

# Public Document Pack



## **BROMSGROVE DISTRICT COUNCIL**

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

**TUESDAY 23RD JULY 2024**

**AT 6.00 P.M.**

**PARKSIDE SUITE - PARKSIDE**

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

### **AGENDA**

**1. Apologies for Absence and Named Substitutes**

**2. Declarations of Interest and Whipping Arrangements**

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

**3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 25th June 2024 (Pages 5 - 12)**

4. **Update on Local Heritage List for Bromsgrove District** (Pages 13 - 16)
5. **Affordable Housing Briefing** (Pages 17 - 22)
6. **Topic Proposal for Task Group - Housing** (Report to Follow)

The topic proposal document will be published in a supplementary papers pack to this agenda.

7. **Impact of Heatwaves Task Group - Final Report** (Pages 23 - 46)
8. **Finance and Budget Working Group - Update**
9. **Worcestershire Health Overview and Scrutiny Committee - Update**
10. **Cabinet Work Programme** (Pages 47 - 62)
11. **Overview and Scrutiny Board Action Sheet** (Pages 63 - 68)
12. **Overview and Scrutiny Board Work Programme** (Report to Follow)

The Overview and Scrutiny Board Work Programme will be published in a supplementary papers pack to this agenda.

Sue Hanley  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
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B61 8DA

15th July 2024

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- Meeting Minutes
- The Council's Constitution

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## **BROMSGROVE DISTRICT COUNCIL**

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

**25TH JUNE 2024, AT 6.00 P.M.**

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

Observers:

Councillor K. J. May – Leader of the Council and Cabinet Member for Strategic Partnerships and Enabling

Councillor S. R. Colella – Cabinet Member for Finance

Officers: Mrs. C. Felton and Mr. G. Revans, Mr. M. Sliwinski and Mrs. S. Woodfield.

1/24

#### **ELECTION OF CHAIRMAN**

A nomination for the position of Chairman was received in respect of Councillor P. M. McDonald. On being put to the vote, it was

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

2/24

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

A nomination for the position of Vice-Chairman was received in respect of Councillor S. T. Nock. On being put to the vote it was

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

3/24

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

There were no apologies for absence.

4/24

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

There were no declarations of interest nor of whipping arrangements.

5/24

#### **OVERVIEW AND SCRUTINY TRAINING - OUTCOMES OF THE TRAINING AND WORK PRIORITISATION SESSION**

The Board considered the report that detailed the outcomes of Overview and Scrutiny Training and Work Prioritisation Session. Members were

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Overview and Scrutiny Board  
25th June 2024

invited to consider whether to add subjects suggested for scrutiny during the session to the Overview and Scrutiny Board's Work Programme for 2024/25.

It was noted that in discussing work prioritisation for the year ahead, Members considered best practice approaches to setting the Overview and Scrutiny Work Programme, recognising the need to identify the key items for scrutiny during the municipal year and recognising the need for sufficient time to be allocated to each topic in a way that would add value.

At the training Members also recognised that there were alternative ways to receive information and that doing so, through a "first look" for some topics, would create capacity on the work programme. Subjects suggested, and agreed by Members, as suitable for a "first look" Member Briefing included:

- The District Heat Network
- Biodiversity
- Street Sweeping.

It was noted that at the training session the following key subjects for scrutiny to focus on were suggested. Following discussion, it was agreed that these should form the key subjects for Overview and Scrutiny to consider in 2024-25.

- The Bromsgrove Play Audit – Members suggested the potential to discuss this over a number of meetings with an initial overview and scrutiny report at one meeting followed by a pre-scrutiny of a Cabinet report at another meeting.
- Anti-Social Behaviour (ASB) – Concerns were raised about ASB in the District. The suggestion was made that this could form the basis of a report to the Board alongside the separate annual update to the Board concerning the work of the North Worcestershire Community Safety Partnership in Bromsgrove. It was highlighted that whilst the legislation in respect of the partnership did not enable the work of individual partner organisations to be scrutinised, the Council's representative on the West Mercia Police and Crime Panel could also be invited to attend the meeting when community safety and ASB was discussed, in order to assist with discussions concerning this subject.
- Changes to Waste Services in response to the Environment Act 2021 – Members noted that proposals detailed in the Environmental Act 2021, especially with regard to food waste collection services, would have implications for the authority and the wider District. As such detailed scrutiny of this subject would therefore add value.

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In discussing the addition of items arising from the Overview and Scrutiny Training and Work Prioritisation Session to the Overview and Scrutiny Work Programme for 2024/25, Members sought further details on the following areas:

- Levelling Up Projects Update Reports – A Member commented that the greatest risk to the Council was with regard to the delivery of Levelling Up Projects in Bromsgrove and therefore this topic warranted inclusion as one of the key subjects for the Board to consider in 2024-25. The Member explained that the Overview and Scrutiny had not received an update on this topic for a significant period of time and that projects risk registers provided to Members were now out of date. Following discussion, it was suggested that an additional meeting be arranged to scrutinise a Levelling Up report that was due to be reported to Cabinet on 17<sup>th</sup> July.
- A date of 11<sup>th</sup> July 2024 was suggested for the additional meeting of Overview and Scrutiny, however, some Members expressed disappointment at the late notification of this additional date. It was thus agreed that Members would be contacted following this meeting with regard to arranging the date for the additional meeting to consider the Levelling Up report.
- It was suggested that updates on Levelling Up projects should be provided at main Overview and Scrutiny meetings at regular intervals as this was a priority issue for Bromsgrove.
- Bromsgrove Play Audit – It was reported that a report on this topic had not yet been completed as consultants were currently in the process of undertaking work on this matter. Some Members reported that they had not been approached by officers and / or consultants for individual discussions about play areas in their wards. It was reported that consultants were due to deliver a presentation to Members at the Cabinet Advisory Group (CAG) meeting on 18<sup>th</sup> July 2024, with calendar invitation due to be sent following agreement at this meeting. Members expressed disappointment that they had not been provided with calendar invitation for this prior to this meeting. It was agreed that the calendar invitation for 18<sup>th</sup> July should be sent to Members following this meeting.
- Members asked that they be provided with a list of matters / lines of enquiry to consider prior to CAG meeting on play areas on 18<sup>th</sup> July, so that Members were able to prepare in advance for this meeting.
- It was requested by Members that notwithstanding the CAG presentation on play audit, Members receive confirmation as to when consultants and/or officers would be available to talk to Members individually about play areas in their wards. There was

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an expectation that in addition to this Members would be provided with an opportunity to speak to the consultants about issues in their Wards.

- It was stated that decision on play audit was due to be made on this matter by Cabinet in November, and that the final report would be pre-scrutinised by Overview and Scrutiny Board at November meeting prior to decision-making. It was requested that Members of Overview and Scrutiny Board receive a progress report on play audit at the September meeting.
- Some Members expressed concern about costs of consultants' work for the play audits and long timescales with regard to undertaking work on this topic. The Leader of the Council addressed the Board and commented that the report on this had been drafted for consideration of Portfolio Holder prior to District Elections in May 2023, however, it was reported at that time the Leader noted that quality of the report was insufficient and requested that further work had to be undertaken on the play audit.

It was agreed that items arising from the Overview and Scrutiny Training and Work Prioritisation Session be added to the Overview and Scrutiny Board's Work Programme for 2024/25 municipal year with the addition of items and dates as discussed in the pre-amble above.

Consideration was also given to adopting the work prioritisation tool included at Appendix 1, which would assist Members in selecting topics for scrutiny. During the discussion, Members suggested that the Draft Work Prioritisation Tool should be modified by removing reference to point number four of the tool and adding a clarification to point number five that the topic should be likely to warrant effective recommendations by Members in order to be suitable for scrutiny in any format. The updated work prioritisation tool would therefore read:

*"When considering whether to add suggested items for scrutiny to the Overview and Scrutiny Board's Work Programme, Members should consider the following:*

- 1) *Is the rationale for scrutiny clear?*
- 2) *Is the topic a **high council priority** and of **significant community concern**?*
- 3) *Are there sufficient resources for this scrutiny activity?*
- 4) *If the subject is suitable for scrutiny, and likely to warrant effective recommendations, is the topic best scrutinised:*
  - a) *As an agenda item at a meeting of the Board?*
  - b) *As a Task Group*
  - c) *By the Finance and Budget Working Group?*
  - d) *As a Short Sharp Review?"*

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It was agreed that the Overview and Scrutiny Work Prioritisation Tool should be adopted as per the amendments above.

Consideration was given to the Appendix 2, the presentation of the Board's Work Programme for 2024-25. It was noted that during the Overview and Scrutiny training session, it was suggested that standing administrative items, whilst continuing to form part of meetings agendas, did not need to be listed on the presented work programme. It was suggested that substantive items should be clearly listed on the work programme and that a reference list of reserve items be included, which would list substantive items where no date had or could yet be set for consideration of those subjects.

It was highlighted that whilst the dates of scheduled meetings of the Board had been recorded on the draft work programme, Members could convene additional meetings where necessary. Consideration was also given to the suggestion that when considering the Overview and Scrutiny Work Programme at meetings of the Board, Members could also identify some key lines of enquiry in relation to substantive items due for consideration at the following meeting of the Board. This would help Officers and other potential witnesses to prepare in advance of the attendance at meetings, but would not prevent Members from asking additional questions on the subject during the meetings. Members agreed that these suggestions should be adopted.

It was agreed by Members that the suggested presentation of the Overview and Scrutiny Work Programme should be adopted as per Appendix 2 to the report.

## **RESOLVED** that

- 1) Items arising from the Overview and Scrutiny Training and Work Prioritisation Session, including the items suggested by Members in the course of considering this item (as per preamble above), be added to the Overview and Scrutiny Board's Work Programme for 2024/25 municipal year;
- 2) The Work Prioritisation Tool at Appendix 1 be adopted, subject to amendments in the pre-ambule above, to enable the Overview and Scrutiny Board to select appropriate items for scrutiny during the year; and
- 3) The layout of the Overview and Scrutiny work programme be updated as detailed at Appendix 2 to the report.

6/24

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

Members received a report asking for the chairman and members to be appointed to the Finance and Budget Working Group. It was noted that the Chairman of the Group had traditionally been the Chairman of the Overview and Scrutiny Board. Members agreed that this arrangement

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should continue for 2024-25. It was explained that as per the terms of reference, the Working Group would comprise seven members – that is the Chairman of the Audit, Standards and Governance Committee and the five Overview and Scrutiny Members, in addition to the Chairman of Overview and Scrutiny Board.

The Board decided that for the time being the Finance and Budget Working Group would comprise only six members in total and elected members would be approached if it was subsequently felt this arrangement was not working.

A Member raised a query with regard to allowing substitutes on the Finance and Budget Working Group. Following discussion, the majority of Members felt that no substitutions should be allowed on the Working Group. It was also felt that Members would first discuss whether the quorum should remain at three before considering changes to the current terms of reference in this regard.

**RESOLVED** that

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

7/24

## **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - ELECTION OF REPRESENTATIVE FOR 2024-25**

Councillor B. Kumar was nominated to become the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) for the municipal year 2024/25. On being put to the vote it was:

**RESOLVED** that Councillor B. Kumar be appointed as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee for the 2024/25 municipal year.

8/24

## **TASK GROUP UPDATES**

The Chairman explained that Councillor M. Marshall (Chair of the Task Group) was due to present the final report of the Impact of Heatwaves

Task Group at the Overview and Scrutiny Board meeting scheduled for 23<sup>rd</sup> July 2024.

9/24

## **CABINET WORK PROGRAMME**

The Cabinet Work Programme was presented for Members' consideration.

A query was raised regarding the Bromsgrove District Plan Consultation item, and it was noted this was due to be presented to Cabinet on 11<sup>th</sup> September 2024. Members requested that in addition to Group Briefings, individual ward members should be contacted individually about proposed developments in their wards (development plan).

**RESOLVED** that, subject to the preamble above, the Cabinet Work Programme be noted.

10/24

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

It was agreed by Members that exclusion of the press and public was not necessary in relation to Minute Item 11/24 (To confirm the accuracy of the minutes of the Overview and Scrutiny Board held on 22<sup>nd</sup> April 2024). The meeting remained in public session for its entire duration.

11/24

## **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 22ND APRIL 2024**

The minutes of the meeting of Overview and Scrutiny Board held on 22<sup>nd</sup> April, including the confidential minutes record (for items that were discussed in exempt session), were submitted for Members' consideration.

Clarification was received with respect to page 2 of the minutes record in that Constitution Review Working Group (CRWG) was not a formally constituted group of the Council but included representation from every political group on the Council. The group considered topics in relation to governance changes and it was highlighted that constitutional changes arising out of Governance Systems Task Group report (submitted by Overview and Scrutiny in September 2023) were discussed by CRWG prior to consideration at Overview and Scrutiny and afterward Cabinet and Council meetings.

With regard to the main minutes record of the meeting, the following amendments were requested:

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- That the typographical error on page 14 (second bullet point) be corrected from 'the Operational Therapists (OT) service used for the DFG provision...' to '...used for the OT provision...'
- That the statement incorrectly recorded on page 19 (second bullet point from the bottom of the page) in relation to the number of car parks currently operated by the Council in the District should be corrected from 'The Member stated that this figure probably included Churchfield Car Park which was closed and one other should not be included' to 'The Member stated that this figure should not include Churchfield Car Park and an unknown car park'

It was requested that an action log be circulated to all Board members prior to meetings of the Overview and Scrutiny Board to assist in keeping track of actions and requests for information made by Members at the meetings.

**RESOLVED** that, subject to the amendments in the preamble above, the minutes of the Overview and Scrutiny Board meeting held on 22<sup>nd</sup> April 2024, including the confidential record of that meeting, be agreed as a true and correct record.

The meeting closed at 7.29 p.m.

Chairman

## Local Heritage List for Bromsgrove District – Overview and Scrutiny Board July 2024 update.

1. Since the last update presented to overview and Scrutiny Board in April 2024 the following progress has been made on the Bromsgrove Local Heritage list.
2. We have now published the draft lists for the parishes of Alvechurch, Belbroughton and Fairfield, Beoley and Dodford with Grafton, and carried out a six-week consultation process.
3. The consultation consisted of writing to all owners/occupiers to explain that the property was proposed for inclusion on the Local list, enclosing a copy of their list entry. We explained what the Local List was and directed them to further information on the website and asked them to comment on the list entry using the comments form. If they did not agree with the property being included on the list, we asked that they commented on how the property did not meet the criteria. They were also invited to contact us if they had any queries.
4. The Local Heritage List page on the Conservation Section of the website has been refreshed with up-to-date copies of the Strategy Document, the Local Heritage List information leaflet, nomination forms and objection forms. Copies of the draft lists for each parish are also available, as well as information on the consultation and the consultation events.
5. Consultation events for each parish was held in the village halls, from 3pm to 7pm (4pm to 7:30 pm Alvechurch) This was attended by two conservation officers. Copies of the list entries, the Strategy document, the information leaflet, comments form and nomination forms were all made available. The events and the Consultation were publicised by the BDC Comms Team using social media, and in addition to owners we wrote to parish councils and ward members, as per the strategy identified in previous reports.
6. Attendance at the consultation events was as follows.

<b>Parish</b>	<b>Number of entries on the draft list*</b>	<b>Date of event</b>	<b>Attendees</b>
Alvechurch	40	27/06/24	12
Belbroughton and Fairfield	42	12/06/24	6
Beoley	18	29/06/24	14
Dodford with Grafton	29	18/06/24	20

\*The number of properties exceeds this number as one entry, for example with a farmstead, may cover more than one property. Letters were sent to all the properties covered by an entry.

7. We have had 20 written responses which can be summarised as follows  

Positive	2
Objection	7
Query	12
8. The written queries ranged from requesting information on the implications of being locally listed, to why some buildings were not included or querying the descriptions on their building but not actually objecting. The objections and comments in respect of inaccuracies will all be followed up and we have already responded to comments on the implications of being locally listed. We received approximately 5 telephone calls these were all queries, but owners were satisfied with their property being on the list.
9. Most of the attendees at the consultation event were querying the implication of being on the list and were generally happy with their properties being included. Others wanted information on how to nominate properties they thought should have been included. 6 further nominations have been received, with the possibility of more from the Alvechurch History Society. Two organisations have been in touch outside of the 4 parishes to find out when their areas would be included.
10. We will now look at all the comments and nominations received, will prepare a response table and review the draft lists accordingly. We will then prepare a report for Cabinet with the final proposed lists. When the lists are confirmed, we will send out letters to all owners and update the website accordingly.
11. We continue to work on the lists for Bromsgrove Town, the parishes of Lickey and Blackwell and Wythall. In relation to Bromsgrove Town a meeting has been held with the History Group of the Bromsgrove Society and copies of our working spreadsheet has been made available to them. They are going to look at whether they can add to the information that we have already put together and nominate additional properties which they considered meet the criteria.
12. Since the previous report one conservation officer has left the Council, whilst we are in the process of recruitment, this vacancy has had an effect on the progress to date. In addition, the admin processes required to set up and carry out the consultation process took longer than expected. We have already begun to redesign this part of the process; we have brought in extra resource from within the team to manage the project leaving the conservation officers to focus on the technical assessment work. And additionally, also we have looked at better use of the GIS and databases to digitise as much of the process as possible again to help not only speed things up but also to pre-empt changes likely to flow from the corporate GIS strategy.

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13. We are still hopeful of being able to meet the original 18-month timeframe for completion of the Local Heritage List, as suggested by members. But it is important to point out at this stage we will need to reprofile how we meet this deadline once we have implemented the back officer changes to the admin element of this work and also hopefully successfully recruited to the vacant conservation officer position.

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## Bromsgrove District Council

### Overview & Scrutiny Board

#### Affordable Housing

23 July 2024

## 1 Introduction

- 1.1 This briefing note has been prepared for the Overview & Scrutiny Board on the delivery of affordable housing in the district. It covers the definition of affordable housing, number and size of the affordable housing delivered, housing register information and affordable housing need and future delivery.

## 2 Definition of affordable housing

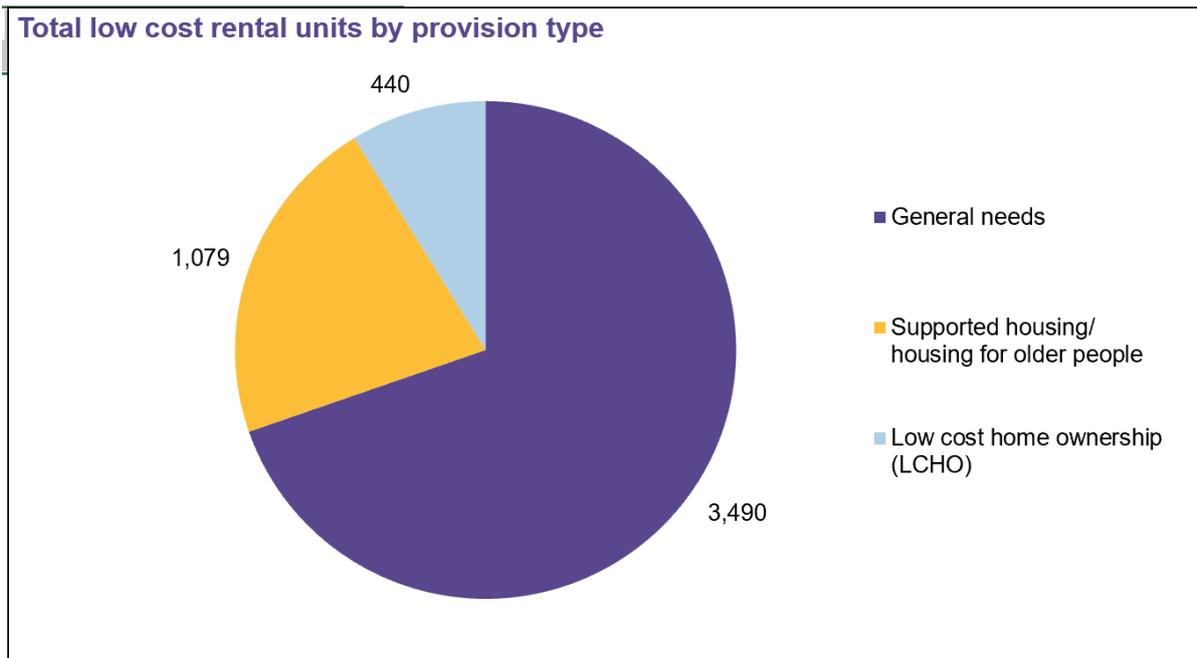
- 2.1 There is no statutory definition of affordable housing in England. The Government's National Planning Policy Framework (NPPF) defines for planning purposes the types of affordable housing as Affordable Housing for Rent and Affordable Housing for Sale. Affordable housing includes homes for sale or rent and is for people whose needs are not met by the private market. While the NPPF defines the types of affordable housing it does provide a definition of what is affordable.

Type or tenure	Description
Social rent	These properties are provided registered providers. The rent for these properties will be set at a level dictated by the national rent regime. Social rented properties are the most affordable being approximately 45/50 % of open market private rents.
Affordable rent	These properties are provided by registered providers and are subject to a control that requires the level to be <b>no more</b> than 80% of local market rent inclusive of any service charges.
Affordable home ownership	This is a term covering different affordable purchase products, it is also sometimes referred to as low-cost home ownership and can be included under an intermediate affordable housing definition. This includes First Homes and low-cost discounted sale.

Shared ownership	Households purchase a share of the property (10% upwards) usually from a Registered Provider and the remaining share is rented. Future shares can be purchased and the property could be brought outright, however this option is restricted if the property is part of a rural exception site or area identified in the Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009 maps which is restricted to 80% or where the leaseholder is permitted to acquire more than 80% up to full ownership, then there is an obligation on the landlord specified in the lease that commits them to repurchase the home when the leaseholder wishes to sell.
Shared equity	In Bromsgrove the Council owns 30% equity in 109 Low-Cost Housing units. The owner can either purchase the 30% off the Council or sell on the open market at 100% of open market value and repay the Council the 30% share.
Build to Rent and Rent to Buy	These properties are usually built as blocks of flats. The property is rented for a set period during which time the tenant saves enough for a deposit to purchase the property at the end of the rental term.

### 3 Number of affordable homes

3.1 In 2023 the number of affordable homes in the district was 5,009. The diagram below shows the provision type.



## 3.2 Affordable Homes in Bromsgrove

Number of social stock owning providers in area 2023		Total Social Stock	% of RPs total Social Stock	General needs self-contained units	% of RPs total general needs self-contained stock	Supported housing/ housing for older people units	% of RPs total supported housing/ housing for older people stock	Low cost home ownership
<b>All units:</b>		<b>5,009</b>		<b>3,490</b>		<b>1,079</b>		<b>440</b>
1	Bromford Housing Association Limited	355	1.2%	284	1.1%	14	0.9%	57
2	Bromsgrove District Housing Trust Limited	3,725	93.3%	2,623	92.6%	916	100.0%	186
3	Bromsgrove United Charities	42	100.0%	-	-	42	100.0%	-
4	Citizen Housing Group Limited	262	0.9%	170	0.6%	26	2.2%	66
5	Clarion Housing Association Limited	2	0.0%	1	0.0%	-	-	1
6	GreenSquareAccord Limited	43	0.2%	-	-	18	0.6%	25
7	Halo Housing Association Limited	1	0.1%	-	-	1	0.1%	-
8	Housing 21	51	0.3%	-	-	51	0.3%	-
9	Inclusion Housing Community Interest Company	2	0.1%	-	-	2	0.1%	-
10	Longhurst Group Limited	6	0.0%	-	-	6	0.3%	-
11	Midland Heart Limited	129	0.4%	119	0.5%	-	-	10
12	Platform Housing Limited	269	0.6%	185	0.5%	-	-	84
13	Rooftop Housing Association Limited	17	0.3%	14	0.3%	3	0.4%	-
14	Southern Housing	51	0.1%	51	0.1%	-	-	-
15	Stonewater Limited	33	0.1%	22	0.1%	-	-	11
16	Walsall Housing Group Limited	21	0.1%	21	0.1%	-	-	-

## 4 Affordable Housing Need

4.1 The Housing and Economic Development Needs Assessment 2021 identifies that the total annual net affordable housing need in Bromsgrove is 92 per year. The tables below show the numbers of affordable housing delivered including the tenure and size of the properties.

### 4.2 Net completions from 2018/19 to 2023/24 by tenure

Year	Private (Net)	Affordable (Net)	Total (Net)	Affordable Housing percentage
2018/19	166	36	<b>202</b>	17.82%
2019/20	204	90	<b>294</b>	30.61%
2020/21	144	0	<b>144</b>	0%
2021/22	154	8	<b>162</b>	4.94%
2022/23	138	55	<b>193</b>	28.50%
2023/24	70	51	<b>121</b>	42.15%
<b>Total</b>	<b>876</b>	<b>240</b>	<b>1116</b>	<b>21.51%</b>

### 4.3 Affordable Housing Completions by tenure

Year	Affordable Rent	Intermediate Housing	Social Rent	Rent to Buy	Total Affordable
2018/19	12	7	17	-	36
2019/20	3	25	62	-	90
2020/21	0	0	0	-	0
2021/22	0	2	6	-	8
2022/23	10	12	29	4	55
2023/24	8	20	21	2	51
<b>Total</b>	<b>33</b>	<b>66</b>	<b>135</b>	<b>6</b>	<b>240</b>

### 4.4 Affordable Housing Completions by size

Year	1 bed	2 bed	3 bed	4 bed	5+ bed	Total
2018/19	12	13	7	4	0	36
2019/20	37	37	15	1	0	90
2020/21	0	0	0	0	0	0
2021/22	3	3	1	1	0	8
2022/23	18	22	14	1	0	55
2023/24	13	12	24	2	0	51
<b>Total</b>	<b>83</b>	<b>87</b>	<b>61</b>	<b>9</b>	<b>0</b>	<b>240</b>

4.5 The majority of affordable homes are delivered through contributions from developers secured through s.106 Town and Country Planning Act 1990 agreements. The Bromsgrove District Plan 2011-2030 policy BDP8.1 states that contributions will not be sought from developments of 10 units or less, and which have a maximum combined gross floorspace of no more than 1000 sq m. Where there is a net increase of 11 or more dwellings affordable housing provision will be expected on-site and will be calculated against the net number of new dwellings as follows:

- Up to 40% affordable housing (or a higher % if proposed) on greenfield sites or any site accommodating 200 or more dwellings.
- Up to 30% affordable housing (or a higher % if proposed) on brownfield sites accommodating less than 200 dwellings.

#### 4.6 Number of applications on the Housing Register

Bromsgrove	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
One bed	1,599	1,001	1,426	1,758	1,590	1,563
Two bed	821	572	771	868	650	524
Three bed	357	249	355	404	322	250
Four + bed	85	13	87	95	74	38
<b>Total</b>	<b>2,862</b>	<b>1,835</b>	<b>2,639</b>	<b>3,125</b>	<b>2,636</b>	<b>2,375</b>

## 5 Future Affordable Housing Delivery

5.1 The Planning Policy Team have advised there are 601 affordable housing commitments as of 1 April 2024.

5.2 The delivery of affordable housing is facing several challenges which have impacted on the delivery of affordable housing especially wholly affordable housing sites. These are detailed below:

- **Funding constraints** – One of the key constraints facing RP's is the lack of funding available for development and the maintenance of social housing homes. Many social landlords are struggling to meet the loan covenants on their debt, they are required to maintain interest cover on their loans and this has become more difficult with inflation and interest rates remaining high. This is also exacerbated by build cost inflation, rising labour costs, material availability, building remediation issues and the duty to support tenants through a cost-of-living crisis.
- **Stock Refurbishment** – RP's have higher spending on existing housing stock. This has been because of damp and mould repairs,

investment in energy efficiency to meet government targets, building safety works following Grenfell and inflationary costs.

- **Access to affordable** – RP's have already utilised their own land holdings and they are often outbid by private developers.

### 5.3 BDHT pipeline of affordable housing

Local Authority	Tenure	24/25	25/26	26/27	27/28
Bromsgrove	Social Rent	51	55	12	13
Bromsgrove	Shared Ownership	14	13	42	15
<b>Totals:</b>		65	68	54	28

**OVERVIEW & SCRUTINY  
BOARD**

**IMPACT OF HEATWAVES  
SHORT SHARP REVIEW**

**FINAL REPORT**

**JULY 2024**



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

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## MEMBERSHIP OF THE TASK GROUP



**Councillor Mick Marshall**  
Chairman of the Task Group



**Councillor Sam Ammar**



**Councillor Rachael Bailes**



**Councillor Bakul Kumar**



**Councillor Bernard McEldowney**  
(Membership from March – May 2024)



**Councillor Josh Robinson**

### Supporting Officer Details

Jess Bayley-Hill – Principal Democratic Services Officer  
Jo Gresham – Senior Democratic Services Officer  
Mat Sliwinski – Democratic Services Officer

## **FOREWORD FROM THE CHAIRMAN**

The climate crisis is not happening in the distant future in far-away places. It is happening right here and now. During the summer of 2022, the UK Health Security Agency reported 3,271 excess deaths in England and Wales across five distinct heat-periods. Increased mortality was especially pronounced for people with dementia or Alzheimer's and for those suffering with respiratory and circulatory conditions.

More frequent and intense heat events are made much more likely by climate change. Within a few more years we will probably have named summer heatwaves, as we do for winter storms, and we will all become much more familiar with the lethal combination of high temperatures and high humidity. The situation is fast-changing and as leaders in our community we need to be fast-moving too in our response.

As a council, we can continue to show leadership by playing our part in reducing carbon emissions that contribute directly to climate change and by influencing others to follow our example. But we also need to take a lead in recognising and adapting to the climate changes that are already here and will worsen in the future.

Because of the fast-changing nature of the climate emergency and our public response, we are recommending that an annual report each Spring should be presented to the Board on the impact of heatwaves, lessons learned and progress in emergency preparation, planning and responses.

During the course of our Review, we were reassured by the detail and thoroughness with which Officers explained current emergency planning arrangements and the improvements already being progressed. We particularly welcomed the Worcestershire Prepared initiative. This new organisation for improving coordination and information-sharing across the County was set up during the timescale of our Review so we were able to hear first-hand about progress from the Officer involved. The Council's partners Applied Resilience are carrying out an audit of potential locations for emergency rest centres and this will now include a focus on cool hubs as result of the interest and urgency shown in our Review.

I'd like to thank all the Members who volunteered their time to join the Review, the Council officers for their support and especially the three external witnesses – Nick Moon and Robin Church of Applied Resilience and Nathan Hazlehurst from Worcestershire Public Health. Thanks to their clear and patient explanations, we as Members are now much better informed about planning for future extreme temperature events. That will provide a platform for us to be

# Agenda Item 7

more engaged in future responses as local leaders and hopefully to help avoid preventable loss of life.

**Councillor Mick Marshall**  
**Chairman of the Impact of Heatwaves Task Group**

## SUMMARY OF RECOMMENDATIONS

After consideration of the evidence available and interviewing witnesses the Task Group have proposed the following recommendation (supporting evidence can be found under the relevant chapters within the main body of this report).

### 1. Chapter 3 – Outcomes

<b>Recommendation 1</b>
That an annual report be provided to the Overview and Scrutiny Board to update any areas of change in respect of the Impact of Heatwaves on the community and any changes in the response to these events.
<b>Financial Implications for recommendations:</b>  There are no direct financial implications in relation to this recommendation.
<b>Legal Implications for recommendations:</b>  There are no direct legal implications in relation to this recommendation.
<b>Resource Implications:</b>  Officer time in preparing the report.

## Background Information

Councillor Mick Marshall submitted a Notice of Motion at the Full Council meeting held on 24<sup>th</sup> January 2024. The Motion requested that the Cabinet be asked to undertake a review of how to take immediate action to educate and equip residents for impending heatwaves made more likely by climate change. This is to include awareness campaigns, distributing guidelines and establishing cooling centres to ensure the community's safety and well-being during future extreme temperature events.

Following consideration of the Motion at this meeting it was agreed by all Members that this matter be referred to the Overview and Scrutiny Board and that the Board decide whether a review be undertaken on this matter.

A report was considered at the Overview and Scrutiny Board meeting held on 12<sup>th</sup> February 2024 and was presented by Councillor Marshall. During consideration of this item, it was outlined that the review would be a short, sharp review consisting of a small group of Members to ascertain the impact and response to heatwave events in Bromsgrove.

At the March meeting of the Board, the membership of the Task Group was confirmed. It was noted that the Terms of Reference would be discussed at the first meeting of the Task Group and reported back to the Board at its meeting on 22<sup>nd</sup> April 2024.

Councillor Marshall was appointed as the Chairman of the review at the first meeting of the Task Group on 26<sup>th</sup> March 2024. This appointment was ratified at the Board meeting on 22<sup>nd</sup> April 2024 along with the Board's agreement of the Terms of Reference.

## Chapter 1

### Understanding the Context of Heatwave Events and Emergency Responses

At the beginning of its investigation to better understand the response to heatwave events and the context in which emergency responses were undertaken, the Task Group interviewed Nick Moon - CEO of Applied Resilience, Nathan Hazelhurst – Emergency Planning and Business Continuity Manager, Public Health and Robin Church - Applied Resilience.

During consideration of the evidence, Officers provided Members with a detailed presentation regarding responses to these kinds of events at a local and national level. It was explained that the Civil Contingencies Act 2004 established the statutory requirements in respect of Emergency Preparedness for those at a local level.

Along with assessing the risk of emergencies occurring in the District and utilising these assessments to inform contingency plans, statutory requirements included the following areas:

<b>Statutory Requirements</b>	<b>Action</b>
<b>Emergency Plans</b>	Put in place emergency plans to reduce, control or mitigate the effects of an emergency.
<b>Warn and Inform</b>	Put in place arrangements to make information available to the public about civil protection matters and to warn, inform and advise the public in the event of an emergency
<b>Share Information</b>	Share information with other responders to enhance co-ordination.
<b>Co-operate</b>	Co-operate with other responders to enhance co-ordination and efficiency
<b>Implement Business Continuity</b>	Put in place Business Continuity Management Arrangements
<b>Champion Business Continuity</b>	(Local Authorities) – Provide business continuity advice to businesses and voluntary organisations about business continuity.

Officers explained that organisations were divided into two categories for responding to an emergency. However, all organisations had a statutory duty to cooperate with one another and any other key stakeholders. The Category One organisations included the following:

- Police
- Ambulance services

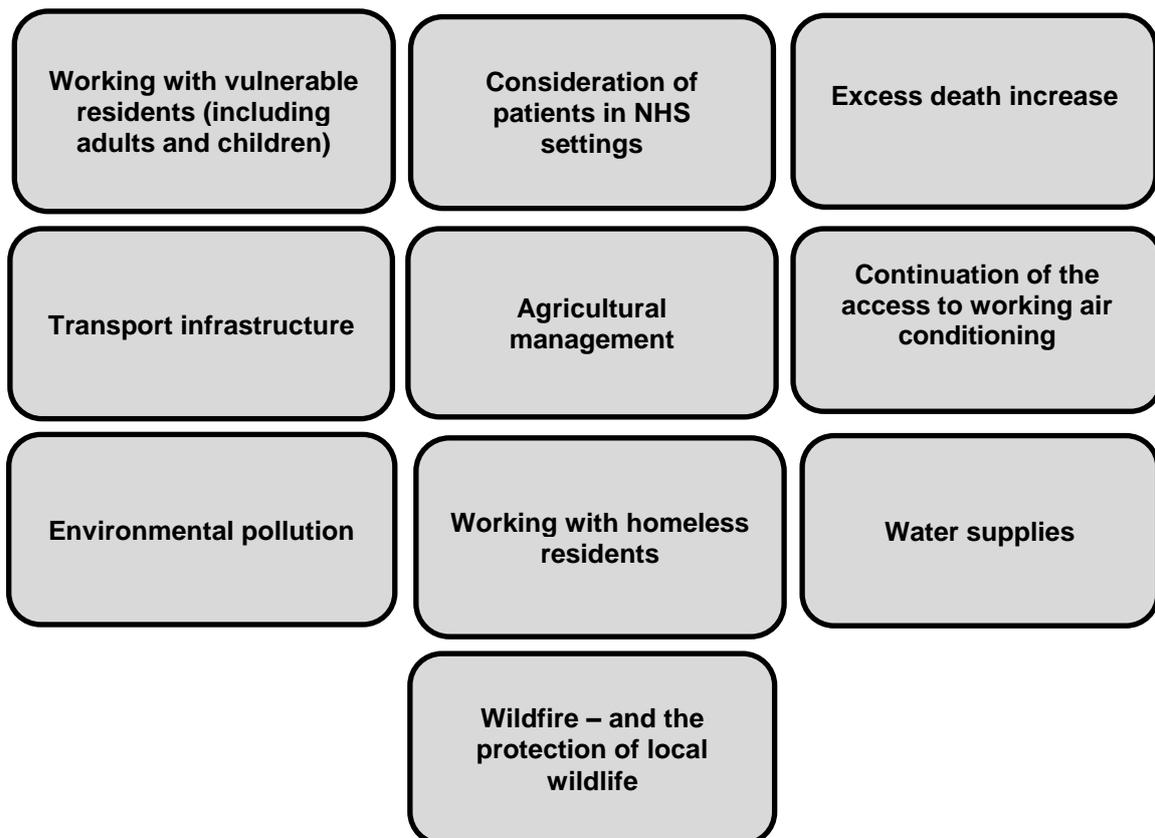
- Local Councils
- County Councils
- Fire Authorities
- NHS bodies.

Category Two organisations were as follows:

- Health and Safety Executive
- Transport Companies
- Utilities

Both of the categories above, came together to form Local Resilience Forums (LRFs) based on police force areas. These LRFs met at an executive level on a six-monthly basis. In addition to these meetings, there were a number of sub-groups that met more regularly in order to plan for emergency events such as adverse weather and heatwaves.

## Specific Areas of Response to Heatwaves



# Agenda Item 7

During consideration of the evidence at this meeting it was explained that there were several levels of heatwaves, and each level informed the type of response.

Level	Response
Green	Planning stage and to ensure that were a heatwave event to happen the mitigations would be in place in order to alleviate the risk, such as air conditioning units in good working order.
Yellow	A more nationally driven status usually predicted by weather. At this level there would start to be a response.
Amber	This triggered an enhanced response and was dependent on temperature levels and length of time of the temperatures experienced.
Red	Required an emergency response.

It was noted that there were three levels of response by LRFs; Gold, Silver and Bronze. Gold was a more strategic level and Bronze was a more operational level. Most plans were actioned initially at the Silver level by the Tactical Coordinating Group (TCG) and Duty Officers (DIRO).

In terms of preparedness, Members were informed that most response plans were already broadly written. These responses were risk and impact based and communication messaging was made through different channels, such as social media, outreach and out of hours responses.

Included in the responses was mobilization of volunteers and emergency services, initiating rest centres to provide places for residents who needed support. If there were any loss to utilities as a result of a heatwave, vulnerable residents would be contacted to ensure they were coping with the heatwave event. This was an area that Officers felt Members could provide enhanced support. It was explained that most utility providers held information on those who had registered themselves as vulnerable, this enabled them being contacted in extreme weather events such as heatwaves and cold weather. If Members informed residents of this service, it would ensure that more vulnerable residents could be contacted in events such as these. Members felt that this was a positive area in which they could contribute to help vulnerable residents within their communities and wards. This area was investigated further, as detailed later in this report.

As part of the detailed presentation, it was explained that a red heatwave event had a very specific and robust response including, to follow all local emergency response plans and feed into local (and, where appropriate, national) coordination and response. Furthermore, increased evidence-based advice would be provided to health and social care workers, working in community care homes and

hospitals and to the wider workforce. Media alerts regarding keeping cool and other safety measures, such as open water safety messaging would be increased. Support was provided to organisations to reduce unnecessary travel and to mobilise community and voluntary support. If there were any public events due to take place during a heatwave, these would be reviewed, and appropriate measures taken to ensure the safety of participants, following consultation with all parties.

Following the presentation and as part of the interview of Officers, Members were keen to better understand the response mechanisms in place and questioned some areas in more detail. These areas were as follows:

## Declaration of a major incident

It was reported that there were command levels in place. Senior officers would declare a major incident, and this would need to be flagged up with central government and if necessary, the army could be mobilised.

In the case of a Level 4 national heat emergency, the response would be coordinated nationally through the Civil Contingencies Committee handling national emergencies – i.e. Cabinet Office Briefing Rooms A (COBRA) and UK Health Agency. The County Council would then follow public health messaging guidelines from the Government. In case of a Level 3, the County Council would take a lead on regional messaging but would still be expected to utilise the Government's support material.

In terms of the UK Emergency Alerts, it was explained that the County and local authorities could request the use of this facility from the Chief Constable of West Mercia Police following the request being signed off by an appropriate Government Minister.

## Worcestershire Prepared

Whilst considering the evidence provided by Officers, it was reported that there was a new County wide initiative being proposed, Worcestershire Prepared. This proposed initiative would provide advice and support in events such as flooding and heatwaves in the future. This was a more proactive approach to these kinds of events which Members welcomed and at its second meeting Officers provided the Task Group with a detailed presentation, which included the following information:

## Key Objectives

**Provide a partnership where coordinated community resilience messaging can be created.**

**Coordinate and support town/parish councils in creating community level plans.**

**Create and develop public focused resources to aid in community resilience.**

**Coordinate community engagement activities regarding emergency preparedness, response and recovery.**

**Provide a conduit to sense-check community facing communications.**

## Partner Organisations and Structure of Meetings

It was proposed that the membership of Worcestershire Prepared would include:

- Worcestershire County Council
- 6 District Councils
- Worcestershire County Association of Local Councils (WCALC)
- NHS Integrated Care Boards or other suitable Health representatives
- Environment Agency
- Hereford and Worcester Fire and Rescue Service
- West Mercia Police
- Voluntary Sector partners

Worcestershire Prepared was a proposed initiative at the current time of the meeting, however this was due to be formally considered at a Worcestershire County Emergency Planning Group meeting on 30<sup>th</sup> April 2024. If agreed the first meeting of Worcestershire Prepared would take place in May 2024.

It was envisaged that it would be established predominantly as an officer forum that would meet three times per year and report to the wider West Mercia LRF.

It was hoped that there would be a mechanism for elected member engagement as part of this structure.

## Lessons Learnt

Emergency planning evolves as lessons are learnt from emergency events and technology improved. One example reported to Members was that following the heatwave event in 2022, the North Worcestershire Emergency Planning (Wyre Forest, Bromsgrove, Redditch) undertook a debrief of their response to the event. The main lessons identified was providing the right messaging at the right time to residents. It was reported that one of the main issues was people using disposable barbecues during the heatwave event thus creating a fire and health hazard. This could be an area of improved communication-during any future events.

During the final meeting of the Task Group, Members had requested further evidence in respect of Demonstration of Local Resilience Forum (LRF) response to a Heatwave Event. This would provide a final opportunity for the Group to understand the approach to a specific response from the LRF in the County.

During this presentation, information was provided in respect of Heat Health alerts and groups of residents that could potentially be at risk during such an event. This, once again, highlighted the robust approach to a response for those residents who were considered vulnerable or had specific needs in terms of working environments. The information also considered the types of health issues that could be experienced during a heatwave event, therefore enabling the response to be targeted to specific areas of need with the appropriate course of action such as dehydration prevention, keeping your home cool, application of sunscreen and swimming safety. Further evidence was provided in respect of the levels of response determined by the length of the heatwave and the impact of the heatwave on residents.

## Chapter 2

### **Engagement with the Local Communities**

As part of the investigation there was significant evidence provided to Members regarding what services and support was available to residents in heatwave events.

#### Vulnerable people

As highlighted earlier in this report, during extreme weather events vulnerable residents were contacted by phone, to check on their welfare. As often these residents were older and did not use social media, other communications such as leaflet drops were undertaken in order to provide information when there was the potential for an emergency event to take place. It was also reported that in terms of a list of vulnerable people, there was a database of vulnerable residents across the County who were known to the County Council's Adult Social Care Department. Along with these were already existing and trusted networks, such as faith networks and 'Meals on Wheels' who were also used to disseminate advice.

Members were keen to understand whether there would be the potential for the Council to supply electric fans to vulnerable residents. Although this was considered, it was agreed that there would be significant issues in the practicality of this approach and the costs involved.

#### Working with Local Communities

Part of the role of Emergency Planning was to encourage and promote business continuity in the event of an emergency, although difficult to promote as businesses were reluctant to invest in business continuity plans. It was felt that much like promoting awareness of the vulnerable residents' schemes, Members could promote and raise awareness of the need for business continuity plans.

Another area that was highlighted in terms of community engagement was that Worcestershire County Council Emergency Planning and North Worcestershire Emergency Planning were linking with partner organisations across the wider Birmingham and West Midlands region including Birmingham City Council, West Midlands Resilience Forum and voluntary organisations such as the National Trust. The County Council also disseminated messages to trusted community groups such as Parkrun.

## Rest Centres and Cool Hubs

It was explained that Rest Centres were identified as spaces that provided a place for residents during an emergency event, such as flooding or fire. Cool Hubs were a venue that could provide support during a heatwave event.

The Chairman provided an update on behalf of Applied Resilience on the progress in relation to the Community Centres. It was noted that Applied Resilience was carrying out an audit across Bromsgrove, Redditch and Wyre Forest on locations for community centres for numerous uses. This included using them as an emergency rest centre, survivor reception centres, community resilience hubs and cool hubs. It was explained that this was a large piece of work but it was hoped that it would result in additional capacity and resilience capability across the three areas.

It was clarified that libraries were not currently designated as cool hubs / warm hub locations. It was noted that while there was currently a list of 'warm space' locations in Bromsgrove, there was no such list for cool hub spaces.

## Communications and Engagement Strategy

Worcestershire County Council had already prepared some of the communication designed for use in a Summer preparedness campaign. The campaign covered themes such as water safety, exposure to sun and wildfires. The messaging was to be disseminated through print and broadcast media and a full range of social media. There would also be messaging provided at key events.

In relation to the Summer preparedness campaign, Members were keen that appropriate messaging related to heatwaves should be released earlier in the year, ideally starting in early May each year. It was reported that for this year the County was aiming to release Summer preparedness/heatwaves messaging in early June, however, in future years the aim would be to start the campaign from May.

Members raised the need for targeted messaging on social media in order to obtain the best results. Officers explained that in general, the approach was to utilise trusted networks where messaging could be disseminated to specific demographics. It was added that the County Council's Director of Public Health had been working on interactive public health messaging, including through videos and infographics, in both printed and digital formats.

## Chapter 3

### Outcomes

As detailed earlier in this report, the final meeting of the Task Group provided an opportunity for Members to discuss any recommendations they felt necessary following consideration of the evidence. It also offered a chance for them to discuss the robustness and whether the evidence presented had satisfied all of the necessary areas within the Terms of Reference.

On the whole, Members were very pleased with the evidence provided. It had demonstrated that there was a robust response to heatwave events and the establishment of the Worcestershire Prepared initiative was another layer of response that would enable residents to access appropriate support and services during times of a heatwave.

Officers had indicated that it was a complex picture due to the multi-agency response, however, plans were in place to fulfil the statutory responsibility and work effectively with partners when the need arose. Priority areas were identified such as working with vulnerable people along with appropriate messaging when necessary and that a more proactive approach would be taken in the future with the establishment of Worcestershire Prepared.

Members expressed some disappointment that the messaging and communications had not commenced for this year, and this was something that should be looked at for future years. As a result, the recommendation from the Task group was that the Overview and Scrutiny Board in future be provided with an annual report in order to ascertain whether the messaging for Summer preparedness had been implemented earlier. Going forwards the Overview and Scrutiny Board needs to understand any other updates or changes had been implemented in this area in the future.

In terms of the work around Cool Hubs, it was confirmed that this was being looked at as part of the planned audit of the Rest Centres. Officers explained that this audit had been bought forward as a result of this Task Group investigation, which pleased Members, who thanked Officers for providing such a speedy response in this area.

It was explained in order to establish and eventually help grow the numbers of Cool Hubs, a checklist had been created with questions that had been designed to ascertain whether a venue might be suitable for use as a Cool Hub in the future. It was suggested that this would certainly be an area where Members could provide support and disseminate the checklist to their networks. Members

welcomed this and were happy to support and suggested that this might be an area Parish Councils could help with.

Following all discussions in respect of the evidence, Members made the following recommendation to the Overview and Scrutiny Board:

<b>Recommendation 1</b>
That an annual report be provided to the Overview and Scrutiny Board to update any areas of change in respect of the Impact of Heatwaves on the community and any changes in the response to these events.
<b>Financial Implications for recommendations:</b>  There are no direct financial implications in relation to this recommendation.
<b>Legal Implications for recommendations:</b>  There are no direct legal implications in relation to this recommendation.
<b>Resource Implications:</b>  Officer time in preparing the report.

## Areas to Note

During the investigation there were several areas to note. These were as follows:

### Training

At present, Emergency Planning training was organised by Democratic Services and delivered by Applied Resilience on an annual basis.

Members will continue to receive detailed Emergency Planning training as part of their training programme. It was noted that this had been arranged earlier in the year and was planned to take place again later in 2024.

### Vulnerable Residents

It was requested by Officers that Members could help raise awareness of vulnerable resident schemes operated by utility companies by talking to those residents who fit within this criteria.

### Business Continuity Plans

It was requested by Officers that Members could help raise awareness of business continuity plans for local businesses and the importance of having them in place.

## **NOTICE OF MOTION**

### **MOTION – COUNCIL**

### **NOTICE OF MOTION**

The following Notice of Motion has been submitted in accordance with Procedure Rule 10 by Councillor M. Marshall

“That the Cabinet be asked to undertake a review of how to take immediate action to educate and equip residents for impending heatwaves made more likely by climate change. This will include awareness campaigns, distributing guidelines and establishing cooling centres to ensure the community’s safety and well-being during future extreme temperature events.”

## **OVERVIEW & SCRUTINY BOARD – Short Sharp Review of the Impact of Heatwaves**

### **Terms of Reference as at March 2024**

The Short Sharp review of the Impact of Heatwaves has been set up by the Overview & Scrutiny Board to carry out scrutiny of the Impact of Heatwaves.

1. The Task Group be made up of 6 Members with a quorum of 3. The Task Group will meet throughout the next three months at intervals to be decided by the Group.
2. The Task Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings by the Chairman of the Task Group.
3. The Task Group is able to make recommendations to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The Task Group is expected to complete the investigation, which is a short, sharp review within three months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.

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

The Short Sharp Review of the Impact of Heatwaves Task Group will cover the following areas:

1. Explore lessons learned by the Council and partner agencies from the heat events in Summer 2022.
2. Assess the level of co-ordination between agencies and their roles in emergency planning and response, including the Council's role in these responses.
3. Assess best practice guidance available in respect of this matter. This should include considering the governance guidance paper on hot weather and health from May 2023 and a report from the National Audit Office on Governmental Resilience in Extreme Weather from December 2023.

# Agenda Item 7

4. Explore potential ways in which to increase education of and information to the public about actions they could take in response to heat events and services available.
5. Explore opportunities to expand community and business resilience. This could include investigating the potential roles of cool hubs and other ways to keep people cool, awareness campaigns, community action groups and resilience measures.

## **WITNESSES**

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

### **Internal Witnesses:**

Guy Revans

Judith Willis

### **External Witnesses:**

Nick Moon - CEO of Applied Resilience,

Nathan Hazelhurst – Emergency Planning and Business Continuity Manager,  
Public Health

Robin Church - Applied Resilience

**Legal, Equalities and Democratic Services**

Bromsgrove District Council, Parkside Offices, Market Street

Bromsgrove, Worcestershire B61 8DA

Email: [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk)

# CABINET LEADER'S WORK PROGRAMME

**24 JULY 2024 TO 30 NOVEMBER 2024**  
**(published as at 12<sup>th</sup> July 2024)**

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

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

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £200,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

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

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

## CABINET MEMBERSHIP

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

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Foodbank and Community Shop Provision Task Group - Final Report <b>Key:</b> No	Cabinet 24 Jul 2024		Report of the Chairman of the Task Group	Councillor E. M. S. Gray
Bromsgrove District Plan Consultation <b>Key:</b> No	Cabinet 11 Sep 2024 Council 9 Oct 2024		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor K. Taylor
District Heat Network Revisions <b>Key:</b> Yes	Cabinet 11 Sep 2024		Report of the Head of Community and Housing Services	Judith Willis, Assistant Director Community and Housing Services Tel: 01527 64252 Ext 3284  Councillor S. R. Colella, Councillor B. M. McEldowney

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Draft Council Tax Support 2025/2026 (prior to consultation) <b>Key:</b> No	Cabinet 11 Sep 2024		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Financial Recovery Programme Report <b>Key:</b> Yes	Cabinet 11 Sep 2024		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella
Food Waste Business Case and Associated Waste Related Issues <b>Key:</b> Yes	Cabinet Not before 11th Sep 2024	This report may contain exempt information which may need to be considered in private session.	Report of the Executive Director (Leisure, Environmental and Community Services)	Guy Revans, Executive Director (Interim) Tel: 01527 64252 ext 3292  Councillor P. J. Whittaker
Impact of Heatwaves Task Group - Final Report <b>Key:</b> No	Cabinet 11 Sep 2024		Report of the Chairman of the Impact of Heatwaves Task Group	Councillor M. Marshall

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Initial Budget Setting Report <b>Key: Yes</b>	Cabinet 11 Sep 2024		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella
<p>Public</p> <p>Leveling Up Report - Approval of Contractor <b>Key: Yes</b></p>	Cabinet 11 Sep 2024	This report will contain exempt information that may need to be considered in private session.	Report of the Deputy Chief Executive	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. J. Baxter, Councillor K. J. May
Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (prior to consultation) <b>Key: No</b>	Cabinet 11 Sep 2024		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
New National Forest Application <b>Key: Yes</b>	Cabinet 11 Sep 2024	This report will contain exempt information that may need to be considered in private session.	Report of the Deputy Chief Executive	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor K. J. May
P2024/01 Q1 Revenue and Performance Monitoring 2024/2025 <b>Key: Yes</b>	Cabinet 11 Sep 2024		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Treasury Management Outturn Report <b>Key: No</b>	Cabinet 11 Sep 2024  Council 9 Oct 2024		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove Draft Air Quality Action Plan <b>Key:</b> No	Cabinet 20 Nov 2024		Report of the Head of Community and Housing Services	Judith Willis, Assistant Director Community and Housing Services Tel: 01527 64252 Ext 3284  Councillor K. Taylor
Bromsgrove Play Audit and Investment Strategy <b>Key:</b> Yes	Cabinet 20 Nov 2024		Report of the Head of Planning, Regeneration and Leisure Services	Ishrat Karimi Fini, Parks and Events Service Manager Tel: 07713 085872  Councillor B. M. McEldowney
Carbon Reduction Strategy and Implementation Plan - Annual Review <b>Key:</b> No	Cabinet 20 Nov 2024  Council 4 Dec 2024		Report of the Head of Community and Housing Services	Matthew Eccles, Climate Change Manager  Councillor B. M. McEldowney

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Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Half Yearly Treasury Management Report <b>Key:</b> No	Cabinet 20 Nov 2024 Council 4 Dec 2024		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Homelessness Prevention Grant and Domestic Abuse Grant <b>Key:</b> No	Cabinet 20 Nov 2024		Report of the Head of Community and Housing Services	Amanda Delahunty, Strategic Housing Officer Tel: 01527 881269  Councillor S. A. Webb
Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (following consultation) <b>Key:</b> No	Cabinet 20 Nov 2024 Council 4 Dec 2024		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Q2 Revenue and Performance Monitoring 2024/2025 <b>Key: Yes</b>	Cabinet 20 Nov 2024		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Council Tax Base 2025/2026 <b>Key: No</b>	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Head of Finance and Customer Services	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella
Discretionary Reduction - Council Tax Section 13a1(C) Policy <b>Key: Yes</b>	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Tax Empty Homes Discounts and Premiums <b>Key:</b> Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Final Council Tax Support Scheme 2025/2026 <b>Key:</b> Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Non-Domestic Rates Discretionary Rate Relief Policy <b>Key: Yes</b>	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Head of Finance and Customer Service	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella
Medium Term Financial Plan - Tranche 2 Budget including Fees and Charges (following consultation) <b>Key: No</b>	Cabinet 12 Feb 2025 Council 19 Feb 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Pay Policy 2025/2026 <b>Key:</b> No	Cabinet 12 Feb 2025 Council 19 Feb 2025		Report of the Executive Director (Finance and Corporate Resources)	Becky Talbot, Human Resources & Development Manager Tel: 01527 64252  Councillor S. R. Colella
Council Tax Resolutions 2025/2026 <b>Key:</b> No	Cabinet 19 Feb 2025 Council 19 Feb 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella
Finance Recovery Programme Report <b>Key:</b> No	Cabinet 26 Mar 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Interim Section 151 Officer and Deputy Chief Executive Tel: 01527 64252  Councillor S. R. Colella

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Q3 Revenue and Performance Monitoring 24/5 <b>Key:</b> Yes	Cabinet 26 Mar 2025		Report of the Head of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070  Councillor S. R. Colella

## **Appendix – Explanation of Items on the Cabinet Forward Plan**

### **1. Foodbank and Community Shop Provision Task Group - Final Report**

Cabinet consideration of the final report of the Foodbank and Community Shop Provision Task Group following approval by Overview and Scrutiny Board.

### **2. Bromsgrove District Plan Consultation**

A report on the consultation with regard to the Local Plan (development) for Bromsgrove District.

### **3. District Heat Network Revisions**

Due to technological changes to how District Heat Networks operate, to consider a revised delivery model to that initially agreed by Council.

### **4. Draft Council Tax Support 2025/26 (prior to consultation)**

The council is required by section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) to make a council tax reduction (CTR) scheme specifying the reductions in council tax that will be provided to people who are in financial need, or to classes of people who are in general in financial need. This report provides draft proposals.

### **5. Financial Recovery Programme Report**

This report set out the progress on processes the Council has been following to rectify a deterioration in its financial position and processes due to the impact of the implementation of a new financial system in February 2021 during the Covid-19 pandemic period.

### **6. Food Waste Business Case and Associated Waste Related Issues**

A report on the business case for the food waste collection service. Also an update on the associated issues regarding waste service.

### **7. Impact of Heatwaves Task Group – Final Report**

Cabinet consideration of the final report of the Impact of Heatwaves Task Group, subject to consideration and approval by Overview and Scrutiny Board (on 23<sup>rd</sup> July 2024).

### **8. Initial Budget Setting Report**

An initial report regarding the setting of Council Revenue Budget for 2025-26.

### **9. Levelling Up Report – Approval of Contractor**

Update on progress on the Levelling Up Schemes and the approval for a contractor to develop the former Market Hall site.

## **10. Medium Term Financial Plan – Tranche 1 Budget including Fees and Charges (prior to consultation)**

The Council proposes to set its budget in two Tranches for 2025/26 to 2027/28 Medium Term Financial Plan (MTFP) process. This Tranche 1 report is the initial budget proposal to be considered for approval in Autumn 2024, prior to consultation.

## **11. New National Forest Application**

Approval of the application in partnership with the National Trust for a new national forest to be located primarily in Bromsgrove District (Bromsgrove District Council would be the accountable authority from a financial perspective).

## **12. Q1 Revenue and Performance Monitoring 2024/25**

To provide a current financial position in relation to Revenue Budgets for the period April to June 2024 (2024-25). The report also provides a position on the organisational performance measures, as of Quarter 1 (up to end of June 2024).

## **13. Treasury Management Outturn Report**

This report updates on the Council's outturn (achieved) treasury management position.

## **14. Bromsgrove Draft Air Quality Action Plan**

The draft action plan to deliver improvements in air quality in Bromsgrove.

## **15. Bromsgrove Play Audit and Investment Strategy**

A review of all play areas in the District, including an accessibility assessment and identification of gaps in provision. The play audit will consider how future play provision could be designed to improve the overall accessibility of play provision and address any gaps.

## **16. Carbon Reduction Strategy and Implementation Plan – Annual Review**

Annual review of progress in meeting targets and delivering the Carbon Reduction Strategy and a review of the implementation plan.

## **17. Half Yearly Treasury Management Report**

A half yearly update on the Council's Capital and Treasury Management Strategies, including all prudential indicators.

## **18. Homelessness Prevention Grant and Domestic Abuse Grant**

Consideration of grants provided by central government in relation to Homelessness Prevention and Domestic Abuse.

## **19. Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (following consultation)**

The Council proposes to set its budget in two Tranches for 2025/26 to 2027/28 Medium Term Financial Plan (MTFP) process. This Tranche 1 report is the initial budget proposal to be considered for approval in Autumn 2024, after consultation.

## **20. Q2 Revenue and Performance Monitoring 2024/2025**

To provide a current financial position in relation to Revenue Budgets for the period July to September 2024 (2024-25). The report also provides a position on the organisational performance measures, as of Quarter 2 (up to end of September 2024).

## **21. Council Tax Base 2025/2026**

To consider a report on the Council Tax Base for 2025-26.

## **22. Discretionary Reduction - Council Tax Section 13a1(C) Policy**

The council has the power under section 13A(1)(C) of The Local Government Finance Act 1992 (LGFA '92) to reduce the amount of council tax that a person is liable to pay. The section 13A(1)(C) power may be exercised on a case-by-case basis or by determining a class of case in which the liability will be reduced.

## **23. Council Tax Empty Homes Discounts and Premiums**

Details the Council's policies regarding reduction or removal of the discount for unoccupied dwellings and, in the case of long-term empty homes, regarding policies on imposing a council tax premium.

## **24. Final Council Tax Support Scheme 2025/2026**

The council is required by section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) to make a council tax reduction (CTR) scheme specifying the reductions in council tax that will be provided to people who are in financial need, or to classes of people who are in general in financial need.

## **25. Non-Domestic Rates Discretionary Rate Relief Policy**

Section 47 of The Local Government Finance Act 1988 [the act] provides Local Authorities with the power to award discretionary rate relief, to charitable and other non-profit making organisations that meet certain criteria. This policy also provided Council's framework for delivering discretionary relief – including retail relief and supporting small business relief.

## **26. Medium Term Financial Plan - Tranche 2 Budget including Fees and Charges (following consultation)**

The Council proposes to set its budget in two Tranches for 2025/26 to 2027/28 Medium Term Financial Plan (MTFP) process. This Tranche 2 report is the final budget proposal to be considered for approval in February 2025.

## **27. Pay Policy 2025/2026**

A statement that sets out Council's policies relating to remuneration of its chief officers, lowest paid employees and the relationship between the remuneration of its chief officers and its employees who are not chief officers.

## **28. Council Tax Resolutions 2025/2026**

To approve the calculated Council Tax base for 2025-26 and approve the Council Tax requirement (Council approval).

## **29. Finance Recovery Programme Report**

This report set out the progress on processes the Council has been following to rectify a deterioration in its financial position and processes due to the impact of the implementation of a new financial system in February 2021 during the Covid-19 pandemic period.

## **30. Q3 Revenue and Performance Monitoring 24/5**

To provide a current financial position in relation to Revenue Budget for the period October to December 2024 (2024-25). The report also provides a position on the organisational performance measures, as of Quarter 3 (up to end of December 2024).

## BDC Overview and Scrutiny Board

### Action Sheet – 25<sup>th</sup> June 2024

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Page 63	1. Confirmation as to when consultants and / or officers will be available to talk to Members individually about play areas in their wards. This action was agreed notwithstanding the advisory group. There was an expectation that in addition to this members would be given an opportunity to speak to the consultants about issues in their Wards.	Officers notified of this request Arrangements to be confirmed to Members.	Assistant Director for Planning, Regeneration & Leisure Services / Park & Events Services Manager	Cabinet Advisory Group (CAG) - 18 <sup>th</sup> July 2024 (consultants to present on this date).	Consultants will be available for individual discussions on the 23/07/24 and 25/07/24 inclusive.
	2. Provide Members with a list of matters to consider prior to (CAG) on 18 <sup>th</sup> July on play areas in their wards so that Members can prepare in advance.	Officers notified of the request to provide a list to Members. Awaiting responses from Officers (26/06/2024).	Assistant Director for Planning, Regeneration & Leisure Services / Park & Events Services Manager	Cabinet Advisory Group (CAG) - 18 <sup>th</sup> July 2024 (consultants to present on this date).	Consultants are due to provide a list to Assistant Director week c/c 15 <sup>th</sup> July. This will then be provided ahead of CAG.
	3. Progress report on the play area audit / strategy to be presented at the September O&S meeting.	O&S due to receive a report on this subject in September (work programme updated accordingly).	Park & Events Services Manager		Item added to the O&S work programme for September meeting.

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
<b>Development Plan</b>	<p>Arrange meetings with individual ward members about proposed developments in their wards (development plan).</p> <p>Provide detail on Housing Growth numbers and areas identified for delivery.</p>	<p>It is understood officers met with political groups (part of briefings on the local plan). Individual meetings are now taking place.</p>	<p>Strategic Planning &amp; Conservation Manager</p>	<p>Email sent to Members by Democratic Services advising of the dates for individual meetings to commence.</p>	<p>The Officer responsible advised (15/07/2024) that the individual meetings are now taking place.</p>
<b>Overview and Scrutiny Committee</b>	<p>To circulate action log following each meeting to Members. And put progress on actions as agenda item at each meeting.</p>	<p>To be actioned after the meeting, subject to agreement by Officers.</p>	<p>Democratic Services</p>	<p>Ongoing action.</p>	<p>First iteration published for 23<sup>rd</sup> July O&amp;S meeting.</p>
<b>Affordable Housing</b>	<p>Report to cover the topics of current number of affordable houses in the District, affordable housing targets and if Council was meeting its targets, as well as projections for future demand.</p>	<p>A report to be provided on 23 July 2024.</p>	<p>Strategic Housing &amp; Business Support Manager</p>	<p>This report is due for consideration on 23<sup>rd</sup> July Board meeting. (May be a task group set up as a consequence).</p>	<p>Will be completed after the 23<sup>rd</sup> July meeting.</p>
<b>Waste Services including Food Waste Services</b>	<p>To provide a briefing session.</p>	<p>An-all Member briefing currently being planned for</p>	<p>Executive Director</p>	<p>Note: These indicative dates are dependent on national government.</p>	<p>The plan is to take a report to Cabinet in November and look to hold an all-Member</p>

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Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
		Sept / Oct 2024.			briefing in Sept / Oct so that Councillors are fully briefed and have an understanding of the requirements and issues.
<b>Overview &amp; Scrutiny Committee (Extra)</b>	Canvass Members re. holding an extra meeting of Overview and Scrutiny	Extra meeting took place on 11 <sup>th</sup> July at 5pm Members	Democratic Services		Completed

12<sup>th</sup> July meeting – Action Sheet

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
<b>Levelling Up</b>	1. Up-to-date risk registers to be provided for the next report.	Officers notified of this request	Deputy Chief Executive and Section 151 Officer / Assistant Director for Economic Development and Regeneration	This report will be pre-scrutinised by O&S on 10 <sup>th</sup> September.	Will be part of the 10 <sup>th</sup> September Report
	2. Dates and the 10-week extension schedule to be updated with up-to-date information (Appendix D to the Levelling Up report for 11 <sup>th</sup> July meeting).	Officers notified of this request	Deputy Chief Executive and Section 151 Officer		Will be part of the 10 <sup>th</sup> September Report

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Page 69	3. To check the safety and security of the windows at the Windsor Street site	Officers notified of this request	Deputy Chief Executive and Section 151 Officer		The Committee will be updated – Property Services have been tasked with investigating this further.
	4. To share a copy of the JS Dillon report with Members of Overview and Scrutiny.	A copy of this report has been circulated to Members on 15/07/2024.	Deputy Chief Executive and Section 151 Officer		Completed: This exempt report has been circulated separately for Members' consideration.
<b>Council Plan</b>	To look at quarterly revenue and performance monitoring reports at main Overview and Scrutiny meetings .	Report will be programmed for consideration by a scrutiny body moving forward.	Assistant Director for Finance and Customer Services	Traditionally, Finance and Budget Working Group would consider this report.	
<b>Overview and Scrutiny Work Programme</b>	Affordable Housing Report – Officers to be notified of the key lines of enquiry in relation to the report coming to O&S on 23 <sup>rd</sup> July.	Officers notified of key lines of enquiry on 12/07/2024.	Strategic Housing and Business Support Manager / Democratic Services	At the request of Chairman, the draft Terms of Reference for a potential task group on Housing will be considered	Due to be considered by O&S on 23 <sup>rd</sup> July.

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
	Disabled Facilities Grant – Recommissioning of the Home Improvement Agency Promoting Independent Living Service (item agreed for addition to the O&S Work Programme)	Officers have been notified of the request to consider this item.	Strategic Housing and Business Support Manager	at 23 <sup>rd</sup> July meeting. The Leader requested the Board to scrutinise contract arrangements proposed for the new successful bidder.	

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