's decision-making process and makes a positive contribution towards policy development.

The Scrutiny Steering Board is primarily concerned with working in partnership with the Cabinet and officers to improve the performance of the Council and deliver better outcomes for the District's people. In brief the Board can do the following:

- review and/or scrutinise decisions made or actions taken
- make reports and/or recommendations to the full Council and/or the Cabinet
- consider any matters affecting the area or its inhabitants
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees

The Scrutiny Steering Board oversees and coordinates all scrutiny. In order to allow in-depth scrutiny of specific issues, the Board appoints Scrutiny Task Groups. Further information on Scrutiny Task Groups can be found on page 11.

Membership of the Board

The Scrutiny Steering Board is made up of 7 Councillors and it is politically balanced. All Councillors, except Members of the Cabinet or Audit Board, may be Members of the Scrutiny Steering Board. Members of the Scrutiny Steering Board who cannot attend a particular meeting may not arrange for substitutes to attend.

Chairman and Vice-Chairman

The Chairman and Vice-Chairman of the Scrutiny Steering Board are drawn from the Councillors sitting on the Board, and subject to this requirement, the Board may appoint such persons as it considers appropriate as Chairman and Vice-Chairman. Where the Chairman is absent, the Vice-Chairman will Chair a meeting.

Co-opted Members

The Scrutiny Steering Board can recommend to Council the appointment of a number of people as non-voting co-optees of the Scrutiny Steering Board.

Number of Meetings

The Scrutiny Steering Board is required to meet on at least 6 occasions per year and currently 12 ordinary meetings are scheduled each year. Extraordinary/Special meetings may be called from time to time as and when appropriate. An extraordinary meeting of the Scrutiny Steering Board may be called by the Chairman of the Scrutiny Steering Board or by any 3 Members of the Scrutiny Steering Board.

Venue and Time of Meetings

Meetings of the Scrutiny Steering Board are usually held at the Council House and commence at 6.00pm.

Participation at Meetings

No Councillor may be involved in scrutinising a decision which he/she has been directly involved. If any Member of the Scrutiny Steering Board finds that a decision in which he/she has been directly involved is to be scrutinised, he/she is required to declare the fact to the Scrutiny Steering Board and take no part in the discussion and voting in the part of the meeting which relates to that decision.

Scrutiny Steering Board Meetings are generally open to the public and anyone can attend as an observer.

There are occasions when the Board will invite members of the public or representatives from other organisations to address the Board in relation to a particular topic on the Agenda.

The Work of the Scrutiny Steering Board

Who decides what is scrutinised?

Members of the Scrutiny Steering Board decide what they wish to scrutinise and all such topics are placed on the Board's Work Programme. It is the Board which decides its own programme of work.

Scrutiny is a Member led process and should not be reliant on reports generated by officers as was the case under the old Committee system.

Work Programme

As the Scrutiny Steering Board agrees its own programme of work, this allows Members of the Board and the officers who provide support to them to plan the issues the Board will consider at each of its meetings. The work programme may contain items the Board plans to consider in several months time.

The Work Programme should contain a mixture of projects, some of which require an overview to be kept of an area of the Council's activity (for example, monitoring the progress of a major statutory plan) and others that will scrutinise a particular policy or area of work. Topics can be added to or removed from the work programme as priorities change. Occasionally, an urgent matter may need to be included in the work programme at short notice.

It states in the Constitution that when the Scrutiny Steering Board sets its own work programme, the Board shall take into account of:

- "the views of Members of the Scrutiny Steering Board who are not Members of the largest political group on the Council;
- the Forward Plan
- suggestions of matters for scrutiny made by the Cabinet; and
- suggestions of matters for scrutiny made by the Leader arising from his/her quarterly meeting with the Chairman of the Scrutiny Steering Board, Audit Board and Performance Management Board..."

The Constitution requires the Leader of the Council to meet on a quarterly basis with the Chairmen of the Scrutiny Steering Board, Audit Board and Performance Management Board with appropriate officers in attendance to review and, where appropriate, co-ordinate their respective work programmes. These meetings can also help to avoid duplication of work across the Boards.

Members of the Scrutiny Steering Board should take into account suggestions put forward by local residents and the public are encouraged to put their views and comments forward via Council press releases and the Council's website.

What is the Forward Plan?

The Forward Plan lists the Key Decisions which it is anticipated will be taken by the Cabinet or delegated over a period of 4 months. The Forward Plan is updated and published on the Council's website each month for anyone to view and an electronic link to the document is emailed to Councillors as soon as the updated Forward Plan is available.

The Forward Plan is considered by the Scrutiny Steering Board at each meeting and Members of the Board may request that it is given the opportunity to consider a subject and provide their input on that issue before a decision is taken by the Cabinet. This allows the Scrutiny Steering Board to feed in its comments and recommendations and therefore influence the decision making process.

Requests from Council and the Cabinet

A matter can be referred to the Scrutiny Steering Board by the Council (or the Monitoring Officer under the Council Procedure Rules contained within the Constitution) or the Cabinet. As mentioned previously, the Leader of the Council can also make suggestions at his quarterly meetings with the Chairmen of the Scrutiny Steering Board, Performance Management Board and Audit Board.

The Scrutiny Steering Board is expected to respond, as soon as its work programme permits, to such requests to review/scrutinise particular areas of Council activity from the Council, the Cabinet or the Leader. However, it is up to the Scrutiny Steering Board whether or not it chooses to include the suggestion on its work programme.

Requests from Individual Councillors

Any Member of the Council has the right to submit a request to the Scrutiny Steering Board to scrutinise a topic. To do this, the Councillor has to complete a Scrutiny Proposal Form and this is then considered by the Scrutiny Steering Board. As with any requests, it is up to the Scrutiny Steering Board to decide whether or not the request should be included on its work programme.

Requests from the Public

Any member of the public can put forward their suggestions on what they believe the Scrutiny Steering Board should be considering. Members of the public can either complete the online scrutiny form on the Council's website (www.bromsgrove.gov.uk/scrutiny), send an email detailing their scrutiny request direct to scrutiny@bromsgrove.gov.uk or write to the Committee Section at the Council House in Bromsgrove if preferred.

How does Scrutiny contribute to Policy Review and Development?

The role of the Scrutiny Steering Board in relation to the development of any proposed plan, strategy or budget that forms or will form part of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules in Part 6 of the Constitution.

As stated within the Scrutiny Procedures rules contained within the Constitution, in relation to the development of the Council's approach to other matters which do not form part of the Council's Policy and Budget Framework, the Scrutiny Steering Board may make proposals to the Cabinet in so far as they relate to matters within its terms of reference.

What is a Call-In?

The Scrutiny Steering Board monitors the decisions made by the Cabinet and there is a mechanism known as 'call-in' which can be used in exceptional circumstances. If the Scrutiny Steering Board believes there is evidence which suggests that the Cabinet did not take a decision in accordance with the principles of decision making (as set out in the Constitution) it can call-in the decision which has not yet been implemented.

A request for call-in must be in writing addressed to the Monitoring Officer using the relevant form giving reasons for the call in and signed by either the Chairman of the Scrutiny Steering Board, any other 3 Members of the Scrutiny Steering Board or any 5 Members of the Council who are not Members of the Cabinet. The call-in request must be delivered to the Monitoring Officer within 5 clear working days of the publication of the decision.

When the Scrutiny Steering Board reviews a decision taken, it will either:

- Accept the decision;
- Request the Cabinet to reconsider its decision setting out its reasons in a report; or
- In exceptional circumstances, refer the decision to the Council to consider whether the decision should be accepted

Scrutinising external organisations

The Board can review the way that external organisations deal with issues of relevance to residents of Bromsgrove District if the particular organisation is willing to cooperate. However, the powers to focus on external scrutiny of partner organisations will soon be extended following the Local Government and Public Involvement in Health Act 2007 which received Royal Assent in October 2007. It is anticipated that the new legislation will come into force sometime during 2008 and guidance is awaited.

Joint Working

If the subject matter under scrutiny affects an area beyond the boundaries of the District then the Board may decide to set up a joint Overview and Scrutiny exercise with the adjoining Council. Alternatively, it may wish to invite a representative of that authority to be co-opted on to the Board or Task Group whilst the scrutiny exercise is being carried out.

What about Performance Management and Audit?

At Bromsgrove District Council, there is a Performance Management Board and an Audit Board. The Performance Management Board has overall responsibility for monitoring and driving performance improvement of the Council and the Audit Board role includes monitoring both internal and external audit performance and is responsible for focusing audit resources.

The Leader's quarterly meeting with the Chairmen of the 3 Boards helps to ensure the coordination of the respective work programmes and avoid duplication of work.

Scrutiny Task Groups

What are Scrutiny Task Groups?

The Scrutiny Steering Board can establish Task Groups to carry out in-depth scrutiny investigations on behalf of the Board.

When the Scrutiny Steering Board decides to add a topic to its work programme, it also decides whether or not an in-depth scrutiny is required. If an in-depth scrutiny investigation is necessary, a Task Group is established.

Who Chairs Task Groups?

The Chairman of a Task Group is appointed by the Scrutiny Steering Board and is usually a Member of the Board. However, the Board can appoint a Councillor who is not a Member of the Scrutiny Steering Board if it considers it appropriate.

Whoever is Chairman, whether it is a Member of the Board or another Councillor, they have to have undergone appropriate chairmanship training to carry out the role.

Task Group Membership

Any Councillor who is not a Member of the Cabinet may serve on a Task Group. When a Task Group is established, all Non-Cabinet Members are informed and if they would like to sit on the Task Group, they are requested to complete a membership form explaining why they are interested and what particular skills, experience or expertise they could bring to the Task Group.

Once Members have had time to submit their completed membership forms, the Scrutiny Steering Board (in consultation with the Task Group Chairman if they are not a Member of the Scrutiny Steering Board) considers and agrees the membership of the Task Group at its next available meeting.

As Members are appointed to a Task Group in a personal capacity, there is no provision for a Member who cannot attend a meeting of a Task Group to be represented by a substitute Member.

What about co-opted members?

The Scrutiny Steering Board may co-opt Members who are not Councillors on to a Task Group, particularly if they have skills, experience or expertise which would assist the Task Group in their scrutiny investigation. However, co-opted Members have no voting rights.

Size of Task Groups

The size of a Task Group varies but as a general rule, the minimum number is 3 and the maximum number is 7.

Proportional allocation of seats

Task Groups are not covered by the requirement for seats to be allocated on the basis of political group proportionality.

Terms of Reference

Once the Scrutiny Steering Board has appointed a Task Group Chairman, it is the responsibility of the Task Group Chairman (in consultation with officers) to carry out an initial scoping exercise for the Task Group which includes proposals for the Task Group's terms of reference. The Task Group Chairman is requested to complete a Scrutiny Exercise Scoping Checklist and this is considered and agreed at the next available meeting of the Scrutiny Steering Board.

The agreed Scrutiny Exercise Scoping Checklist, including the terms of reference, is considered at the first meeting of the Task Group. The Scrutiny Steering Board will consider any request from the Task Group for modification of its terms of reference at the start of the investigation as agreed by the Task Group at its first or second meeting.

The Task Group may wish to revisit its original scrutiny exercise scoping checklist at various points during the scrutiny investigation in order to refocus the issues which need to be considered. This may take account of information received as part of the exercise or because the Board has made a suggestion for the Task Group to consider. However, it is important that the Task Group remains within its terms of reference.

It is the responsibility of the Task Group to identify those witnesses who need to be called to give evidence.

The work of Scrutiny Task Groups

Task Group Meetings are less formal than Board Meetings and there is a considerable amount of discussion between Members and witnesses called to provide evidence.

A Scrutiny Task Group has no powers to take any decisions. It should consider the issues it has been asked to investigate and submit a report to the Scrutiny Steering Board which will then decide whether or not to make any recommendations to the Cabinet.

Task Groups should carry out its investigation in accordance with the Scrutiny Procedure Rules which form part of the Council's Constitution.

What are the timescales for Task Groups?

Scrutiny Task Groups are normally expected to conclude their investigation within 4 months of the date of the first meeting. Task Groups are not disbanded by the Scrutiny Steering Board until the Scrutiny Report has been considered by the Cabinet and any questions or issues raised by the Cabinet have been resolved.

Monitoring progress of the Task Groups

During a scrutiny investigation which is being carried out by a Scrutiny Task Group, regular updates on the progress of the Task Group are supplied to the Scrutiny Steering Board at every meeting when appropriate. In considering those regular updates the Scrutiny Steering Board may suggest areas of work or issues for consideration or investigation by the Task Group which fall within the terms of reference.

Public Access to Task Group Meetings and Papers

Unlike the Scrutiny Steering Board, Task Group Meetings are generally private meetings, therefore, the agendas for Task Group Meetings are usually only circulated to those attending the Task Group Meeting.

The public has no legal right to attend Task Group meetings, nor a right of access to the agendas and minutes (beyond those rights provided by the Freedom of Information Act).

However, the Task Group Members can and often do invite members of the public to meetings to find out their views. The progress of a Task Group is also reported to the Scrutiny Steering Board and these meetings are open to the public.

Publicity

Publicity of Scrutiny Investigations

When a Task Group is established and the membership and terms of reference is agreed, a press release is issued informing the public of the new scrutiny investigation with details of what Members will be scrutinising.

The public are encouraged to submit their views and comments on the subject area and these are fed back to Members of the Task Group to consider.

Information is on the Council's website (www.bromsgrove.gov.uk/scrutiny) and the scrutiny web pages are regularly updated, usually on a monthly basis.

Scrutiny Reports and Recommendations

All Scrutiny Reports are available to the public and can be found on the Council's website (www.bromsgrove.gov.uk/scrutiny) together with the Cabinet Response.

A hard copy is made available at the Customer Service Centre on School Drive in Bromsgrove for a period of time too.

All those who were involved in the scrutiny investigation, whether they were members of the public or representatives from other agencies, are contacted and informed when the scrutiny report with recommendations has been considered by the Scrutiny Steering Board. An electronic version is emailed, where possible or information is provided on how they can view a hard copy, if preferred.

Scrutiny reports are also uploaded on to the Centre for Public Scrutiny (CfPS) website in the library section.

Collecting Evidence

General

There are several ways which the Scrutiny Steering Board or Scrutiny Task Groups can collect evidence such as conducting public surveys, seeking information from expert witnesses and going on site visits.

It is useful if background research is carried out prior to a scrutiny investigation (if possible) such as finding out if other local authorities have scrutinised the same topic and what is classed as best practice in relation to the particular subject area.

Anyone invited to attend a meeting or provide written evidence should be given sufficient notice.

Written Evidence

Scrutiny Members may decide to obtain written evidence from witnesses such as officers or partner organisations. They can then consider this at a meeting so that conclusions can be drawn or the need for further evidence can be discussed.

Sufficient time has to be given to those who are requested to provide written evidence and unlike at Board meetings, where there is a standard report template that should be followed, for Task Group Meetings, written evidence can come in any format which suits the witness but as a general rule, all reports should be short, concise, clear, jargon free and covering all the points the Task Group requested.

Oral Evidence

It may be more appropriate for Scrutiny Members to invite witnesses to a meeting to enable them to question officers or find out from members of the public their own views on the topic area being scrutinised, for example. Members should inform the witnesses what areas specifically they will be focussing on in the meeting to allow the witness to fully prepare and therefore have the required information for Members.

Questioning

Questioning is a useful way for Members to probe issues in detail; however, particular skills are required when it comes to questioning witnesses. The aim is not to catch the witness out but to investigate and understand the issues. Questions should be asked one at a time and the officer or representative should be allowed time to answer it as asking multiple questions all at once can be unproductive and it makes it more difficult to ask follow-up questions. It is always encouraged that witnesses are provided with a list of questions in

advance wherever possible as this allows the witness to prepare and ensures Members receive the information they require. This does not, however, preclude supplementary questions being raised.

Members and Officers giving Evidence

Scrutiny Members may request a combination of both written and oral evidence. Officers are generally requested to submit a written report in the first instance and often they are requested to attend meetings to enable Members to seek clarification on elements within a report. Alternatively, officers may be requested to give a presentation.

Other Councillors, particularly Portfolio Holders (Members of the Cabinet with responsibility for a particular area) are often invited to attend Scrutiny Meetings too and can be requested to give either written or oral evidence or both.

Witnesses are expected to respond openly to questions and should not just limit themselves to answering questions but also to provide information that they feel would be useful for Members to know. Witnesses will not be expected to recommend a course of action unless specifically asked to do so. They will however be expected to provide facts that are relevant to the questions.

Evidence provided by others

Members of the public who have submitted their comments to the Board or Task Group can be invited to a Meeting, although it is completely up to the individual whether or not they wish to attend. At Scrutiny Meetings, Members of the Board or Task Group may give those individuals the opportunity to expand on their comments as it allows Members to find out what those individuals would like Councillors to focus on.

Others, such as representatives from other organisations, experts in a particular field and service-users, may be invited to attend a meeting, provide written evidence or both depending on what the issue is being scrutinised and who is being asked to supply the information.

Site Visits

Site visits by Scrutiny Members can be very useful and can assist Members with understanding the issues. It can also be used to explain to external stakeholders what scrutiny is all about and encourage them to participate. Site visits can be used as a way of reaching out to those witnesses/contributors who may not otherwise put forward their views and participate in scrutiny.

Scrutiny Report and Cabinet Response

Scrutiny Report

Task Groups are expected to compile a report following the scrutiny investigation (and within the 4 month timescale). The reports include recommendations which the Task Group should identify and agree. From May 2008, Scrutiny Members should prioritise recommendations as being low, medium or high to identify to the Cabinet and officers the order in which approved recommendations should be implemented.

The report is considered in detail by the Scrutiny Steering Board and is usually presented by the Task Group Chairman who is expected to answer any questions from Board Members. The Scrutiny Steering Board will then submit the agreed Scrutiny Report for the Cabinet to consider with a request that the recommendations contained within the Scrutiny Report be approved and implemented.

The Scrutiny Report is then put on the next available Cabinet agenda. The Chairman of the Scrutiny Steering Board and the Task Group Chairman attend the Cabinet meeting to present the report and answer any questions in relation to the scrutiny investigation.

If Members of the Task Group cannot agree on one single scrutiny report, then no more than one minority report may be produced which may put forward alternative proposals. This will then be considered alongside the majority report by the Scrutiny Steering Board. The Scrutiny Steering Board will then decide which recommendations it wishes to support and put forward to the Cabinet.

Cabinet Response to the Scrutiny Report

The Cabinet has to consider all reports and recommendations presented by the Scrutiny Steering Board within 2 months of the Scrutiny Steering Board completing its report. The Cabinet also has to provide the Scrutiny Steering Board with a response. The relevant Portfolio Holder is expected to present the written response to the Scrutiny Steering Board and if any recommendations are not agreed by the Cabinet, the response will include reasons for the decision taken.

Once a report has been considered by the Cabinet and any questions or issues raised by the Cabinet have been resolved, the Scrutiny Steering Board will disband any Task Group appointed in connection with the preparation of that report.

Monitoring Implementation and Review

Scrutiny Recommendation Tracker

The Scrutiny Recommendation Tracker was introduced in January 2007 and it lists all the scrutiny recommendations including those from Task Group investigations which were approved by Cabinet. The Scrutiny Recommendation Tracker is considered by the Scrutiny Steering Board on a bi-monthly basis and it includes the actions officers have taken to implement the approved scrutiny recommendations.

Reviewing a Scrutiny Exercise

The Scrutiny Steering Board reviews the implementation of the recommendations which came from a Task Group investigation. Typically, the review is carried out approximately 12 months after the Cabinet considered the report. The Scrutiny Steering Board may appoint a Task Group or reconvene the Task Group which carried out the original investigation or any Member of that Task Group to undertake this review on its behalf.

The reason for a review is to check the progress made in implementing the scrutiny recommendations and the effectiveness of the actions proposed within the report. The Board may also decide to review how it carried out the scrutiny exercise and establish how future scrutiny exercises could be carried out more efficiently.

The Task Group states within the scrutiny report when the review will take place but reviews are not carried out any sooner than 12 months after consideration of its report by the Cabinet.

Scrutiny Roles in Brief

Scrutiny Steering Board Chairman

The Chairman of the Scrutiny Steering Board has the responsibility of leading and managing the Scrutiny Steering Board. The Chairman should ensure the information needs of Councillors on the Board are met so that they can contribute fully to decision making with the Board. The Chairman should also initiate and develop constructive relationships with Members of the Cabinet and senior officers.

Scrutiny Steering Board Member

All Members of the Scrutiny Steering Board should contribute to the development of a manageable work programme for the Board and understand that the Board can only act within its terms of reference. Members of the Scrutiny Steering Board should establish and maintain effective and efficient working relations with the Cabinet, other Members and officers as appropriate and undertake scrutiny functions in a positive and constructive manner.

Scrutiny Task Group Chairman

Similar to the Scrutiny Steering Board Chairman, the Chairman of a Task Group has the responsibility of leading and managing a Task Group and the specific scrutiny investigations it is undertaking. This should be done in such a way that contributions from all sources are encouraged and the objectives of the Task Group are achieved. Once the scrutiny investigation has concluded, it is the responsibility of the Task Group Chairman to present the final report and recommendations to the Scrutiny Steering Board.

Scrutiny Task Group Member

Again, similar to the Scrutiny Steering Board, Members of Task Groups should agree a work programme for the Task Group and only act within its terms of reference. Task Group Members are encouraged to actively contribute throughout the scrutiny investigation and they should make certain that they listen to witnesses called to provide information whether they are other Councillors, officers, representatives from other organisations or members of the public.

Co-opted Task Group Member

Individuals who are not elected Councillors may be co-opted onto Task Groups by the Scrutiny Steering Board. Although co-opted Members do not have any voting rights, they do have the same equally important role as other Task Group Members. This means they can contribute in the same way as other Task Groups Members during discussions, questioning of witnesses and putting forward suggestions for improvement.

Co-opted Members can be individuals who are classed as 'expert' co-optees as they may have specific expert knowledge on the topic being scrutinised which could add value to the scrutiny investigation.

Portfolio Holder (Cabinet Member with responsibility)

A Portfolio Holder is a Cabinet Member with responsibility for a particular area of the Council. The Scrutiny Steering Board can invite the relevant Portfolio Holder to attend a meeting and Cabinet Members also have the right to attend a Scrutiny Steering Board Meeting as an observer if they wish. However, Cabinet Members can only attend a Task Group Meeting by invitation only.

When a scrutiny report is considered by the Cabinet, it is the responsibility of the relevant Portfolio Holder to ensure a written response is compiled. They are also expected to attend a Scrutiny Steering Board Meeting to present the written response from the Cabinet.

Other Organisations

Representatives may be invited to attend a meeting of the Scrutiny Steering Board or Task Group or they may be asked to provide written evidence.

Whenever external organisations are contacted, it is made clear what Members of the Board or Task Group are requesting together with reasons for the request.

Information provided by other organisations is vital in order to ensure effective scrutiny.

Members of the Public

Scrutiny Members need to take into account the views and comments of members of the public who are the Council's customers. To find out the views of the public, scrutiny investigations are publicised in the local media and via the Council's website. The public are encouraged to submit their views on any current scrutiny investigation and they can also suggest other subjects that they believe should be scrutinised. Views may also be sought through questionnaires and focus groups. Members of the public may be invited to

attend meetings of the Scrutiny Steering Board or a Task Group and they can also attend a Scrutiny Steering Board Meeting as an observer.

The comments and views put forward by members of the public are extremely valuable and can ensure effective scrutiny.

Officers

Scrutiny Task Groups are supported by an officer from the Committee Section. Their role is to guide and advise the Task Group and ensure action agreed by the Task Group is undertaken. The Committee Services Officer provides administrative support such as arranging dates and venues for meeting, issuing agendas, taking minutes, carrying out necessary research, organising visits and witnesses and liaising with other officers. The Committee Services Officer will also assist in compiling the scrutiny report.

The Committee Services Officer will attend all meetings of the Task Group where as other officers will attend by invitation to provide evidence or expertise in the area being scrutinised.

Improving Scrutiny

Member Training

The Council is committed to providing training for its Councillors and Scrutiny training forms part of the overall training programme. This includes specific training for the Scrutiny Steering Board and any other Member with an interest in scrutiny (this will include appropriate chairmanship training on how to lead a scrutiny investigation) as well as scrutiny training for the Cabinet.

Evaluation

The Council will endeavour to continually review its scrutiny process to ensure it becomes as efficient and effective as possible.

The Council is committed to community involvement and will seek feedback from any member of the public or organisation invited to take part in the scrutiny process to ensure that they feel that their contribution is valued and to see how we can further improve the scrutiny process.

Future Developments for Overview and Scrutiny

Legislation introducing changes to the current scheme of Overview and Scrutiny is due to come into effect during 2008.

The Police and Justice Act 2006 will enable every local authority to review or scrutinise crime and disorder matters, including organisations which are members of the Crime and Disorder Reduction Partnership.

The Local Government and Public Involvement in Health Act 2007 includes new powers for matters of local concern to be placed before Overview and Scrutiny Committees (Councillor Calls for Action) and for the Councils in two tier authorities to work together to scrutinise the Local Area Agreement (LAA).

The full details of how the new legislation will operate in practice will become clearer once the government has issued the relevant guidance.

Further Information

If you require any further information or clarification on any aspect of this Guide please email scrutiny@bromsgrove.gov.uk. Alternatively, you can telephone 01527 881288 and ask for the Committee Section.



This guide can be provided in large print, braille, CD, audio tape and computer disc.

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Bromsgrove
District Council

www.bromsgrove.gov.uk



Legal, Equalities and Democratic Services

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

1ST JULY 2008

ADDITIONAL TASK GROUP MEMBERS

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

1. SUMMARY

- 1.1 To consider the additional membership forms received for the Anti-Social Behaviour and Alcohol Free Zones Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to reconsider the membership of the Task Group taking account of the additional membership forms received.

3. BACKGROUND

- 3.1 At the last Scrutiny Steering Board Meeting held on 22nd May 2008, the terms of reference and membership of the Task Group were confirmed and the Task Group consists of the following five Members: Councillors K. Taylor (Chairman), Mrs. M. Bunker, Mrs. H. J. Jones, Mrs. C. J. Spencer and C. J. Tidmarsh.
- 3.2 Although it is understood that Task Groups are not covered by the requirement for seats to be allocated on the basis of political group proportionality, there was concern that the Task Group consists of Members from only one Political Group.
- 3.3 Due to the importance of cross-party working, it was agreed by the Board that a letter should be sent to Members urging them to consider joining the Task Group, particularly those from other Political Groups.
- 3.4 As requested, such a letter was sent out on 23rd May 2008 asking those Members who wished to join the Group to complete a membership form by 12th June 2008.
- 3.5 Since that time, Councillor McGrath, has resubmitted his original membership form (although he is aware that the Task Group now covers

both Anti-Social Behaviour and Alcohol Free Zones) and Councillor Pardoe has also completed a membership form to join the Task Group. The completed forms are attached.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. COUNCIL OBJECTIVES

6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

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

8. CUSTOMER IMPLICATIONS

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

9. EQUALITIES AND DIVERSITY IMPLICATIONS

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

10. VALUE FOR MONEY IMPLICATIONS

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

11. OTHER IMPLICATIONS

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

12. OTHERS CONSULTED ON THE REPORT

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

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Additional Membership Forms

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

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

TASK GROUP MEMBERSHIP FORM

Please complete the following:

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

> Name: DAVID McGRATH

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

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

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

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

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

Yes No Unsure

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

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

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

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

> Please state if you are available at any other times: AM, afternoon

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

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

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

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

TASK GROUP MEMBERSHIP FORM

LEGAL & DEMOCRATIC SERVICES
09 JUN 2009
REFERRED TO:

Please complete the following:

Name of Task Group:	Anti-Social Behaviour and Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine anti-social behaviour in 11-17 yr olds and use of alcohol free zones in the District of Bromsgrove.

➤ Name:..... DAVID L. PARDOE

➤ Why are you interested in becoming a member of this particular Task Group?
 LATEST FIGURES RELEASED BY COMMUNITY SAFETY INDICATE THERE IS A SIGNIFICANT NUMBER OF A.S.B. REPORTS IN SIDEMOOR (MANY INVOLVING ALCOHOL)

➤ What skills and knowledge would you bring to the Task Group?
A CAREER SERVING A LARGE N.H.S. CLIENT BASE SUFFERING PHYSICAL EMOTIONAL AND BEHAVIOURAL PROBLEMS

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure
 If "Yes" or "Unsure", please state why?

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

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

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

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

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

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

1ST JULY 2008

RECOMMENDATION TRACKER

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

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

General Recommendations made by the Scrutiny Steering Board on: 22nd May 2008

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
N/A	The Cabinet request that the Performance Management Board considers a report on concessionary parking for over 60s once six months worth of data has been compiled (as requested by a member of the public, Mr. Bateman).	Head of Legal, Equalities and Democratic Services	2nd July 2008	✓	A report has been submitted for consideration at the Cabinet Meeting on 2nd July 2008. If agreed, the Cabinet will request PMB to add this item to its work programme at the PMB Meeting on 15th July 2008. If PMB agree, it will consider the concessionary parking for over 60s once six months of data is available.

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

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

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>Establish a Partnership Project Team consisting of all relevant stakeholders to plan, raise funds and implement a new purpose-built town centre bus station for Bromsgrove.</p> <p>(The Cabinet agreed to refer this matter to the Town Centre Steering Group to decide how best to deal with the required interface with the relevant stakeholders for a new bus station.)</p>	Executive Director – Partnership and Projects	Refer to the Town Centre Steering Group by 15th April 2008	✓	This matter has been considered at the Town Centre Steering Group and although there may not be a fundamental rebuilding of the bus station in the short term, it is envisaged that the new toilets will involve improvements to paving around the bus station area and discussions are being held with suppliers of bus shelters about improved facilities for waiting passengers.
2	<p>The County Council, along with bus operators and Bromsgrove District Council should embark on a major review of routes and frequencies to provide: (a) better links to outlying areas; (b) better links to major amenities such as Hospitals; and (c) evening and Sunday services.</p> <p>(As requested, the Cabinet agreed to refer this matter to the County Council, the LSP Transport Theme Group and the Town Centre Steering Group.)</p>	Assistant Chief Executive Executive Director – Partnership and Projects	December 2008		The County Council has been contacted and we have been informed that the Bromsgrove Area Review is a wider review than just bus routes. The review is a lengthy, comprehensive piece of technical work which fully embodies the methodology of the adopted Integrated Transport Strategy. Module 1 of the review will take until approximately the end of the year to

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

5	<p>Preparatory discussions be commenced with Redditch Borough Council to assess the feasibility of a joint bid (via the County Council) for a co-operated Ring-and-Ride scheme, and also that the Council should investigate with the County the potential to introduce a Community Bus Service to further “infill” gaps in current services.</p> <p>(The Cabinet agreed to refer this matter to the LSP Transport Theme Group for investigation and that the Group would be requested to provide the Cabinet with a report in September detailing progress.)</p>	Assistant Chief Executive	Business Case to CMT in May 2008 - Progress Report to Cabinet in September 2008 - Go live in May 2009 (subject to any planning issues)	✓ Ongoing	A project group has been established and a first draft business case was presented to CMT during May. A budget bid will be made in September and if funding is approved in early 2009, we hope the service can go live in May 2009 (subject to any detailed planning issues).
6	<p>The County Council is to introduce a “Worcestershire Standard” bus shelter/stop, which was commended by the Task Group, and they recommend a period of consultation to establish whether (and where) more pick-up points could be located. It is also requested that, given the implications for winter bus travellers, urgent action be taken at a number of sites mentioned in the report to repair damaged/vandalised bus shelters.</p> <p>(The Cabinet agreed to refer these matters to the County Council.)</p>	Assistant Chief Executive	Dependent on WCC		<p>As part of the Integrated Passenger Transport Strategy a Sub-Strategy on interchanges and bus stops will be produced by June 2008. The Bromsgrove train station and town centre interchanges will both be Gold Standard. Dates for overhauling the rest of the interchanges and bus stops will be contained in the new Strategy.</p> <p>A meeting with the County Council will be held on 18 June to discuss progress of the new Strategy.</p>

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

9	<p>The Council becomes a pilot authority to work with our County Council partners to develop and implement a local best practice marketing and implementation strategy which can become a model for the County (Real Time Passenger Information (RTPI)).</p> <p>(The Cabinet agreed that this Council offer itself as a pilot authority with the County Council for the introduction of RTPI at major amenities and that both the Cabinet and Scrutiny Steering Board be kept up to date on developments.)</p>	Assistant Chief Executive	Dependant on WCC - Ongoing		<p>No further action at this stage, but the Assistant Chief Executive will have met with the County Council on 18 June to discuss a number of transport issues.</p> <p><i>June/July Update:</i> Assistant Chief Executive needs to chase up progress on this matter.</p>
10	<p>As part of the review, a route map be produced similar to the London Underground system map. The map would be based on a North/South and East/West configuration to enable it to capture the main destinations, i.e. Birmingham/ Bromsgrove/ Worcester (being North/South) and Redditch/ Bromsgrove/ Stourbridge (being East/West). This would enable all principal villages and estates along these routes to be listed together with the appropriate bus service number.</p> <p>(The Cabinet agreed that the feasibility of producing a London</p>	Assistant Chief Executive	Dependant on WCC - Ongoing		See response above to recommendations 9.

	Underground style bus route map be looked at with the County Council. It was also felt a bus timetable might need to accompany any route map and the practicalities of the proposal as a whole would first need to be investigated in view of the possible work/costs involved.)				
11	<p>(a) Commends the County's Strategy for bus driver training to this Council;</p> <p>(b) Asks that a copy of this report be forwarded to all bus operators drawing their attention to the broad issue of reminding drivers of their duty of care and courtesy to passengers; and</p> <p>(c) Recommends that a newsletter in this regard be sent from the County Council to all operators and drivers.</p> <p>(The Cabinet agreed to refer this matter to the County Council.)</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Assistant Chief Executive</p>	<p>Letter to bus operators by mid April 2008</p> <p>Dependent on WCC</p>	✓	<p>In relation to 11(b), a letter has been sent to all bus operators informing them where they can view a copy of the full Public Transport (Buses) Scrutiny Report.</p> <p>11(c) will be discussed with County Council at meeting on 18 June 2008.</p>
12	Proactive involvement by Bromsgrove District Council in the Worcestershire County Council Transport Strategy to ensure the good relationship between the Councils is continued.	Assistant Chief Executive	Ongoing	✓	Councillors Mrs. Dyer and Mrs. Sherrey are Members of the Group which are looking at Worcestershire County Council's Transport Strategy and they will continue to have proactive involvement as suggested by the Task Group.

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

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>This Council considers applying to Worcestershire County Council for certain roads to be made low emission zone roads therefore limiting access to certain types of vehicles which reduce air quality. Specifically, the following roads/areas should be low emission due to high NO₂ levels:</p> <ul style="list-style-type: none"> ▪ Approximately a 2 mile radius around Bromsgrove town centre ▪ A38 Bypass in Rubery ▪ All roads in Rubery with a weight restriction ▪ A456 in Hagley ▪ A491 in Hagley 	<p>Worcestershire County Council's Highways</p> <p>Executive Director – Partnership and Projects</p>	<p>Letter sent April 2008 and follow up email sent in June 2008</p>	<p>✓ Ongoing</p>	<p>A letter was sent to Worcestershire County Council's Highways Unit in April 2008 asking them to explore designation of roads as low emission zones.</p> <p>Currently the County Council have not responded and a follow up email has been sent to ask about progress on this matter.</p>
2	<p>The Council remain committed to improving Bromsgrove Railway Station including the Park and Ride facility as this will encourage the public to use public transport and therefore reduce the numbers of cars on the roads which are having a negative impact on air quality.</p>	<p>Executive Director – Partnership and Projects</p> <p>Assistant Chief Executive</p>	<p>By 21st March 2008</p>	<p>✓</p>	<p>Executive Director – Partnerships and Projects sent a letter to Railway Station Working Group on 12th March 2008 to ensure they are aware of the approved scrutiny recommendations, highlighting the issue of adequate car parking and traffic management in the Aston Fields area with regard to access and egress from the car park.</p>

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

	Police be requested to monitor the misuse of the yellow boxes as it was felt some motorists were not complying with the markings.)	West Mercia Police			boxes and addressing their misuse. As the Police had not responded, a follow up letter was sent in June. A response has now been received and the local policing team will be monitoring the situation for the next 3 months on an informal basis.
6	Request that the Highways Agency monitor the area of the M42 Westbound to M5 to find out if this scheme has been successful in reducing the number of incidents (which has often led to traffic congestion and therefore impacted on the AQMA) and communicate their findings to the Environmental Health Team.	Highways Agency Head of Planning and Environment Services	Letter sent 7th March 2008 and follow up letter sent in June 2008	✓ Awaiting response from WCC	Executive Director – Partnerships and Projects sent a letter to Highways Agency on 7th March 2008 requesting this information and ask them to contact EH team. Currently the Highways Agency has not responded to the initial letter sent in March 2008 and a follow up letter has been sent as a reminder and to ask about progress on this matter.
7	The Town Centre Redevelopment Steering Group (LSP Theme Group) be requested to consider air pollution caused by traffic congestion when looking at redeveloping the town. This would include the Group looking at the possibilities of having vehicle access to The Strand from Birmingham Road (by Davenal House) and investigate, in	Executive Director – Partnership and Projects	Discussed at meeting with Highways Unit on 2nd June 2008	✓	The road management arrangements around The Strand, Stourbridge Road and Birmingham Road junction are a significant consideration for the Town Centre Steering Group. The County Council and District Council have commissioned Halcrow, Transport Engineers, to

	partnership with Worcestershire County Council Highway's, whether or not it might help decrease traffic congestion and therefore lower the air pollution at this location which has high NO2 levels.				submit proposals for improvements to the road junction. The issue of air quality will form part of the criteria for determining the most appropriate road junction arrangements.
8	<p>(a) Request that Worcestershire County Council review the timing of the traffic signals located at the top end of the High Street by The Strand with a view to reducing the build up of standing traffic;</p> <p>(b) If County Council agree to amend the timing of the traffic signals in (a), request that they monitor the traffic congestion before and after making the alteration to measure whether the action has had a positive impact; and</p> <p>(c) Request Environmental Health monitor air quality around Davenal House, Birmingham Road before and after the (a) is implemented to measure whether it has helped improve air quality (which is known to be poor at this location).</p>	<p>Head of Planning and Environment Services</p> <p>Worcestershire County Council's Highways</p>	Discussed at meeting with Highways Unit on 2nd June 2008		This will be linked to recommendation 7.

9	<p>(a) The Head of Planning and Environmental Health Services be requested to consider the best ways to discourage development within an AQMA; and</p> <p>(b) An air quality guidance note for developers be drafted by the Planning and Environmental Health Officers to try and control and mitigate the impact property development has on air quality.</p>	Head of Planning and Environment Services	On going	On going	The Planning and Environment Department apply government guidance with developers, but EH in coordination with Development Control are examining ways of strengthening application of Planning Policy Statement (PPS) 23.
10	<p>(a) There is ongoing communication with local residents who own and/or reside in a property located in the AQMA to ensure they are fully aware of the situation. (The Task Group will be ensuring the households affected receive a copy of this report for their information); and</p> <p>(b) A sign be erected (by the County Council) in the AQMA to inform the public that it is an AQMA and that the District Council is working with other agencies to reduce air pollution in the vicinity. The sign should also pose the question "Is your journey necessary?" to encourage the public to think about their travel habits and the impact it has on air pollution.</p>	<p>Head of Planning and Environment Services</p> <p>Executive Director – Partnerships and Projects</p>	<p>By 31st December 2008</p> <p>Meeting with County Highways to be arranged.</p>		<p>EH will enhance the information on the website by the end of 2008 and use this as the basis for providing further information to households in the AQMA.</p> <p>Meeting not yet convened, however, initial discussions about arrangements with the County Council has commenced.</p>

11	Environmental Health be requested to update information on the Council's website as soon as possible and ensure it is regularly updated.	Head of Planning and Environment Services	By 31st December 2008		See response to recommendation 10 above.
12	<p>(a) The Environmental Health Team be requested to work in partnership with Worcestershire PCT (and local GP surgeries) and ensure they are kept up to date in regards to which areas are known poor air quality areas to help investigate further the correlations between poor air quality areas and respiratory illnesses such as asthma; and</p> <p>(b) Request that Worcestershire PCT work closely with GPs to ensure the criteria used for diagnosing and recording data relating to asthma is standardised wherever possible to enable the analysis of data to be more meaningful.</p>	<p>Head of Planning and Environment Services</p> <p>Worcestershire PCT</p>	<p>Considered by LSP Theme Groups by 30th June 2008</p> <p>Letter sent 7th March 2008 and follow up letter sent in June 2008</p>	<p>✓</p> <p>Awaiting response from PCT</p>	<p>There is an Air Quality Steering Group that includes the PCT. However, this only meets once a year so the issue will be raised at both the LSP Better Environment Group and the Health and Well Being Group.</p> <p>Executive Director – Partnerships and Projects sent a letter on 7th March 2008 to the Public Health Officer at PCT regarding outcomes of Air Quality Scrutiny Group.</p> <p>Currently the PCT has not responded to the initial letter sent in March 2008 and a follow up letter has been sent as a reminder and to ask about progress on this matter.</p>

13	<p>(a) The Environmental Health Team be requested to actively discourage bonfires (with the exception of social events on and around 5th November) through promotion, similar to Birmingham City Council; and</p> <p>(b) Ensure that members of the public are aware how to report bonfires if they are a nuisance.</p>	Head of Planning and Environment Services	By 30th September 2008		An article will be published in Together Bromsgrove regarding bonfires and reference will be made to the BDC website and WCC website regarding discouragement to bonfires.
14	The Head of Street Scene and Waste Management be requested to further investigate and assess options available (such as using bio fuel in refuse and recycling vehicles) which could assist the Council in contributing to improving air quality.	Head of Street Scene and Community	Ongoing	Updates to be provided	<p>The current cost of bio fuel is more expensive than the traditional fuel that we purchase. There are also environmental concerns about the current availability of such fuels and whether they have a beneficial affect on the environment.</p> <p>We are continuing to monitor the situation and understand that a government report has been commissioned into the environmental benefits of such fuels. At present, it is not considered appropriate for the Council to enter into a long term commitment to use bio fuels but a regular update will be provided.</p>

				<p><i>June/July Update:</i></p> <p>Cost for bio fuel is still higher than standard diesel and we are being advised by our supplier that the quality of the fuel cannot be guaranteed. The environmental impact of such fuel is still under scrutiny and we are awaiting further reports about its long term viability. We are continually monitoring the situation and will consider the use of such fuels only when there is a better understanding of its long term environmental impact.</p> <p>The Society of Motor Manufacturers and Traders Limited (SMMT) latest newsletter says that a debate in Westminster Hall in June concluded that the potential effect of supporting bio fuels was not properly thought out before the Government introduced its Renewable Transport Fuels Obligation (RTFO). The debate followed publication of the House of Commons Environmental Audit</p>
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					Committee's Report: 'Are bio fuels sustainable?' Jim Fitzpatrick MP, Transport Minister defended the RTFO but suggested the Government's 'policy of caution'. He also said the conclusions of the Gallagher report into bio fuels will be available at the end of the month.
15	It is requested that the newly established Energy Efficiency Project Group progress the Council's Staff Travel Plan as a matter of urgency and work together with the LSP Better Environment Theme Group.	Executive Director – Partnership and Projects	A draft Travel Plan will go to CMT. The Energy Efficiency Group will work on the draft so a plan can be presented to Cabinet by 31st October 2008.		<p>The demand for a meaningful Travel Plan has also been supported by CMT.</p> <p>The travel plan proposal went to CMT in late May and it has been agreed that with the assistance of the County Council the existing travel plan that was prepared in 2005 will be refreshed and submitted to Cabinet in the autumn.</p>
16	(a) To help the Council lead by example to other agencies, training be offered to all Members and staff (including those based at the Depot) on air quality (and other green issues) to improve their awareness of the impact their behaviour at home and at work	<p>Head of Legal, Equalities and Democratic Services</p> <p>Head of Planning and Environment Services</p>	Member Training discussed by the Modern Councillor Programme Steering Group.	✓	At a Steering Group meeting earlier this year it was agreed that the showing of the film "An Inconvenient Truth" would be organised and be incorporated within the Member Training Work Programme as requested.

					reminder and Street Scene and Waste Management will develop a weekly briefing for crews which will include this instruction along with other service specific issues.
17	The Licensing Section be requested to remind taxi drivers not to leave their engines running whilst waiting for the next fare at a taxi rank. As an incentive to change their behaviour, it should be pointed out that (a) it will save fuel; and (b) it is an offence to leave a vehicle running when not in the vehicle and any person doing so is at risk of receiving a fixed penalty notice. This information could be included in a newsletter for example.	Head of Planning and Environment Services	End of February 2008	✓	A Newsletter incorporating this information has been sent to all taxi drivers and taxi operators in February 2008.
18	(a) To ensure car parking spaces are reserved for those who join the car sharing scheme (which could act as an incentive); (b) Through various forms of publicity, the Communication Team ensure that staff are frequently reminded and encouraged to join the Car Sharing Scheme and encouraged to use other alternatives to travel to work such as walking, cycling or public transport; and (c) The numbers of staff from	Executive Director – Partnership and Projects Assistant Chief Executive	A draft Travel Plan will go to CMT. The Energy Efficiency Group will work on the draft so a plan can be presented to Cabinet by 31st October 2008.		Car sharing is one of the actions contained in the travel plan. (See recommendation no. 15 above). The draft travel plan was circulated at the Energy Efficiency Group on 27th March and went to CMT in late May. It has been agreed that with the assistance of the County Council the existing travel plan that was prepared in

	Bromsgrove District Council joining the car sharing scheme be monitored.				2005 will be refreshed and submitted to Cabinet in the autumn.
19	Further investigations be carried out by the Human Resources Section into the possibility of having: (a) a pool of Council owned environmentally friendly cars for essential and casual car users; or (b) a loan/lease scheme to assist and encourage staff to convert their own car to alternative fuel.	Head of Human Resources and Organisational Development	2010		The review of car allowances is being addressed through Single Status, and it is proposed that a new set of criteria is developed for determining which posts attract the allowance going forward. It has been agreed in principle that this review will take place over the next 12 months, and that any individual members of staff who are found to no longer undertake sufficient business miles to receive the allowance should be protected for 2 years, in accordance with the same principle for JE protection. This is to minimise the potential effect upon individual members of staff who may be financial losers through both JE and the review of car allowances. The possibility of having environmentally friendly pool cars and loan/leasing scheme will be included in this process.

20	<p>The Council consider revising the current car allowance pay scales and not pay more to those who are potentially the worst polluters.</p> <p>(The Cabinet resolved that investigations be undertaken into the revision of the current car allowance pay scales to include the possibility of paying a flat rate for all users regardless of engine size.)</p>	Head of Human Resources and Organisational Development	2010		See officer comments under recommendation number 19 above.
21	Support be given to a Home Working Policy as reducing the number of times staff need to travel to and from the office will help reduce the number of cars on the road and this will help towards improving air quality. Therefore, a report from the Head of Human Resources and Organisational Development should be submitted to the Corporate Management Team without delay.	Head of Human Resources and Organisational Development	15th January 2008	✓	Corporate Management Team (CMT) is generally supportive of the principle and it was discussed once again on 15th January 2008. However CMT is mindful of the wider context, such as office accommodation / asset management and technological capabilities / resources. Consequently, CMT do not feel able to implement the policy at the present time. At present, there is a pilot within Revenues and Benefits to ensure that the technology to allow for home working is correct. Although a corporate Home Working Policy has not yet been adopted,

					Heads of Services can allow home working when appropriate.
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Abbreviations:

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

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

WCC = Worcestershire County Council

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

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FORWARD PLAN OF KEY DECISIONS

JULY 2008 TO OCTOBER 2008

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 July 2008 to 31 October 2008. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

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;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

Further details of each Key Decision are appended to the Forward Plan. To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. The Forward Plan is updated and published on the Council's website on a monthly basis.

CABINET MEMBERSHIP

Councillor R. Hollingworth	Leader and Portfolio Holder for Youth and Leisure
Councillor Mrs. J. M. L. A. Griffiths	Deputy Leader and Portfolio Holder for Street Scene including Clean, Safe and Tidy Streets, Car Parks and Community Safety
Councillor Dr. D. W. P. Booth	Portfolio Holder for Major Projects including the Paperless Office and project management of Longbridge, the Town Centre, Spatial Project and the transfer of the Dolphin Centre
Councillor G. N. Denaro	Portfolio Holder for Finance including Internal Audit and Revenues and Benefits
Councillor Mrs. J. Dyer M.B.E.	Portfolio Holder for Planning Policy and Transportation
Councillor Mrs. M. A. Sherrey	Portfolio Holder for Waste Management and Recycling
Councillor R. D. Smith	Portfolio Holder for Legal, Equalities and Democratic Services, Human Resources and Older People
Councillor M. J. A. Webb	Portfolio Holder for the Customer Service Centre, Revenue Generation, Special Events, Performance Indicators and the Improvement Plan
Councillor P. J. Whittaker	Portfolio Holder for Housing, Environmental Health and Climate Change

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision 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, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: k.firth@bromsgrove.gov.uk

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 30 June 2008 Special Meeting		Council Annual Report 2007/08	Non-Key*	Councillors G. N. Denaro & M. J. A. Webb	*Cabinet will make recommendations to the full Council
2	Cabinet 30 June 2008 Special Meeting		Statement of Accounts 2007/08	Non-Key*	Councillor G. N. Denaro	*Cabinet will make recommendations to the full Council
3	Cabinet 2 July 2008	Cabinet 4 June 2008	Civil Parking Enforcement	Key	Councillor Mrs. J. M. L. A. Griffiths	Delayed for consultation with other officers
4	Cabinet 2 July 2008		Review of Refuse Collection and Recycling Operation	Key	Councillor Mrs. M. A. Sherrey	
5	Cabinet 2 July 2008		Disabled Facilities Grants – National Changes to Modernise the Programme	Key	Councillor P. J. Whittaker	
6	Cabinet 2 July 2008		Dolphin Centre – Expenditure on Building Works	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make a recommendation to the full Council if additional capital resources need to be made available
7	Cabinet 2 July 2008 LG 11 June 08		Energy Efficiency Group – Update	Non-Key	Councillor P. J. Whittaker	

8	Cabinet 2 July 2008		Improvement Plan 2008/09	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council
9	Cabinet 2 July 2008		Improvement Plan Exception Report – April 2008	Non-Key	Councillor M. J. A. Webb	
10	Cabinet 2 July 2008		Value for Money Strategy	Non-Key	Councillor G. N. Denaro	
11	Cabinet 30 July 2008	Cabinet 2 July 2008	Bromsgrove Town Centre Issues and Options	Key	Councillor Dr. D. W. P. Booth	Delayed by officers
12	Cabinet 30 July 2008		The Future of Bromsgrove Museum	Key	Councillor R. Hollingworth	
13	Cabinet 30 July 2008	Cabinet 4 June 2008	Sponsorship of Roundabouts and Open Spaces	Key	Councillor M. J. A. Webb	Delayed pending written confirmation from the County and to allow further consideration of the legal position
14	Cabinet 30 July 2008		Council Travel Plan	Non-Key	Councillor P. J. Whittaker	
15	Cabinet 30 July 2008		Improvement Plan Exception Report – May 2008	Non-Key	Councillor M. J. A. Webb	
16	Cabinet 30 July 2008		Strategic Housing CPA Report	Non-Key	Councillor P. J. Whittaker	
17	Cabinet 3 Sept 2008		Fixed Penalty Notices	Key	Councillor Mrs. J. M. L. A Griffiths	

18	Cabinet 3 Sept 2008		Market Hall Site and Toilet Block – Redevelopment actions and proposals	Key	Councillor Dr. D. W. P. Booth	
19	Cabinet 3 Sept 2008	Cabinet 2 April 2008	Single Status (Job Evaluation)	Key	Councillor R. D. Smith	Delayed due to the suspension of the ballot but this is now underway
20	Cabinet 3 Sept 2008		Customer Panel (Customer Satisfaction and Priorities)	Non-Key	Councillor M. J. A. Webb	
21	Cabinet 3 Sept 2008		Council Plan 2009/2012 Part 1	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council
22	Cabinet 3 Sept 2008		Finance and Performance Monitoring – Quarter 1 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
23	Cabinet 3 Sept 2008		Improvement Plan Exception Report – June 2008	Non-Key	Councillor M. J. A. Webb	
24	Cabinet 3 Sept 2008	Cabinet 5 September 2007	Mobile Home Licensing Agreements	Non-Key	Councillor P. J. Whittaker	Further delayed pending consultation on new model standards
25	Cabinet 1 October 2008		Review of Planning and Environment Services	Key	Councillors Mrs. J. Dyer M.B.E. & P. J. Whittaker	
26	Cabinet 1 October 2008		Sports Strategy	Key	Councillor R. Hollingworth	
27	Cabinet 1 October 2008		Food Standards Agency Inspection of Food Safety Enforcement Report	Non-Key	Councillor P. J. Whittaker	
28	Cabinet 1 October 2008		Improvement Plan Exception Report – July 2008	Non-Key	Councillor M. J. A. Webb	

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KEY DECISION

Proposed to be made by
the Cabinet on
2 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Mrs. J. M. L. A. Griffiths</p>	<p>ITEM</p> <p>Civil Parking Enforcement</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Steve Martin</p>	<p>SUMMARY</p> <p>Review of parking system currently operating to include proposals for the introduction of Civil Parking Enforcement.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Highway Authority

KEY DECISION

Proposed to be made by
the Cabinet on
2 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr M Sherrey</p>	<p>ITEM</p> <p>Review of Refuse and Recycling Operation</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Michael Bell</p>	<p>SUMMARY</p> <p>Review of existing operation of the refuse service in relation to the current reliability problems of the side arm vehicles.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Waste Disposal Authority and the County contractors Severn Waste.

KEY DECISION

Proposed to be made by
the Cabinet on
2 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Peter Whittaker</p>	<p>ITEM</p> <p>NATIONAL CHANGES TO MODERNISE THE DISABLED FACILITIES GRANT PROGRAMME</p>	<p>WARDS AFFECTED</p> <p>All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head Planning & Environment</p> <p>REPORT AUTHOR</p> <p>A.M. Coel Strategic Housing Manager</p> <p>01527 881270</p>	<p>SUMMARY</p> <p>The report sets out the package of changes that have been introduced by the Communities and Local Government (CLG) to modernise the Disabled Facilities Grant (DFG) programme and improve delivery of adaptations to the homes of disabled persons nationally.</p> <p>This report also asks members to consider whether they wish to implement the ability to include a 'Claw Back' clause for DFGs granted over £5,000 as the new arrangements allow Local authorities the discretion to impose a limited charge on an adapted property so that if it is sold or transferred within ten years the grant can be reclaimed up to a maximum of £10,000.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The package of changes and the potential implementation of a 'Pay Back' condition would have a significant effect on two or more wards within the District.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="201 151 425 183">Stakeholders</p> <p data-bbox="201 223 672 295">North Worcestershire Care and Repair Service</p>	<p data-bbox="696 215 1164 247">Direct consultation with officers</p>	<p data-bbox="1525 223 1601 255">N/A</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
<p data-bbox="201 805 280 837">N/A</p>

KEY DECISION

Proposed to be made by
the Cabinet on
30 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Dr. D. W. P. Booth</p>	<p>ITEM</p> <p>BROMSGROVE TOWN CENTRE ISSUES AND OPTIONS</p>	<p>WARDS AFFECTED</p> <p>St Johns Ward will be directly affected, but there will be a wider impact across the entire district</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR</p> <p>Phil Street</p> <p>01527 881202</p>	<p>SUMMARY</p> <p>The redevelopment of the town centre is a corporate objective and it will be achieved through specific developments within the town centre. However, it is necessary for the Council to produce an Area Action Plan (AAP) that will provide a vision for the town centre, a context for its development and describe the various areas to be developed and what is being proposed within the town centre. The process of preparing an AAP requires thorough and on going consultation with the community and stakeholders. The first stage of an AAP is evidence gathering and the second stage is the preparation and delivery of a consultation process that puts forward a number of options for the redevelopment of the town centre. Consultees are asked for which of the options they prefer and based on the responses a preferred option is devised. The consultation process provides an evidence trail for seeking approval for the AAP.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effects on communities living or working in an area comprising two or more wards in the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>There will be wide range of consultees including statutory partners, key stakeholders in the town centre and local people</p>	<p>A number of approaches will be taken to consultation. This will include the production of an issues and options report, an accompanying questionnaire, a stall at the farmers market and direct invitations to comment to statutory partners and key stakeholders.</p>	<p>Consultation on issues and options will commence on 30th June and last for eight weeks.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

Decisions will be made in partnership with the County Council, the police, fire and rescue service and representatives of the community.

KEY DECISION

Proposed to be made by
the Cabinet on
30 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Roger Hollingworth</p>	<p>ITEM</p> <p>FUTURE OF BROMSGROVE MUSEUM</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR</p> <p>Phil Street</p> <p>01527 881202</p>	<p>SUMMARY</p> <p>The Council has closed the museum. For some time the Council has been exploring options available to it in relation to the artefacts and building and the tourist information centre. A detailed options appraisal has been carried out regarding the museum and the museum building. The Cabinet will consider the future of the artefacts and the building together with any other relevant information and determine the next steps and the process that will be involved in relation to the Charity Commission and Museum’s Association.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>St John’s Ward and all wards indirectly</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="206 225 423 261">Stakeholders</p> <p data-bbox="206 300 678 443">The Council will consult with the Charity Commission and the Museum and Libraries Association</p>	<p data-bbox="703 225 1435 331">The Council will be obliged to follow due process in respect of consultation with regard to the Charity Commission and Museum Association.</p>	<p data-bbox="1532 213 1995 320">The consultation will take place between 1st September and 31st December 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
30 July 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Mike Webb</p>	<p>ITEM</p> <p>SPONSORSHIP OF ROUNDABOUTS AND OPEN SPACES</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR</p> <p>Phil Street</p> <p>01527 881202</p>	<p>SUMMARY</p> <p>This report will provide information on the need to generate sponsorship and the advantages for the Council in securing such sponsorship. It will explain the approaches the Council are taking to secure sponsorship and the areas in which it is seeking sponsorship. It will describe the development of materials to support sponsorship work including the formulation of a policy for road island sponsorship. There will be an attachment that details a policy for sponsorship of road islands.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effects on communities living or working in an area comprising two or more wards in the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="210 180 696 215">Stakeholders</p> <p data-bbox="210 252 696 579">Meetings have been held with a significant number of companies around the Bromsgrove district to ask about their interest in sponsorship and supporting work being undertaken by the Council for its residents and in particular in relation to the town centre</p>	<p data-bbox="707 180 1518 284">A range of one to one meetings have been held with ten companies across the district and a presentation has been made to at least one company.</p>	<p data-bbox="1529 180 2069 236">The work commenced in January 2008 and is continuing</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
3 September 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Mrs J.M.L.A. Griffiths</p>	<p>ITEM</p> <p>FIXED PENALTY NOTICES</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of The Deputy Head of Service Street Scene & Community Services</p> <p>REPORT AUTHOR</p> <p>Graham Rocke, Community Safety Manager 01527 881486</p>	<p>SUMMARY</p> <p>The Report's proposal is to embed the use of Fixed Penalty Notices (FPNs) within Bromsgrove DC and its Partners as a way of tackling Anti Social Behaviour and Environmental Crime issues. The high visibility use of FPN's will be a major factor in lowering resident's Fear of Crime & Disorder.</p> <p>It will cover the menu of incidents currently covered by FPN's with the range of fines available for each one. The ways BDC, its Officers and Partners achieve formal accreditation to issue Notice's will be covered together with projected Training requirements. The IT needed to support FPN's will be detailed.</p> <p>Full costings together with a communications plan and timetabled rollout of the scheme will also be included.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>In terms of its effect on communities living or working in an area comprising two or more wards in the district.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="210 201 421 233">Stakeholders</p> <p data-bbox="210 277 656 384">Members, Officers and members of Bromsgrove Community Safety Partnership</p>	<p data-bbox="707 201 1503 272">Formal, minuted consultation meetings and via Portfolio Holder, Cllr Griffiths for Members</p> <p data-bbox="707 312 1498 347">Benchmarking with Malvern Hills and Wyre Forest DC's</p>	<p data-bbox="1536 201 1776 236">May – July 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

Bromsgrove Community Safety Partnership

KEY DECISION

Proposed to be made by
the Cabinet on
3 September 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Dr. D. W. P. Booth</p>	<p>ITEM</p> <p>MARKET HALL SITE AND TOILET BLOCK – REDEVELOPMENT ACTIONS AND PROPOSALS</p>	<p>WARDS AFFECTED</p> <p>St Johns Ward and all wards indirectly as the town centre affects all residents</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR</p> <p>Phil Street</p> <p>01527 881202</p>	<p>SUMMARY</p> <p>This report contains details regarding those actions that have been taken to redevelop the market hall site. It will explain the actions taken to enter into an agreement with a retailer to redevelop the market hall site. It will contain information about the effectiveness of these discussions and an outline of the agreement. It will explain other options considered and the actions pursued in connection with these other options. It will outline the time frame for actions including information on the relocation of the indoor market. It will describe the risks and challenges that the redevelopment of the market hall site will potentially encounter. The report will also describe the actions associated with the redevelopment of the toilet facilities in the town centre including the progress in refurbishing the existing toilet block and the provision of a personal care suite for disabled people.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>Consultation will take place with market traders, businesses in the town centre and representatives of disabled users</p>	<p>Consultation will take place through the AAP issues and options process conducted in June / July 2008; meetings, correspondence and site visits</p>	<p>June to August 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
3 September 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Roger Smith</p>	<p>ITEM</p> <p>SINGLE STATUS – IMPLEMENTATION OF A NEW PAY AND GRADING STRUCTURE, AND REVIEW OF TERMS AND CONDITIONS OF EMPLOYMENT FOR STAFF EMPLOYED ON NJC CONDITIONS OF SERVICE.</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Human Resources and Organisational Development</p> <p>REPORT AUTHOR</p> <p>Jo Pitman Head of Human Resources and Organisational Development</p> <p>01527 881479</p>	<p>SUMMARY</p> <p>The purpose of this report is to seek Cabinet agreement to implement “Single Status”/Job Evaluation (a new pay and grading structure) for all workers employed under National Joint Council (NJC) for Local Government Services terms and conditions of employment, as required by the nationally negotiated pay award April 2004-7.</p> <p>It will outline proposals in respect of a new pay structure for Council employees, and will address the question of pay protection for those employees whose pay it is recommended will drop if the proposals are approved. The report will also address limited changes to terms and conditions of employment and will outline the response of the trade unions to the proposals, whilst also detailing the extent to which they have been involved in the development of the proposals.</p> <p>The report will only be put forward for Cabinet’s consideration in June if the majority response of the staff ballot is in favour of the proposals.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Will result in expenditure in excess of £50,000.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <ol style="list-style-type: none"> 1. Corporate Management Team 2. Cabinet and Lead Portfolio Holder 3. Employees – all those employed on NJC Conditions of Service (excludes the Corporate Management Team) 4. Trade Unions – Unison, UCATT and GMB. 	<p>The 3 recognised trade unions have been consulted as key members of the Single Status Steering Group since the inception of the project in 2006. The consultation and negotiations with them have taken the form of regular meetings of the joint steering group, in which they have been recognised as key partners. In accordance with the principle of openness and transparency, the trade unions have been heavily involved in the development of the pay model in order to understand the extent of the council's financial limitations and to ensure their buy-in. As the project has developed, the consultation meetings have increased in frequency. The relationship between the Council and the unions during the consultation process has however been positive throughout, with a shared principle of wishing to implement these proposals through a Collective Agreement.</p> <p>The Corporate Management Team has been consulted collectively through Corporate Management Team meetings, and individually as Heads of Service in order to consider the overall effect upon the workforce; specifically in relation to degrees of acceptance in relation to the proposals and how they may impact upon organisation performance, and the Council's reputation as an Employer.</p> <p>The staff affected are to be consulted on the proposals through a ballot – whether they are members of a trade union or not. The results of the ballot will determine whether Officers feel able to recommend the proposals to Cabinet as ready for implementation via a Collective Agreement signed by the Unions and the Council's Officers. The ballot is to be timed so that the Cabinet can make a decision when the results of the ballot are known. If the ballot generates more than 50% in a yes vote it will be considered strong enough to recommend implementation through a Collective Agreement.</p>	<p>Steering Group (including trade unions) July 2006 – May 2008.</p> <p>Staff – through the Ballot – proposed timescales May – June 2008.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

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KEY DECISION

Proposed to be made by
the Cabinet on
1 October 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Jill Dyer Councillor Peter Whittaker</p>	<p>ITEM REVIEW OF PLANNING AND ENVIRONMENT SERVICES</p>	<p>WARDS AFFECTED All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Planning and Environment Services</p> <p>REPORT AUTHOR Dave Hammond 881330</p>	<p>SUMMARY The Head of Planning and Environment Services is to undertake a review of his Department with a view to achieving efficiencies in line with the Council's three year financial plan. The review will look at working practices within all 8 sections of the Department, namely:</p> <ul style="list-style-type: none"> ▪ Administration ▪ Building Control ▪ Development Control ▪ Economic Development ▪ Environmental Health ▪ Licensing ▪ Strategic Housing ▪ Strategic Planning <p>The review will look at structures within each section with a view to ensuring efficient service delivery</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Potential savings in excess of £50,000</p>

CONSULTATION DETAILS Stakeholders Corporate Management Team	Method of Consultation Report to Corporate Management Team	Consultation period or dates September 08
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DECISION TO BE MADE IN PARTNERSHIP WITH N/A

KEY DECISION

Proposed to be made by
the Cabinet on
1 October 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Roger Hollingworth</p>	<p>ITEM</p> <p>SPORTS STRATEGY</p>	<p>WARDS AFFECTED</p> <p>All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Deputy Head of Street Scene and Community Services</p> <p>REPORT AUTHOR</p> <p>Rebecca Clayton Sports Development Manager 01527 881315</p>	<p>SUMMARY</p> <p>The sports strategy will outline the future delivery of sport and active recreation throughout the district, defining partnerships, identifying future priority areas for both investment and development, and will be supported by a comprehensive action plan detailing key future projects and areas of delivery. The sports strategy will include identification of significant partnerships and define key objectives linked to current Sport England objectives and the West Midlands Framework for Sport. The sports strategy will be a key document in guiding the districts investment in sport, and Bromsgrove Extended Community Activity Network will utilise the strategy to identify areas of development and support future funding bids.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant effect on the future delivery of sport and active recreation across the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders North Worcestershire School Sport Partnership</p> <p>Worcestershire PCT</p> <p>Community Safety Partnership</p> <p>Sports Partnership Herefordshire and Worcestershire</p> <p>Extended Services</p> <p>Chadsgrove School and Specialist Sports College</p> <p>Youth Support, Childrens Services, Worcestershire County Council</p> <p>Health & Well Being LSP Theme Group.</p>	<p>Draft document including action plan provided for comment to all stakeholders. Draft document amended accordingly.</p>	<p>18 August – 12 September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

SCRUTINY STEERING BOARD

WORK PROGRAMME

1ST JULY 2008

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

RECOMMENDATION: To consider and agree the work programme.

ITEMS FOR FUTURE SCRUTINY AND UPDATES

Subject	Date of Consideration	Other Information
Recommendation Tracker - <i>Permanent Item</i> -	Jan/Mar/April/ July/Sept/Nov	A bi-monthly report monitoring the implementation of scrutiny recommendations. (Initially for a trial period of 12 months starting January 2008.)
Worcestershire Chairmen and Vice-Chairmen Network (Update) - <i>Permanent Item</i> -	29th July 2008	Members to receive an update from Councillor Pardoe following the next Joint Flooding Task Group Meeting he attends. (Unfortunately, apologies for absence had to be submitted to the Joint Scrutiny Meeting held on 30th June 2008 due to a clash with a Council Meeting at the Council House on the same date.)
Bromsgrove Town Centre Area Action Plan Issues and Options Consultation	29th July 2008	Due to further consideration by the Local Development Framework Working Group at its meeting in June 2008, it was agreed that the Bromsgrove Town Centre Area Action Plan Issues and Options Consultation would be revised. However, it is expected that it will be available for the Board to consider at its next meeting later this month.
Older People (Councillor Mrs. Bunker)	TBA	Possible area for future scrutiny following the outcome of focus groups to find out specific issues which may need to be scrutinised. A scrutiny proposal would need to be completed if the Board was minded to scrutinise this area.

CURRENT SCRUTINY TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Anti-Social Behaviour and Alcohol Free Zones	4th November 2008 / 2nd December 2008	Task Group merged and Councillor K. Taylor appointed as Task Group Chairman. Membership and Terms of Reference agreed by the Board on 29th April and 22nd May 2008. First meeting was held on 25th June 2008.
Refuse and Recycling - VFM	2nd December 2008 (First report considered and approved by Cabinet on 2nd April 2008.)	Task Group to carry out additional work in relation to Value for Money (VFM). Terms of Reference agreed by the Board on 22nd May 2008. Four of the five original Task Group Members agreed to carry out the work on behalf of the Board following VFM Training in June 2008. First meeting is scheduled to be held on 7th July 2008

SCRUTINY TASK GROUP REVIEWS

Task Group	Date of Review (when Task Group is due to reconvene)
Air Quality	February 2009
Public Transport (Buses)	March 2009

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