



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 30TH SEPTEMBER 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 meeting of the Scrutiny Steering Board held on 2nd September 2008 (Pages 1 - 4)
4. Verbal updates on progress of Scrutiny Task Groups (to be given by the Task Group Chairmen)
 - (a) Anti-Social Behaviour and Alcohol Free Zones (Councillor C. B. Taylor)
 - (b) Refuse and Recycling – Value for Money (Councillor C. R. Scurrall)
5. Forward Plan of Key Decisions (Pages 5 - 40)
6. Work Programme (Pages 41 - 44)

7. 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 September 2008

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 2ND SEPTEMBER 2008, AT 6.00 P.M.

PRESENT: Councillors D. L. Pardoe (Chairman), Dr. G. H. Lord (Vice-Chairman),
A. N. Blagg, S. R. Colella and C. B. Taylor

Observers: Councillors G. N. Denaro, S. R. Peters and
Mrs. M. A. Sherrey JP

Officers: Mr. P. Street, Mr. T. Beirne, Mr. M. Bell, Mrs. C. Felton,
Mrs. S. Sellers, Mr. S. Martin and Mr. A. C. Stephens

29/08 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs. M. Bunker.

30/08 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

No declarations of interest or whipping arrangements were received.

31/08 MINUTES

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

RESOLVED that the minutes be approved as a correct record.

32/08 COMPREHENSIVE PERFORMANCE ASSESSMENT

Consideration was given to the latest draft of the Comprehensive Performance Assessment (CPA) self-assessment to be submitted to the Audit Commission by 26th September 2008.

The Executive Director - Services explained that the Audit Commission would use the final version of the self-assessment report to identify the key areas to be investigated during the CPA inspection.

RESOLVED:

- (a) that the 'work-in-progress' draft CPA self-assessment document be noted; and
- (b) that it be noted that the final version of the CPA self-assessment document would be considered by Council, before being forwarded to the Audit Commission.

33/08 **SCRUTINY REQUEST - CAR PARKING FOR BLUE BADGE HOLDERS**

Consideration was given to a report which detailed a request from a member of the public in respect of the charges for car parking for 'Blue Badge' holders. The Board received additional information about the Council's Shopmobility scheme from Mr. S. Martin, Transport and Engineering Manager, who also answered several questions from Members.

Mr. Martin explained that the cost of operating the Shopmobility scheme was covered by the income from charging 'Blue Badge' holders for car parking. He stated that there were 314 registered users of the scheme and added that Shopmobility was being well used on a daily basis. It was reported that the funding for the Shopmobility scheme had been provided by the removal of the concession to allow free parking for 'Blue Badge' holders.

RESOLVED:

- (a) that the Board convey its thanks to Mr. L. Irving for bringing the issue to the Council's attention and highlighting the problems some members of the public may face as a result of the removal of the parking concession, and that he be sent a formal written response to explain the Board's decision; and
- (b) that, under paragraph 9.4 of the Cabinet Procedure Rules, the Chief Executive be requested to place an item for consideration on the next available Cabinet meeting agenda to re-evaluate the parking issues raised, especially in terms of the removal of the parking concession for 'Blue Badge' holders, the funding of the Shopmobility scheme, alternative methods of payment for car parking and the proposals for the regeneration of Bromsgrove Town Centre as a whole.

34/08 **VERBAL UPDATE ON JOINT COUNTYWIDE SCRUTINY ON FLOODING BY COUNCILLOR D. L. PARDOE**

The Chairman addressed the meeting and informed the Board that he had recently attended a meeting in respect of the Joint Countywide Scrutiny on Flooding. He explained that the final draft report had been published and would be circulated to all districts within the County in due course. He added that the Chairman of the Countywide Scrutiny on Flooding would be willing to attend a future meeting of the Board to formally present and explain the final report and respond to any questions from Members.

It was reported that the flooding which affected the Bromsgrove District in July 2007 was not quite as severe as in other parts of the County, and that most of the damage caused to property and land in the district was as a result of sudden 'flash flooding'. These "at risk" areas were now identifiable by post codes should a similar event occur again in the future.

The Chairman stated that the report did not seek to apportion blame on particular agencies or organisations, but merely to draw the attention of those bodies to possible areas at risk of flooding and to make them aware of the problems that may be caused.

Members of the Board asked a number of questions to which the Chairman or the officers present at the meeting responded.

RESOLVED:

- (a) that a copy of the Report of the Countywide Scrutiny on Flooding be distributed to Members with the agenda for the next meeting of the Board; and
- (b) that arrangements be made for the Chairman of the Countywide Scrutiny on Flooding to attend the next, or subsequent, meeting of the Board to formally present the report, explain its findings and respond to any questions from Members.

35/08 **SCRUTINY RECOMMENDATION TRACKER**

The Board considered the recommendation tracker report which listed all Cabinet approved Scrutiny recommendations and the actions taken to implement them.

RESOLVED that the recommendation tracker be noted.

36/08 **FORWARD PLAN OF KEY DECISIONS**

Consideration was given to the Forward Plan which included key and non-key decisions due to be taken by the Cabinet over the forthcoming months.

The Board discussed each key decision in turn and questions raised were answered by the officers present.

In respect of the implementation of Single Status, it was reported that this had been delayed due to a recent legal ruling which had national implications.

RESOLVED that the Forward Plan be noted.

37/08 **WORK PROGRAMME**

The Board considered all the items included within its Work Programme.

RESOLVED that the Scrutiny Steering Board's Work Programme be noted and be updated accordingly.

The meeting closed at 7.25 p.m.

Chairman

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FORWARD PLAN OF KEY DECISIONS

OCTOBER 2008 TO JANUARY 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 October 2009 to 31 January 2009. **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 1 October 2008	Cabinet 3 Sept 2008	Fixed Penalty Notices	Key	Councillor Mrs. J. M. L. A Griffiths	Delayed by officers for further consideration
2	Cabinet 1 October 2008	Cabinet 30 July 2008	The Future of Bromsgrove Museum	Key	Councillor R. Hollingworth	Delayed by officers for further consideration
3	Cabinet 1 October 2008		Future Management of the Leisure Centres	Non-Key*	Councillor R. Hollingworth	Cabinet will make recommendations to the full Council
4	Cabinet 1 October 2008		Assets Management Plan	Non-Key	Councillor R. D. Smith	
5	Cabinet 1 October 2008		Bromsgrove Local Strategic Partnership Board Minutes (7 August 2008)	Non-Key	Councillor R. Hollingworth	
6	Cabinet 1 October 2008		Budget Process Timetable	Non-Key	Councillor G. N. Denaro	
7	Cabinet 1 October 2008		Food Standards Agency Inspection of Food Safety Enforcement Report	Non-Key	Councillor P. J. Whittaker	
8	Cabinet 1 October 2008		Improvement Plan Exception Report – July 2008	Non-Key	Councillor M. J. A. Webb	
9	Cabinet Special Meeting late October 2008 (date to be agreed)	Cabinet 2 April 2008	Single Status (Job Evaluation)	Key	Councillor R. D. Smith	Delayed due to the suspension of the ballot and ongoing negotiations with the unions

10	LDF Working Party October 2008		Bromsgrove Town Centre Issues and Options – Outcome of Consultation on Area Action Plan	Key	Councillor Dr. D. W. P. Booth	
11	Cabinet 5 Nov 2008	Cabinet 3 Sept 2008	Bromsgrove Town Centre (Market Hall)	Key	Councillor Dr. D. W. P. Booth	Delayed by officers for further consideration
12	Cabinet 5 Nov 2008		Countywide Air Quality Strategy	Key	Councillor P. J. Whittaker	
13	Cabinet 5 Nov 2008		Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. Hollingworth	
14	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Review of Planning and Environment Services	Key	Councillors Mrs. J. Dyer M.B.E. & P. J. Whittaker	Delayed due to staff consultation
15	Cabinet 5 Nov 2008		Sports Hub Provision	Key	Councillor R. Hollingworth	
16	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Sports Strategy	Key	Councillor R. Hollingworth	Delayed to tie in with submission of PPG 17 outturn report
17	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Worcestershire Telecare Strategy	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
18	Cabinet 5 Nov 2008		Communications Strategy Review	Non-Key	Councillor M. J. A. Webb	
19	Cabinet 5 Nov 2008		Community Access Strategy	Non-Key	Councillor M. J. A. Webb	
20	Cabinet 5 Nov 2008		Community Engagement Strategy	Non-Key	Councillor M. J. A. Webb	

21	Cabinet 5 Nov 2008		Community Strategy Annual Report	Non-Key*	Councillor M. J. A. Webb	* Cabinet will make a recommendation to the full Council
22	Cabinet 5 Nov 2008		DCFS Play Builder Funding – Lickey End Recreation Ground	Non-Key*	Councillor R. Hollingworth	*Cabinet will make a recommendation to the full Council on an adjustment to the Capital Programme for 2008/09
23	Cabinet 5 Nov 2008	Cabinet 4 June 2008	E-Government Strategy	Non-Key	Councillor Dr. D. W. P. Booth	Delayed by officers as needs to tie in with Worcestershire Hub work to standardise ICT strategies
24	Cabinet 5 Nov 2008		Improvement Plan Exception Report – August 2008	Non-Key	Councillor M. J. A. Webb	
25	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Worcestershire County Council Parking Policies – BDC response to updated Residents Parking Policy and new Disabled Parking Policy	Non-Key	Councillor Mrs. J. M. L. A. Griffiths	Delayed by officers for further consideration
26	Cabinet 3 Dec 2008		Houndsfield Lane Caravan Site	Key	Councillor P. J. Whittaker	
27	Cabinet 3 Dec 2008		Joint Municipal Waste Management Strategy	Key	Councillor Mrs. M. A. Sherrey	
28	Cabinet 3 Dec 2008		Street Cleansing Policy	Key	Councillor Mrs. J. M. L. A. Griffiths	
29	Cabinet 3 Dec 2008		Bromsgrove Local Strategic Partnership Board Minutes (2 October 2008)	Non-Key	Councillor R. Hollingworth	
30	Cabinet 3 Dec 2008		Business Continuity Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	

31	Cabinet 3 Dec 2008		Capital Programme and associated funding requirement 2009/10 – 2011/12 plus the draft Revenue Base Budget and financial impact of the Council's Priorities	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
32	Cabinet 3 Dec 2008		Council Tax Base Calculation 2009/10	Non-Key	Councillor G. N. Denaro	
33	Cabinet 3 Dec 2008		Financial and Performance Monitoring Report – Quarter 2 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
34	Cabinet 3 Dec 2008		Improvement Plan Exception Report – September 2008	Non-Key	Councillor M. J. A. Webb	
35	Cabinet 7 January 2009		Improvement Plan Exception Report – October 2008	Non-Key	Councillor M. J. A. Webb	
36	Cabinet 7 January 2009		Medium Term Financial Plan 2009/10 – 2011/12	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
37	Cabinet 7 January 2009		Programme of Council and Committee Meetings 2009/10	Non-Key*	Councillor R. D. Smith	* Cabinet will make recommendations to the full Council

KEY DECISION

Proposed to be made by
the Cabinet on
1 October 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="210 201 421 236">Stakeholders</p> <p data-bbox="210 276 656 384">Members, Officers and members of Bromsgrove Community Safety Partnership</p>	<p data-bbox="707 201 1520 272">Formal, minuted consultation meetings and via Portfolio Holder, Cllr Griffiths for Members</p> <p data-bbox="707 312 1520 347">Benchmarking with Malvern Hills and Wyre Forest DC's</p>	<p data-bbox="1532 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
1 October 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="212 223 425 255">Stakeholders</p> <p data-bbox="212 295 683 446">The Council will consult with the Charity Commission and the Museum and Libraries Association</p>	<p data-bbox="705 223 1444 335">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="1534 215 2004 327">The consultation will take place between 1st September and 31st December 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
<p data-bbox="212 734 280 766">N/A</p>

KEY DECISION

Proposed to be made by
the Cabinet at a special meeting in
late October 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Roger Smith</p>	<p>ITEM</p> <p><u>CONSIDERING A WAY FORWARD FOR IMPLEMENTATION OF SINGLE STATUS/JOB EVALUATION</u></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 update Cabinet on progress in relation to implementation of Single Status/Job Evaluation*, and specifically to ask Cabinet to consider three options to enable Officers' to move implementation of Single Status forward.</p> <p>The report reflects the fact that the original date in which it was hoped that a recommendation to implement Single Status would be made to Cabinet was April 2008. However, negotiations with the trade unions have taken longer than anticipated, and this has been further exacerbated by the effects of a recent key Court of Appeal judgment. These factors combined have led to a growing sense that planned timescales for implementation have been drifting, which is in turn having a further detrimental effect upon the morale of the workforce.</p> <p>Whilst not a report recommending implementation of Single Status, the report is considered necessary as a way of obtaining a sense of political direction with regards to the best way forward in order to remove the ongoing uncertainty for staff. It is also intended to make Cabinet aware of the effect that the delays are having upon the workforce, and consequently consider how best to remedy this.</p> <p>The report will outline the background to and purpose of Single Status, it will consider the progress made towards Single Status by Bromsgrove District Council to date and explain why the</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Ultimately, implementation of the proposed new pay and grading structure will result in expenditure in excess of £50,000.</p>

	<p>original planned date of implementation; April 2008 has not been achieved.</p> <p>The report will outline the 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 subsequently implemented. 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>*Single Status/Job Evaluation represents the development of 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>	
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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.</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>Staff who are members of UCATT and GMB have been balloted on the proposals. As have employees who are non union members. Unison members have yet to be balloted.</p>	<p>Steering Group (including trade unions) July 2006 – present time</p> <p>Staff – through the Ballot – proposed timescales May – June 2008.</p> <p>Cabinet – October 2008 – in respect of how to progress implementation of Single Status.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Local Development Framework Working Party in
October 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
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Dr. D. W. P. Booth</p>	<p>ITEM</p> <p>BROMSGROVE TOWN CENTRE</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 town centre redevelopment is one of the Council’s main priorities and members were advised at the meeting of the Cabinet on 30th July 2008 with regard to the progress that has been made in relation to the issues and options available to the Council within this context and more specifically the economic climate that exists currently in the commercial market. Members were also advised at the meeting on 30th July in respect of the progress made with regard to the Area Action Plan and the Consultation process.</p> <p>At the Cabinet meeting in November members will be considering further progress made with regard to the town centre redevelopment in general and specifically in respect of the future of the Council’s market hall site.</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>The Area Action Plan consultation process will have been completed by the November Cabinet and members will receive and update in respect of this.</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
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Peter Whittaker</p>	<p>ITEM</p> <p>COUNTYWIDE AIR QUALITY STRATEGY</p>	<p>WARDS AFFECTED</p> <p>District Wide</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Team Leader (Pollution & General)</p> <p>REPORT AUTHOR</p> <p>Robin Goundry Team Leader (Pollution & General) 01527 881435</p>	<p>SUMMARY</p> <p>The Local Authorities of Worcestershire and Herefordshire Council, whilst fulfilling their statutory responsibilities and obligations to identify air quality hot spots, have recognised a need to develop a more holistic and unified approach to managing local air quality across the two Counties. Herefordshire and Worcestershire County Pollution Group in 2007 initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy (AQS). The improvement of air quality requires input from a wide range of planning and other professions. Therefore this AQS identifies broad actions, particularly for communication and co-operation within and between local authorities and wider bodies and the community.</p> <p>The key advantages of developing and implementing an AQS at County-wide level can be summarised as follows:</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This has affects and implications District wide by its nature.</p>

- It provides greater consistency across a range of policy areas for the achievement of improved local air quality, including local planning, transport planning, health, industry, housing and environmental protection, and ensures air quality is addressed in a multi-disciplinary way within the different departments of a local authority and across Herefordshire and Worcestershire;
- It provides the framework for a consistent approach to addressing local air quality considerations in development control processes;
- It is a vehicle for developing a coherent air quality policy across Herefordshire and Worcestershire for local planning processes;
- It provides a link to wider initiatives across both the one and two-tier authorities (for example Local Transport Plans, Climate Change programmes, Community Plans and energy efficiency programmes), and
- It provides the platform for local air quality considerations in future rounds of Local Transport Plans.

The cost of the project has been co - funded by the authorities. It will be launched in autumn 2008.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="210 172 427 210">Stakeholders</p> <p data-bbox="210 248 488 284">District Councillors</p> <p data-bbox="210 322 595 357">Adjacent District Councils</p> <p data-bbox="210 395 663 430">Worcestershire County Council</p>	<p data-bbox="707 172 1003 226">Distribution by email</p>	<p data-bbox="1532 172 1957 236">Non Statutory – ongoing until September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

District Councils, Worcestershire County Council.

KEY DECISION

Proposed to be made by the Cabinet on
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Roger Hollingworth</p>	<p>ITEM</p> <p>PREFERRED PLANNING GUIDANCE 17 (PPG17) – OUT TURN REPORT</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Street Scene & Community</p> <p>REPORT AUTHOR</p> <p>John Godwin Deputy Head of Street Scene & Community 01257 881730 j.godwin@bromsgrove.gov.uk</p>	<p>SUMMARY</p> <p>The report is to update members on the out turn of the recent PPG17 review of the district and to advise members of the key items contained with in it in relation to service delivery and future budget requirements.</p> <p>The report will also be used as a basis for the recommendation to cabinet on the current level and future requirements of the Councils Park, Open Space, Play Areas & Pitches provision and Inc potential areas for redevelopment, removal and/or disposal.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report will result in:</p> <ul style="list-style-type: none"> • The Council incurring additional expenditure in excess of £50,000. <p>Further more it may result :</p> <ul style="list-style-type: none"> • In the disposal of a Council asset with a value over £50,000 • In the identification of a proposal to cease the delivery of a service.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>Elected members SMT & CMT Planning Officers Parks Officers</p>	<p>The PPG 17 out turn report the is final stage of an in depth consultation process that will be closed by the time the report is written.</p> <p>Consultation has been undertaken with:</p> <p>Elected members District & County Council Officers Parish Council Residents Inc Children & Young People User Groups WCC Officers Sport England Community Sports Network (BECAN)</p>	<p>N/A</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 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>

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

KEY DECISION

Proposed to be made by the Cabinet on
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Roger Hollingworth</p>	<p>ITEM</p> <p>SPORTS HUB PROVISION</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Street Scene & Community</p> <p>REPORT AUTHOR</p> <p>John Godwin Deputy Head of Street Scene & Community 01257 881730 j.godwin@bromsgrove.gov.uk</p>	<p>SUMMARY</p> <p>The report is to update members on the out turn of the recent PPG17 review of the district and to advise members of the key items contained with in it in relation to the future need of play pitches with in the District.</p> <p>The report will also be used as a basis for the recommendation to cabinet on the proposed use of the Capital funding allocated this year for the provision of Sports Hubs and potential partnership funding in the delivery of these schemes.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report will result in:</p> <ul style="list-style-type: none"> • The Council incurring additional expenditure in excess of £50,000. • A significant effect on communities living or working in an area comprising of two or more wards in the district.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>Elected members SMT & CMT Planning Officers Sports development Officers Parks Officers</p>	<p>The PPG 17 out turn report is the final stage of an in depth consultation process that will be closed by the time the report is written.</p> <p>Consultation has been undertaken with:</p> <p>Elected members District & County Council Officers Parish Council Residents Inc Children & Young People User Groups WCC Officers Sport England Community Sports Network (BECAN)</p>	<p>N/A</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 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>

<p>CONSULTATION DETAILS</p> <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>Method of Consultation Draft document including action plan provided for comment to all stakeholders. Draft document amended accordingly.</p>	<p>Consultation period or dates 18 August – 12 September 2008</p>
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DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

Item No.17

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Peter Whittaker / Cllr Mrs June Griffiths</p>	<p>ITEM</p> <p>WORCESTERSHIRE TELECARE STRATEGY</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of The Strategic Housing Manager – in consultation with Phil Street / John Godwin and Graham JRock.</p> <p>REPORT AUTHOR</p>	<p>SUMMARY</p> <p>The report brings forward for members information and consideration the Worcestershire Telecare Strategy and asks Members for their approval and adoption of the Strategy.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The Countywide Strategy seeks partnership support to help the implementation of County Council funded assistive technology and equipment to enable older people to live independently in their own homes across Worcestershire.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders N/A	N/A	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH
Other District Councils, County Council

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Peter Whittaker</p>	<p>ITEM</p> <p>GYPSY AND TRAVELLER SITE PROVISION AND REVIEW OF HOUNDSFIELD LANE CARAVAN SITE</p>	<p>WARDS AFFECTED</p> <p>Whole District Plus Hollywood and Majors Green</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning and Environment</p> <p>REPORT AUTHOR</p> <p>A.M. Coel Strategic Housing Manager 01527 881270</p>	<p>SUMMARY</p> <p>Following on from the report made to Cabinet in June 2008, this report will provide members with an update upon the consultation with site residents and upon the progress and negotiations undertaken in pursuance of the two favoured options regarding the future management, ownership and improvement of the site</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Recommendations of a recent Gypsy and Traveller Accommodation Assessment relate to provision in the whole district.</p> <p>Provision of site facilities at Houndsfield Lane Site affect the Hollywood and Majors Green Ward.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="212 316 427 347">Stakeholders</p> <p data-bbox="212 387 674 571">With site residents to assess preferences for improvement to individual pitch and amenity block facilities and the future use of the Transit site.</p>	<p data-bbox="707 363 1514 435">Personal consultation visits to all Houndsfield Lane Site residents by Strategic Housing Officers.</p>	<p data-bbox="1525 363 1771 395">September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
<p data-bbox="212 786 280 818">N/A</p>

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr M Sherrey</p>	<p>ITEM</p> <p>REFRESH OF WASTE MANAGEMENT STRATEGY DOCUMENT</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>All County and District Councils are required to produce a long term Waste Management Strategy and review it every 5 years. This is the first review of the existing strategy that has been in place since 2004. The document sets out the long term aims of the waste partnership and how it will achieve its statutory targets over the next 25 years.</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>Consultation will be carried out with statutory consultees over a period of several months.</p>	<p>Direct access to statutory consultees.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Waste Disposal Authority and the other district Councils with Worcestershire and Herefordshire.

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Mrs J M L A Griffiths</p>	<p>ITEM</p> <p>STREET CLEANSING POLICY</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>Document outlines the elements undertaken by the Street Cleansing team and will act as a guidance document for staff and residents.</p> <p>Street Cleansing is an important function and therefore require robust procedures within which to operate.</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
n/a	n/a	n/a

DECISION TO BE MADE IN PARTNERSHIP WITH
n/a

SCRUTINY STEERING BOARD

WORK PROGRAMME

30TH SEPTEMBER 2008

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

RECOMMENDATIONS:

- (a) to consider the comments made by the Performance Management Board; and
- (b) to consider and agree the work programme.

Comments made by the Performance Management Board

At the Performance Management Board Meeting held on 19th August 2008 it was agreed that, in light of the results of the third Customer Panel Survey and the current and projected age profile of the population both locally and nationally, the Scrutiny Steering Board be requested to expedite the establishment of a Scrutiny Task Group to consider issues relating to older people.

At present, the topic of 'Older People' is the next item on this Board's work programme to be scrutinised. As soon as one of the current Scrutiny Task Groups has completed its work and presented its findings and recommendations, and a scrutiny proposal relating to Older People has been submitted, the Board will be able to establish a new Task Group, as supported by the Performance Management Board.

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.)

ITEMS FOR FUTURE SCRUTINY AND UPDATES continued...

Subject	Date of Consideration	Other Information
<p>Worcestershire Chairmen and Vice-Chairmen Network (Update) - <i>Permanent Item</i> -</p> <p>Flooding Scrutiny</p>	<p>4th November 2008</p>	<p>At the last meeting of the Board, the Chairman informed Members that the Joint Countywide Scrutiny Report was being finalised and would be circulated shortly.</p> <p>The deadline for comments on the Draft Scrutiny Report has been extended by the County Council until 26th September 2008 and, dependent on the nature and type of comments received, the report may then either be amended and agreed with the Chairman, published and circulated, or the Chairman may decide a further meeting of the Joint Scrutiny Task Group is required to consider and agree any amendments. If such a meeting is necessary, it is anticipated it would have to take place early/mid October to prevent further delays.</p> <p>Therefore, it is expected that the report will be considered by this Board at its next meeting. Unfortunately, the Chairman of the Task Group is unavailable to attend the next Board Meeting, however, an officer from Worcestershire County Council (who has been supporting the Task Group) will be present.</p> <p>If the report is approved by this Board, it is anticipated that the Task Group Chairman, along with the Board Chairman, will present the report to the Cabinet on 3 December 2008.</p>
<p>Budget Process 2009/10 – 2011/12</p>	<p>2nd December 2008</p>	<p>A presentation will be given to the Board on the Budget Process, recommended Capital Programme and Draft Base Budget for 2009/10 - 2011/12.</p>
<p>Older People (Councillor Mrs. Bunker)</p>	<p>TBA</p>	<p>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.</p>

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 C. B. Taylor appointed as Task Group Chairman. Membership and Terms of Reference agreed by the Board on 29th April and 22nd May 2008. First meeting 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. Councillor C. R. Scurrall remains as Task Group Chairman. First meeting 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.

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