

Public Document Pack



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY 19TH NOVEMBER 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. R. Peters, S. A. Robinson 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. **Hybrid Leader and Cabinet Governance Model - Six-Month Review of Working Arrangements (Pages 7 - 26)**

4. **Worcestershire Health Overview and Scrutiny Committee - Update**
(Pages 27 - 30)
5. **Housing Task Group Update - Proposed Additional Objective** (Pages 31 - 38)
6. **Foodbank and Community Shop Provision Task Group - Proposed Amendment to Recommendation** (Pages 39 - 46)
7. **Finance and Budget Working Group - Update**
8. **Cabinet Work Programme** (Pages 47 - 56)
9. **Overview and Scrutiny Board - Action Sheet** (Pages 57 - 60)
10. **Overview and Scrutiny Board Work Programme** (Pages 61 - 62)
11. **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:**

RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below and that it is in the public interest to do so:-

Item No	Paragraph
12	3
13	3

12. **To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 17th October 2024** (Pages 63 - 74)

The minutes of the meeting held on 17th October 2024, including the confidential minutes record, are included in this agenda.

13. **Levelling-Up Fund Programme update** (Report to Follow)

The report for this item will follow in a Supplementary Papers pack.

Sue Hanley
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

11th November 2024

**If you have any queries on this Agenda please contact
Sarah Woodfield**

**Parkside, Market Street, Bromsgrove, B61 8DA
Tel: (01527) 64252 Ext: 1605
Email: s.woodfield@bromsgroveandredditch.gov.uk**

GUIDANCE ON FACE-TO-FACE MEETINGS

**If you have any questions regarding the agenda or attached papers,
please do not hesitate to contact the officer named above.**

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

Meeting attendees and members of the public are encouraged not to attend a Committee if they have if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

Notes:

Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.



INFORMATION FOR THE PUBLIC

Access to Information

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

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

You can access the following documents:

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

at www.bromsgrove.gov.uk

This page is intentionally left blank

Overview and Scrutiny

Board

2024

19th November

Six-Month Review of Working Arrangements (Hybrid Leader and Cabinet Governance Model)

Relevant Portfolio Holder	Councillor Karen May, Leader and Cabinet Member for Strategic Partnerships and Governance
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Claire Felton, Assistant Director for Legal, Democratic and Property Services
Report Author Claire Felton	Job Title: Assistant Director of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk
Wards Affected	No specific ward relevance
Ward Councillor(s) consulted	N/A
Relevant Council Priority	Sustainable Council
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Overview and Scrutiny Board is asked to RESOLVE that the six month review of the governance arrangements in place at Bromsgrove District Council be noted.

2. BACKGROUND

- 2.1 This report reviews how the hybrid Leader and Cabinet model of governance has been working at Bromsgrove District Council over the last six months.
- 2.2 Members are invited to consider the update provided in the report and to note the progress that has been achieved to date.

3. OPERATIONAL ISSUES

- 3.1 A review of the Council's governance model was undertaken by the Governance Systems Task Group in 2023. The group's findings were reported at an extraordinary meeting of Council held on 20th September 2023 and the proposals detailed in the report were approved.

Overview and Scrutiny

Board

2024

19th November

- 3.2 The key proposal detailed in the report was that the Council should have a hybrid Leader and Cabinet model of governance moving forward. To enable this to be delivered, this recommendation was underpinned by six sub-proposals which can be summarised as follows: -
- a. That the changes to the constitution detailed in the October 2023 report be implemented.
 - b. That working protocols be introduced to embed more collegiate working.
 - c. That Cabinet Advisory Panels be introduced
 - d. That action be taken to improve communications with Members
 - e. That a Memorandum of Understanding between all political group leaders to maintain these working arrangements for at least the next four years be introduced.
 - f. That the arrangements be reviewed in six months' time by the Overview and Scrutiny Board.
- 3.3 In addition to the above matters the Governance Systems Task Group also recommended that an additional Democratic Services officer should be recruited due to the increase in workload expected to arise from the changes being made.
- 3.4 Updates are provided within this report on the progress that has been achieved in relation to the matters outlined above. The report has been divided into sections to cover the separate areas and set out the changes that have been made.

Staffing

- 3.5 As set out in paragraph 3.3 above, the Governance Systems Task Group highlighted that the proposed changes would have implications for the workload of the Democratic Services team. The suggestion was therefore made that an additional Democratic Services Officer should be recruited to work for Bromsgrove District Council only and funding was included in the budget in February 2024 to enable this to happen. Since then, a new Democratic Services Officer has been recruited into the team.

Overview and Scrutiny Board 2024

19th November

On-going review of the changes

3.6 A series of reports have been considered by the Overview and Scrutiny Board since September 2023 to monitor the implementation of the Constitution Review. This has allowed Members sitting on the Board the opportunity to discuss changes and ask questions. Specifically matters have been considered at meetings on: -

Date of Meeting	Documents considered
20 th November 2023	Draft versions of the Memorandum of Understanding and terms of reference for the Cabinet Advisory Group
16 th January 2024	General Update
12 th February 2024	Changes to the Chairing of Audit, Standards and Governance Committee and Overview and Scrutiny Board, as set out in the Committee Terms of Reference (as amended) and to the Chairman of the Council (where possible) and Council Procedure Rules (as amended)
22 nd April 2024	Updated versions of the following parts of the Constitution: - <ul style="list-style-type: none"> • Part 7 – Joint Arrangements • Part 14 – Planning Procedure Rules • Part 12 – Scrutiny Procedure Rules • Part 13 – Audit, Standards and Governance Committee Procedure Rules • Part 22 – Member Officer Relations Protocol, Including Member Enquiries Guidance at Appendix 1 • Part 5 – Extract from Committee Terms of Reference – Licensing (Miscellaneous) Sub-Committees A and B

3.7 Changes to the constitution can only be made by Full Council and reports seeking approval of new or amended sections of the Constitution have been considered by Council as follows: -

Overview and Scrutiny Board 2024

19th November

Date of Meeting	Documents considered
6 th December 2023	Resolved that Memorandum of Understanding be approved.
21 st February 2024	Changes to the Chairing of Audit, Standards and Governance Committee, Overview and Scrutiny Board, and Chairman of the Council (where possible) as set out in the Committee Terms of Reference (as amended) and Council Procedure Rules (as amended) were approved.
15 th May 2024	<p>Updated versions of the following parts of the Constitution were approved: -</p> <ul style="list-style-type: none"> • Part 7 – Joint Arrangements • Part 14 – Planning Procedure Rules • Part 12 – Scrutiny Procedure Rules • Part 13 – Audit, Standards and Governance Committee Procedure Rules • Part 22 – Member Officer Relations Protocol, Including Member Enquiries Guidance at Appendix 1 • Part 5 – Committee Terms of Reference for the Licensing (Miscellaneous) Sub-Committees A and B

3.8 In light of the fact that the main changes to the constitution were approved by Council on 15th May 2024, Members of Overview and Scrutiny Board agreed that the “six month review” would be more effective once the new arrangements had been in operation for a period of time. Accordingly, this report constitutes the six month review as referred to at paragraph 3.2 (f) above.

Introduction of Memorandum of Understanding

3.9 As part of the process of embedding a more collegiate style of working under the hybrid Leader and Cabinet governance model the final report of the Governance Systems Task Group recommended the introduction

Overview and Scrutiny

Board

2024

19th November

of a Memorandum of Understanding (“MOU”). In the original Task Group report this was described as : -

“...a Memorandum of Understanding between all political group leaders to maintain these working arrangements for at least the next four years.”

- 3.10 It was further noted that “This suggestion was proposed at the briefing that was held for all Members on the subject of the Governance Systems Task Group’s review held on 8th September 2023. Whilst Members appreciated that it would be unlawful to fetter the ability for Council to determine alternative working arrangements this proposal was made to ensure that these arrangements would have some longevity and that Members would remain committed to their application at the Council.”
- 3.11 Officers worked with Members from all groups through the Constitution Review Working Group to draw up a suitable document for this. Following input from the Overview and Scrutiny Board and the Cabinet a final version of the MOU was approved by Members at Full Council on 6th December 2023.

Implementation of changes to the constitution

- 3.12 As can be seen from the Table at 3.7 above a number of changes have been made to the Constitution as a consequence of the introduction of the hybrid Leader and Cabinet governance model. Officers have worked closely with Members on a cross party basis to ensure that the agreed amendments to processes and procedures are accurately reflected in updates to the constitution.
- 3.13 For ease of reference a full list of the changes to the Constitution associated with the change of governance model is set out in the table format at Appendix 1. This covers the period from September 2023 to October 2024.
- 3.14 Members will also be aware that other changes to the constitution not directly related to the contents of this report have been undertaken and approved by Full Council. These are summarised in the table below:-

Date of Meeting	Decision
17 th July 2024	Approval of the establishment of the Joint Appointments Committee (“JAC”). This is a joint

Overview and Scrutiny

Board

2024

19th November

	committee with Redditch Borough Council to take on the functions of appointing Statutory Officers on behalf of both Councils (Chief Executive, Section 151 officer and Monitoring Officer).
9 th October 2024	<ul style="list-style-type: none"> • Approval that the JAC have a standing committee to deal with matters additional employment matters relating to Statutory Officers regarding disciplinary action, dismissals and appeals. Updated committee Terms of reference to reflect these changes approved. • With regard to questions on notice, approval that the Council Procedure Rules in the constitution should be permanently updated to enable up to one supplementary question to be asked by Members at Council meetings which must be based on the original question, or the answer provided to that question. • Updating of the Committee Terms of Reference with regard to Licensing Committee including increase in number of committee members on the parent committee and clarification of remit of sub-committees and training requirements for Members to sit on sub-committees.

Collegiate working

3.15 The final report of the Governance Systems Task Group commented on the desire of Members to see the use of protocols to support collegiate working, particularly with regard to the Chairing of Overview and Scrutiny Board and to Audit, Standards and Governance Committee. The Task Group also commented positively on the introduction of having a non-ruling group Chairman of the Council and the inclusion of non-ruling group members on the Cabinet to reflect that the Council's political make up is currently one of no overall control.

Overview and Scrutiny

Board

19th November

2024

- 3.16 In terms of capturing these concepts in documentary changes, as already set out in this report changes have been made to the constitution to reflect that the Chairmen of the Overview and Scrutiny Board and Audit, Standard and Governance Committee be appointed from a non-ruling group.
- 3.17 Some of the other changes are harder to crystallise by re-wording of the constitution and depend instead on Members working collaboratively and maintaining good working relationships. For example, the Chairmanship of Council cannot be pre-defined as that appointment is in the gift of Members and accordingly the wording that this will be applied “wherever possible” has been used. The appointment of Cabinet Members is a power that under legislation sits with the Leader and cannot be changed by the constitution. In terms of other documents that can articulate the intentions of members, the introduction of the Memorandum of Understanding referred to at paragraphs 3.9 to 3.11 indicates the desire of members to support a collegiate approach and records the commitment of all groups to achieve effective cross party working.

Communication

- 3.18 The final report of the Governance Systems Task Group identified 4 objectives that Members felt could be actioned to improve communication. Specific issues included work planning for the Overview and Scrutiny Board, access to committee reports, sharing of information within political groups and raising of awarenesses of support and resources available for members.
- 3.19 Members are referred to the table at Appendix 2 which sets out the 4 objectives from the final report and the actions that have been taken to address these. With regard to Member training, in addition to the annual training programme, if there are changes in membership of the Council during the municipal year officers will ensure that newly elected members receive full training. This will include one to one sessions as necessary and general support with induction.

Introduction of Cabinet Advisory Group

- 3.20 Following the report of the of the Governance Systems Task Group officers worked on drafting terms of reference for a new cross party body which was named as the Cabinet Advisory Group (“CAG”). The terms of reference were considered by the Overview and Scrutiny Board on

Overview and Scrutiny

Board

2024

19th November

20th November 2023 and approved by Cabinet on 22nd November 2023. A copy is attached for Members' reference at Appendix 3.

3.21 Members will recall that the aim of holding CAG meetings is to facilitate all member engagement and consultation on strategic issues and Council priorities. The meetings are not treated as formal committee meetings and as such fall outside the constitution. Any elected member may attend and invitations are sent out by the Democratic Services team to all members. This municipal year 6 meetings have been scheduled into the meetings calendar of which so far three have taken place as follows: -

- 8th May 2024 – On-Street Car Parking Strategy
- 18th July 2024 – Play Audit and Investment Strategy
- 16th October 2024 - Review of CAG Meetings

The number of members in attendance has ranged between 10 and 14. The meetings have been chaired by the relevant portfolio holder for each topic considered.

3.22 At the most recent meeting on 16th October, members carried out a review of the CAG process. There was feedback that the system had worked well in relation to the On-Street Car Parking Strategy meeting with the external consultant having commented positively on the discussion and input. Views were more mixed in relation to the meeting for the Play Audit and Investment Strategy. Some members commented that it had enabled a difficult topic to be tackled on a cross party basis with issues raised by members at the CAG meeting feeding into the audit and the final report to Cabinet. Other views were expressed that the process felt more like consultation than direct input.

3.23 In terms of more general issues raised it was noted that no topics had been discussed as a result of backbench suggestions. There also seemed to be some lack of clarity around the process for nominating topics and how they would be allocated to the most suitable forum out of the 3 options available, namely a CAG meeting, Portfolio Holder Surgery or a Member Briefing.

3.24 At the end of the meeting the following action points were noted:-

1. Clarification to be provided on the difference between Member briefings, Portfolio Holder Surgeries and CAG meetings.

Overview and Scrutiny

Board

2024

19th November

2. That a standing item be added to the CAG agendas regarding feedback on any suggestions that had been provided by Members and the response as to whether they would be discussed.
3. That information regarding the Portfolio Holders be added to Mod.Gov.
4. That the process of submitting items for consideration at CAG meetings be explained so that all Members are aware.

Conclusion

- 3.25 Introducing changes to established ways of working can be challenging and it takes time for all parties involved to adapt. With the bulk of the changes in this report having only been formally in place since May 2024, it may be too early to draw any well-founded conclusions. However, it is hoped that Members have been able to observe some early positive indications that the changes are enabling a greater degree of cross party involvement.
- 3.26 It should also be noted that a significant amount of work has been delivered, particularly with regard to reviewing and updating the Council's constitution, over the last 12 months in response to the Task Group's proposals, as agreed by Council.
- 3.27 As set out in 3.25 above, a number of suggestions have been made to improve the operation of CAG meetings. Members can expect there to be an on-going process of refining the working arrangements while these become established.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from this report. However, there has been the cost of a significant amount of officer time spent on implementing the proposals arising from the Governance Systems Task Group's review over the last 12 months.

5. LEGAL IMPLICATIONS

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

6. OTHER - IMPLICATIONS

Relevant Council Priority

Overview and Scrutiny

Board

2024

19th November

- 6.1 The issues discussed in this report support the Council priority of sustainability.

Climate Change Implications

- 6.2 There are no specific climate change implications

Equalities and Diversity Implications

- 6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 Having implemented changes to the Constitution as a result of the Governance Systems Task Group there is a risk that these changes may be less effective at this early stage if they are not kept under review and subject to continued monitoring by Members and Officers. The monitoring and review will highlight where further changes may be needed or where officers should be supporting the process.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – Table of Amendments to the Council’s Constitution agreed since September 2023

Appendix 2 – Table of actions in relation to Communication

Appendix 3 – Terms of Reference of Cabinet Advisory Group

Background Papers

Governance Systems Task Group’s Final Report – report to the extraordinary Council meeting held on 20th September 2023:
[Governance Systems Task Group - report.pdf](#)

Minutes of the extraordinary council meeting held on 20th September 2023: [Council Minutes - 20th September 2023](#)

Overview and Scrutiny Board 2024

19th November

Governance Systems Task Group Update Report – Update to the Overview and Scrutiny Board meeting held on 20th November 2023: [Overview and Scrutiny Board agenda - 20th November 2023](#)

Minutes of the Overview and Scrutiny Board meeting held on 20th November 2023: [Overview and Scrutiny Board Minutes - 20th November 2023](#)

Governance Systems Task Group – Progress Update – report to the Overview and Scrutiny Board meeting held on 16th January 2024: [Overview and Scrutiny Board agenda - 16th January 2024](#)

Governance Systems Task Group – Progress Update – Report to the Overview and Scrutiny Board meeting held on 12th February 2024: [Overview and Scrutiny Board agenda - 12th February 2024](#)

Minutes of the Overview and Scrutiny Board meeting held on 12th February 2024: [Minutes of the Overview and Scrutiny Board meeting - 12th February 2024](#)

Governance Systems Task Group – Constitution Review – Recommendations – report to the Overview and Scrutiny Board meeting held on 22nd April 2024: [Overview and Scrutiny Board agenda - 22nd April 2024](#)

Minutes of the Overview and Scrutiny Board meeting held on 22nd April 2024: [Overview and Scrutiny Board Minutes - 22nd April 2024](#)

Minutes of council meeting held on 15th May 2024: [\(Public Pack\)Minutes Document for Council, 15/05/2024 18:00](#)

This page is intentionally left blank

Bromsgrove District Council – Updates to the Council’s Constitution

Members are asked to note that the following updates have been agreed to the Council’s constitution since September 2023, when the Governance Systems Task Group’s recommendations were agreed.

Part of the Constitution	Change made	Date considered by O and S Board	Date approved by Council
Council Procedure Rules – Part 10 and Committee Terms of Reference	<p>Wherever possible: -</p> <ul style="list-style-type: none"> • the Chairmen of the Audit, Standards and Governance Committee and the Overview and Scrutiny Board shall not be a member of a political group represented on the Cabinet. • the Chairman of the Council shall not be a member of a political group represented on the Council. 	12th February 2024	21st February 2024
Joint Arrangements - Part 7	Updated to reflect current circumstances	22 nd April 2024	15 th May 2024
Planning Procedure Rules – Part 14	<p>Details of Planning Call-in process moved from the Officer Scheme of Delegations to the Planning Procedure Rules as a more logical location for this wording</p> <p>Reference to temporary site visit arrangements that had been relevant during the Covid-19 pandemic removed</p>	22 nd April 2024	15 th May 2024
Scrutiny Procedure Rules – Part 12	<p>Updated to clarify that the Overview and Scrutiny Board cannot review specific licensing, planning or other regulatory applications.</p> <p>Test for whether a matter considered in the past 6 months can be reconsidered amended.</p>	22 nd April 2024	15 th May 2024

Agenda Item 3

APPENDIX 1

	<p>Such an item may only be added to the agenda if “having taken advice from Officers, the Chairman determines that there has been a significant change in circumstances to justify consideration of the matter within that time.”</p> <p>Removal of reference to quarterly meetings between the Leader, Chairman of the Overview and Scrutiny Board and Chairman of the Audit, Standards and Governance Committee given that communication could take place without the need for formal meetings.</p> <p>Addition of requirement that only “named substitutes” may attend a meeting of the Overview and Scrutiny Board in place of a member of the Board.</p>		
Audit, Standards and Governance Committee Procedure Rules - Part 13	Amended to require the Monitoring Officer’s report to only be presented on a quarterly basis at meetings of the Committee.	22 nd April 2024	15 th May 2024
Member Relations Protocol – Part 22	Addition of the Member Enquiries Guidance as an Appendix	22 nd April 2024	15 th May 2024
Committee Terms of Reference – Part 4	Amendments to the rules in respect of the terms of reference for the Licensing (Miscellaneous) Sub-Committees A and B.	April 22 nd 2024	15 th May 2024

Bromsgrove District Council – Actions taken to support Communication

Members are asked to note the following actions taken in response to the communications section of the Governance Systems Task Group’s final report.

Objective from Task Group final report	Actions taken
<p><i>Inclusive Member-led work programming in the Overview and Scrutiny process, whereby Members prioritise issues for investigation at the start of the municipal year. This should help to embed backbench Members’ greater involvement in policy development and critically challenging decisions taken by the Cabinet.</i></p>	<p>An Overview and Scrutiny training and work programming session took place on the evening of Wednesday 12th June 2024. The training was delivered by a representative of the Centre for Governance and Scrutiny (CfGS), which is the lead expert body nationally providing advice and guidance in respect of the Overview and Scrutiny process. During the session, Members identified a number of items to include on the Board’s work programme. In addition, items were identified which it was felt would be more suitable for consideration via all Member briefings, as the topics focused on sharing information for Members’ consideration. Briefings have subsequently been organised focusing on areas as diverse as biodiversity, street sweeping and food waste collection services.</p> <p>The Member Development Steering Group is responsible for co-ordinating Member training at the Council. The group will be invited to consider training requirements for 2025/26, including overview and scrutiny training, at forthcoming meetings.</p>
<p><i>Providing backbench Members with access to reports and other information in a timely manner to enable Overview and Scrutiny</i></p>	<p>Whilst the Access to Information Rules have not been amended and the Council cannot change statutory publication deadlines for agenda packs for public meetings, the timing of meetings of the Overview and Scrutiny Board in relation to meetings of Cabinet have been reviewed in response to this point. In 2024/25, meetings of the Board were scheduled in the calendar of meetings for the municipal year to take place</p>

APPENDIX 2

<p><i>Members to effectively pre-scrutinise items on the Cabinet work Programme. This will entail amending the Access to Information rules at Part 9 of the constitution.</i></p>	<p>the day before the Cabinet meeting – previously meetings of the Board took place further in advance of the Cabinet meetings. This has helped to reduce the gap between publication of the main agenda for Board meetings and publication of any Cabinet reports that are due to be the subject of pre-scrutiny. Officers are currently reviewing the draft calendar of meetings for 2025/26 and are proposing that this arrangement, whereby the Board meets the day before Cabinet, should continue.</p>
<p><i>Continuing arrangements whereby group leaders share information with their Members at political group meetings.</i></p>	<p>Meetings of group leaders are booked to take place until the end of the municipal year and all group leaders are invited to attend these meetings. These meetings take place roughly once a month and are timed to occur prior to Cabinet meetings but after the agenda for the Cabinet meetings have been published. The aim is to ensure that group leaders have time to raise any points on behalf of their groups relating to items on the Cabinet agenda and to report back. Group leaders can also feed back to their groups at their respective group meetings.</p>
<p><i>Raising awareness of the support and resources available to Members through ongoing Member training. For example, the group referred to the availability of the modern.gov app which could be used by Members to access and annotate electronic copies of agenda packs</i></p>	<p>A comprehensive Member Training programme was organised for 2024/25, in line with the requirements of the Member Development Steering Group. Most training sessions are delivered in person but Members can attend training remotely on request (via Microsoft Teams).</p> <p>A training session focusing on using the modern.gov app was delivered by Democratic Services on 10th June 2024. One-to-one Member training, provided by Democratic Services, is also offered to Members on an ongoing basis.</p>

APPENDIX 2

	<p>The private modern.gov app includes a Library function, which can be used to view and access information in an electronic form in the same way that Members would access and annotate agenda packs using the app. Useful information has been published to the Library section, including the calendar of meetings, the Members' Code of Conduct and various planning policies. Additional information can be published by Democratic Services in the Library at Members' request.</p>
--	---

This page is intentionally left blank

CABINET ADVISORY GROUP TERMS OF REFERENCE

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

This page is intentionally left blank

Health Overview and Scrutiny Committee Friday 11th October 2024

Cllr Bakul Kumar

Two items on the Agenda

A. UPDATE ON CANCER PATHWAY

Preventing and Supporting earlier cancer diagnosis

- Extension of bowel screening to eligible patients over the age of 50 years.
- Found out that patients with learning disabilities were presenting late with cancer leading to deaths. The Integrated Care System has established bowel screening programme for this programme.
- Information sessions in GP surgery regarding uptake of Faecal Immunochemical Testing (FIT) to identify bowel cancer.
- Development of Community breast pathway to enable patients presenting with lower risk symptoms such as breast pain (no lump) to be seen and reassured in the community setting.
- Development of a post-menopausal bleeding pathway for early diagnosis of cancer.
- Targeted Lung Health Checks (TLHC) a new cancer screening programme for people aged 55 – 74 with a history of smoking.

Screening programme update

- A new database to underpin the cervical screening programme went live in June 2024.
- Three Cancer screening programme in Worcestershire remains GOOD, with the majority of KPIs being met on a quarterly basis.

Cancer Diagnosis and Treatment

Worcestershire Acute Trusts receives an average of 2,700 urgent suspected cancer referrals per month across all specialities, though referrals to skin and urology have been on increase.

In July 2024, 80.7% of patients received their diagnosis within 28 days, higher than national average of 77%.

In July 2024, 71.28% of patients were treated within 62 days, higher than national planning requirement of 70%.

To address the growing demand, it is the intention of the Trusts to develop a further Community Diagnostic Centre, with an opportunity to provide an opportunity for more access to PET-CT scan.

(Positron emission tomography (PET) scans produce detailed 3-dimensional images of the inside of the body.

The images can clearly show the part of the body being investigated, including any abnormal areas, and can highlight how well certain functions of the body are working.

PET scans are often combined with CT scans to produce even more detailed images. This is known as a PET-CT scan.

Challenges

Dermatology services

	December 2023		July 2024	
	No. of patients	% Performance	No. of patients	% Performance
Faster diagnosis standard	538	69.0%	723	87.3%
31-day decision to treat to treatment	69	97.1%	118	43.2%

Urological Cancer

Impacted by National stories and has not had sufficient capacity to meet the demand.

A new and expanded Urology Intervention Unit was opened in Alexandra Hospital in August 24 with additional staff and upskilling existing staff to increase the diagnostic capacity of the service.

	December 2023		July 2024	
Urological Cancer	No. of patients	% Performance	No. of patients	% Performance
Faster diagnosis standard	252	36.1%	353	51.8%
31-day decision to treat to treatment	149	81.9%	210	85.7%

Lung Cancer

Problems

- Capacity
- Demand on respiratory physicians
- Relative consultant capacity compared to the population and the associate lung cancer rates.
- Patients require multiple of repeat diagnostic tests, staging scans which elongates the time between diagnosis and treatment.
- Improvements include Funding for an additional respiratory physician and a service called EBUS (Bronchoscopy and Endobronchial ultrasound scan and biopsy).

	December 2023		July 2024	
Lung Cancer	No. of patients	% Performance	No. of patients	% Performance
Faster diagnosis standard	24	75.0%	44	56.8%
31-day decision to treat to treatment	23	87.0%	38	97.4%

Living with and beyond Cancer

Clinically led “Living with and Beyond Cancer” has been set up to support patients and families.

Development of a Patient Forum to engage with cancer patients from all tumour sites.

Development of a Cancer Services App – a tool with information and signposting to partner organisation to assist living with and beyond cancer.

(Concerns were raised by HOSC members regarding inadequate information provided to cancer patients and their families, unlike in Queen Elizabeth Hospital, Birmingham. They are going to investigate and improve).

B. ACUTE DERMATOLOGY SERVICES UPDATE

- During 2022-23, the Trust saw more than 13,000 patients with severe inflammatory skin disease and cancer.
- 2023-24, Consultant Dermatologists resigned, as a result there is no data for dermatology service demand.
- Challenges – trusts difficulty in recruiting permanent staff
- Led to challenges in maintaining services and longer waiting times for some patients.
- Worcester has developed a partnership with Wye Valley Trust, which will help in recruiting, peer-support, mentoring and guiding. They have an SLA.
- Since February 24, a private sector insourcing provider, Health Harmonie, has been providing services in Kidderminster Treatment Centre and Worcester Royal Hospital.
- The contract with Health Harmonie includes:
 - 2 weeks outpatients’ clinic and follow up
 - Micrographic surgery of skin cancer
 - Minor operations on skin cancer
 - Drug treatment for diseases like psoriasis and eczema.

Nurses work with members of Health Harmonie and the latter will work for another 12 months.

This page is intentionally left blank

Overview and Scrutiny Board

19th November 2024

Housing Task Group Update – Proposed Additional Objective

Relevant Portfolio Holder		Councillor Shirley Webb
Portfolio Holder Consulted		
Relevant Assistant Director		Judith Willis, Assistant Director of Community and Housing Services
Report Author Jess Bayley-Hill	Job Title: Principal Democratic Services Officer Contact email: jess.bayley-hill@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252 Ext: 3072	
Wards Affected		All
Ward Councillor(s) consulted		N/A
Relevant Council Priority		Housing and Sustainability
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. **RECOMMENDATIONS**

The Overview and Scrutiny Board is asked to **RESOLVE**

- 1) to consider whether to approve the additional objective for the Housing Task Group investigation proposed by Members of the group; and
- 2) to note the update in respect of the Housing Task Group’s investigation.

2. **BACKGROUND**

- 2.1 This report details the background to, as well as the wording of, an additional objective that has been proposed by Members of the Housing Task Group for their investigation.

3. **OPERATIONAL ISSUES**

- 3.1 At a meeting of the Overview and Scrutiny Board held on 23rd July 2024, Members considered a Topic Proposal form that had been submitted by Councillor H. Rone-Clarke. Based on the content of the form, the Board agreed to launch the Housing Task Group. The objectives for the review were detailed in the Topic Proposal Form.

Overview and Scrutiny Board

19th November 2024

- 3.2 At a subsequent meeting of the Overview and Scrutiny Board, held on 10th September 2024, the membership of the Housing Task Group was agreed. The following Members were appointed to the group: Councillors A. Bailes, A. Dale, R. Hunter, B. Kumar, P. McDonald and H. Rone-Clarke.
- 3.3 The first meeting of the Housing Task Group took place on 31st October 2024. During the meeting, Councillor H. Rone-Clarke was appointed as the Chairman of the Task Group.
- 3.4 At the first meeting of the group, Members also considered their terms of reference and the sources of evidence that Members wanted to gather to enable them to complete the review effectively.
- 3.5 During the discussions around the terms of reference, Members identified a specific aspect of Housing that they felt had not been included in the terms of reference but which they felt would benefit from further investigation. Specifically, this related to reviewing the Council's Housing Allocations Policy, including in relation to how properties were allocated to people on the Housing Register. Members also were keen to review the quality of the properties available to people on the Housing Register.
- 3.6 With this in mind, the group are proposing that the following, additional objective should be added to their terms of reference:
- “To scrutinise the allocations policy and housing register regarding eligibility, qualification and allocations and explore standards of housing let under the policy.”*
- 3.7 The Overview and Scrutiny Board, as the parent Committee of the Housing Task Group, is invited to consider the proposed additional objective and to determine whether to add this to the Housing Task Group's terms of reference.
- 4. FINANCIAL IMPLICATIONS**
- 4.1 There are no specific financial implications.

Overview and Scrutiny Board

19th November 2024

5. LEGAL IMPLICATIONS

- 5.1 The Scrutiny Procedure Rules, at Part 12 of the Council's constitution, specify that the terms of reference for Scrutiny Task Groups will be agreed by the Overview and Scrutiny Board. Therefore, any changes to the terms of reference for the Housing Task Group, including those proposed by Members of the Task Group, need to be approved by the Board.

6. OTHER - IMPLICATIONS

Relevant Council Priority

- 6.1 The Housing Task Group is reviewing a range of matters relating to housing. At the end of the review, Members will have an opportunity to bring forward recommendations that should help to support one of the Council's key priorities, as detailed in the Council Plan 2024 - 2027: Housing.

Climate Change Implications

- 6.2 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 There is a risk that issues Members feel to be important to a review of housing could be missed if the additional proposed objective is not added to the Housing Task Group's terms of reference. The group proposed this additional objective as Members felt that this was an important issue that should be considered as part of the review.
- 7.2 However, there is also a risk that if the scope of the review is too large, the Housing Task Group may be unable to complete their investigation within the time allocated by the Board, which was six months.
- 7.3 The Chairman of the group, will provide updates to the Board in respect of the progress of the review, which should provide Members with opportunities to assess whether the scope of the review remains manageable.

Overview and Scrutiny Board

19th November 2024

7.4 Members of the group have already discussed their work programme for future meetings and felt confident that they could complete their investigations, including consideration of matters relating to this additional objective, within the time allocated.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – Current Terms of Reference (not including the proposed additional objective)

Background Papers

Topic Proposal Form for the Proposed Housing Task Group, considered at the meeting of the Overview and Scrutiny Board held on 23rd July 2024: [Housing Task Group Topic Proposal](#)

Minutes of the Overview and Scrutiny Board meeting held on 23rd July 2024: [Overview and Scrutiny Board Minutes - 23rd July 2024](#)

Housing Task Group report to the Overview and Scrutiny Board meeting held on 10th September 2024: [Overview and Scrutiny Board Agenda - 10th September 2024](#)

Minutes of the Overview and Scrutiny Board meeting held on 10th September 2024: [Overview and Scrutiny Board Minutes - 10th September 2024](#)

Overview and Scrutiny Board

19th November 2024

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Shirley Webb	
Lead Director / Assistant Director	Judith Willis, Assistant Director of Community and housing Services	11.11.2024
Financial Services	Pete Carpenter, Section 151 Officer	09.11.2024
Legal Services	Claire Felton, Assistant Director of Legal, Democratic and Property Services	08.11.2024

This page is intentionally left blank

APPENDIX 1

Housing Task Group

Terms of Reference as at September 2024

Looking at Housing Provision within Bromsgrove District Council's Operations Task Group has been set up by the Overview and Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of the above topic.

1. The Task Group be made up of 5 Members with a quorum of 3. The Task Group will meet throughout the next six months at intervals to be decided by the Group.
2. Meetings will be restricted to 1.5 hours in order for the Group to remain focused (with the option to extend should it be deemed necessary).
3. The Task Group agreed that if Members missed more than 2 meetings then they would no longer be on the Task Group.
4. The Task Group will be a standing item on the agenda of the Overview and Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
5. 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.
6. The Task group is expected to complete the investigation in six months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.
7. Should the Task Group not complete its work within that timescale, then an interim report will be presented to the Overview and Scrutiny Board with a request for further time to complete the investigations.

Aims and Objectives of the Task Group

The Task Group will undertake a scrutiny investigation into Housing Provision within Bromsgrove District Council's Operations and will cover the following areas:

1. Based on background information provided to the group, to identify the extent to which "fleeceholding" is a challenge in Bromsgrove District and whether there are any actions to address or influence this locally.

Agenda Item 5

2. To scrutinise information about the rules with respect to providing Section 106 monies to support infrastructure for housing and communities in the District (*this should not duplicate the work of the Strategic Planning Steering Group and it is noted that Members cannot scrutinise specific planning applications*).
3. To investigate the extent to which there is an issue locally for residents who are considered to be “asset rich” but potentially “revenue poor” and the support available locally to residents in this position. This should involve the group exploring whether there are any gaps in provision that could be addressed by the Council or partner organisations (*Members to revisit the findings of the Fuel Poverty Task Group, for information, to avoid duplicating the work of that earlier investigation*).

Overview and Scrutiny Board

19th November 2024

Foodbank and Community Shop Provision Task Group – Cabinet Proposed Amendment to Recommendation 4

Relevant Portfolio Holder		Councillor Shirley Webb
Portfolio Holder Consulted		
Relevant Assistant Director		Judith Willis, Assistant Director of Community and Housing Services
Report Author: Mat Sliwinski	Job Title: Democratic Services Officer Contact email: mateusz.sliwinski@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252 Ext: 3095	
Wards Affected		All
Ward Councillor(s) consulted		N/A
Relevant Council Priority		Environment and Sustainability
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

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

- 1) The suggested amendment to the wording of Task Group’s Recommendation 4 be endorsed.
- 2) The amended Recommendation 4 be presented to Cabinet.

2. BACKGROUND

- 2.1 This report details the background to, as well as the wording of, an amendment suggested by Cabinet to recommendation 4 of the Foodbank and Community Shop Provision Task Group.

3. OPERATIONAL ISSUES

- 3.1 The Overview and Scrutiny Board had commissioned a Task Group to investigate foodbank and community shop provision in the District. The Task Group’s final recommendations were endorsed by Overview and Scrutiny Board on 22nd April 2024.
- 3.2 The Foodbank and Community Shop Provision Task Group’s final report and recommendations were presented to Cabinet on 24th July 2024.

Overview and Scrutiny Board

19th November 2024

- 3.3 At that meeting, the Cabinet accepted four of the five recommendations in the Task Group's report but suggested an amendment to the wording in respect of recommendation 4 as follows:
- a) Original recommendation: "That the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this provision, and that the Council make best effort to create a food bank in Rubery where a need has already been identified.
 - b) Proposed amendment: "That the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this provision, and that the Council make best effort *to support the local community and Voluntary and Community Sector (VCS)* to create a food bank in Rubery where a need has already been identified."
- 3.4 Members of the Foodbank and Community Shop Provision Task Group - Councillors E. Gray (Chairman), A. Bailes, B. Kumar, P. McDonald, and D. Nicholl - have been consulted over the proposed amendment to recommendation 4 and have agreed to accept the amended wording.
- 3.5 The Overview and Scrutiny Board is now asked to formally endorse the amended wording of recommendation 4 before presentation to Cabinet.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no specific financial implications at this point. The proposed amendment to recommendation 4 detailed in the report clarifies the Council's position.

5. LEGAL IMPLICATIONS

- 5.1 Please consult with the Legal team about these.

6. OTHER - IMPLICATIONS

Relevant Council Priority

- 6.1 The Foodbanks and Community Shop Provision Task Group has reviewed a range of matters relating to foodbanks in the District. At the end of the review, Members have brought forward recommendations

Overview and Scrutiny Board

19th November 2024

that should help to support the wellbeing of residents and underpin the Council's key priorities, as detailed in the Council Plan 2024 - 2027:

Climate Change Implications

- 6.2 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 The proposed update to the recommendation provides a form of wording that ensures the risk to the Council is minimised.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – Extract of Minutes of the Cabinet meeting held on 24th July 2024

Background Papers

Foodbank and Community Shop Provision Task Group Final Report, as submitted and considered at the meeting of Cabinet on 24th July 2024:
[Foodbank and Community Shop Provision Task Group Final Report](#)

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

24TH JULY 2024, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), S. J. Baxter (Deputy Leader), S. R. Colella, B. McEldowney, S. A. Webb and P. J. Whittaker

Observers: Councillor E. M. S. Gray, Councillor P. M. McDonald and Councillor S.T. Nock

Officers: Mrs. S. Hanley, Mrs. D Goodall, Ms J. Willis and Mrs. J. Bayley-Hill

14/24

FOODBANK AND COMMUNITY SHOP PROVISION TASK GROUP - FINAL REPORT

The Chairman of the Foodbank and Community Shop Provision Task Group, Councillor E. Gray, presented the group's final report for the Cabinet's consideration.

Members were advised that the Task Group had commenced their review in December 2023. During the course of the review, the Task Group had considered the findings of the previous Fuel Poverty Task Group, had interviewed relevant Council Officers and had undertaken visits to food banks in the District.

Cabinet was advised that there had been a delay since the Task Group's report had been presented to the Overview and Scrutiny Board in April 2024. The delay had arisen partly due to the transfer from one municipal year to another but also due to changes to meeting dates that had occurred in the build up to the general election. As a consequence of this delay, Members were asked to note that there had been some changes locally in respect of food bank and community shop provision, including the closure of a food bank in Sidemoor ward.

Based on the evidence gathered during the review, the Task Group had proposed five recommendations, which had been endorsed by the Overview and Scrutiny Board.

The intention of the first recommendation was primarily to enhance communications in relation to food banks. This would help to more easily signpost residents to the food banks and community shops in the District that were available to use.

Agenda Item 6

Cabinet
24th July 2024

The second recommendation focused on the support that the Council could provide to food banks and community groups. It was recognised that Officers already undertook a lot of work in this space and the Bromsgrove Partnership also had an important role in relation to this matter. However, Councillor Gray commented that newer groups did not necessarily have links to the partnership and this created some challenges.

The third recommendation related to enabling access to food banks and community shops. The group had learned that many food banks required residents to provide personal data and to have received referrals, such as from local churches, in order to access support. The suggestion was made that this could have GDPR implications, in terms of data use and storage.

In respect of the fourth recommendation, Cabinet was advised that the group had considered potential gaps in provision geographically. As part of this process, a gap in provision had been identified by the Task Group in Rubery and it was felt that residents living in this ward should be able to access a Food Bank within Bromsgrove District.

The final recommendation focused on developing a network of food banks across the District. It was suggested that participation in this network should be a prerequisite in order for groups that were operating these venues to be permitted to apply for Council funding and other support.

In concluding her remarks, Councillor Gray suggested that the Task Group's findings should not be considered in isolation. Instead, she urged Cabinet to consider this matter in a wider context, in terms of the impact of the cost of living on local residents. Members were asked to note that it was within the same context that the Impact of Heatwaves Task Group had been launched and alongside concerns about managing the costs of heatwaves was the concern that many residents had about covering heating costs during the winter months.

Following the presentation of the report, Cabinet thanked Councillor Gray and the other Members of the Task Group for their hard work and report. There was general consensus amongst Cabinet Members that recommendations 1, 2, 3 and 5 could be endorsed as printed in the Task Group's report and that these proposals, once enacted, would have a positive impact on the local community. Indeed, it was reported that some of the actions proposed in the report were already in place and this was welcomed by Cabinet Members.

In respect of recommendation 3, Members commented that the Council had no control over how Voluntary and Community Sector (VCS) groups managed food banks, including the data they gathered. As such, each of the community groups involved in co-ordinating food banks and community shops were responsible for how they managed data and for their compliance with GDPR regulations.

Concerns were raised about the wording of the Task Group's fourth recommendation. It was noted that the Council had not previously been involved in establishing and running a food bank in a particular location and therefore this recommendation would not be appropriate to take forward in its current form. However, the suggestion was made that this recommendation could potentially be supported subject to amending the wording of the proposal to reflect the Council's role working to support VCS groups that might wish to be involved in establishing a food bank in Rubery. It was with this in mind that the following changes to the wording of recommendation 4 were proposed:

"That the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this provision, and that the Council make best effort to *support the local community and Voluntary and Community Sector (VCS)* to create a food bank in Rubery where a need has already been identified.

Consideration was given to the proposed amendment to the wording of recommendation 4 and as part of that process, Councillor Gray, as Chairman of the Task Group, and Councillor McDonald, as Chairman of the Overview and Scrutiny Board, were consulted on their views. It was noted that the wording of the Task Group's recommendations had been agreed collectively by Members of the group and, as such, it was suggested to the Cabinet that the Task Group should be permitted to reconvene to consider this proposal further. It was therefore agreed that this recommendation should be referred back to the Task Group, via the Overview and Scrutiny Board, for further consideration.

RESOLVED that

- 1) That the Council update its website to include contact details of all foodbanks in the district which wish to be on the list. The Council will ensure that the webpage links to the foodbanks' websites and/or other contact details of the foodbanks, such as telephone and social media, are up-to-date and that information on how to get in touch is easily accessible.
- 2) That all organisations providing foodbanks receive the appropriate and necessary support and resources from Bromsgrove District Council, which is proportionate and equivalent to their size and what they require. In the transition period, if the organisation is growing, appropriate support and funding needs to be allocated.
- 3) That the Council develop a consistent universal understanding/guidelines of what level of recording of users' personal information is required for the needs of the community engaged in the foodbank service without breaching the GDPR legislation. That the Council recognise there might be specific recording requirements as conditions attached to accessing specific funding streams.

Agenda Item 6

Cabinet
24th July 2024

- 4) That the Council continues to develop opportunities to enable foodbank organisations to come together as part of a network to support each other and to promote the sustainability of the help being provided to the community across the district. That the Council makes clear that joining the network is a pre-requisite if applying for Council funding, should this become available in future.

RECOMMENDED to the Overview and Scrutiny Board that the Foodbank and Community Shop Provision Task Group be reconvened to consider the proposed amendments to the wording of recommendation 4, as detailed in the preamble above.

The meeting closed at 7.25 p.m.

Chairman

CABINET LEADER'S WORK PROGRAMME

1 DECEMBER 2024 TO 31 MARCH 2025
(published as at 11th November 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

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
Bromsgrove Draft Air Quality Action Plan Key: Yes	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director of Community and Housing Services	Judith Willis, Assustant Director Community and Housing Services Tel: 01527 64252 Ext 3284 Councillor K. Taylor
Bromsgrove Play Audit and Investment Strategy Key: Yes	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director of Planning, Regeneration and Leisure Services	Ishrat Karimi Fini, Parks and Events Service Manager Tel: 07713 085872 Councillor B. M. McEldowney
Bromsgrove Local Heritage List Key: Yes	Cabinet 10 Dec 2024 Council 22 Jan 2025			Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor K. Taylor

Page 8

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
Carbon Reduction Strategy and Implementation Plan - Annual Review Key: No	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director of Community and Housing Services	Matthew Eccles, Climate Change Manager Councillor B. M. McEldowney
District Heat Network Revisions Key: Yes	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director 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
Homelessness Prevention Grant and Domestic Abuse Grant Key: No	Cabinet 10 Dec 2024		Report of the Assistant Director of Community and Housing Services	Amanda Delahunty, Strategic Housing Officer Tel: 01527 881269 Councillor S. A. Webb

19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49

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
Low Cost Housing Capital Receipts Key: No	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director of Community Safety and Housing	Amanda Delahunty, Strategic Housing Officer Tel: 01527 881269 Councillor S. A. Webb
Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (prior to consultation) Key: No	Cabinet 10 Dec 2024		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella
Q2 Revenue and Performance Monitoring 2024/2025 Key: Yes	Cabinet 10 Dec 2024 Council 22 Jan 2025		Report of the Assistant Director 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
Shareholders Committee - Committee Arrangements and Appointment of Members Key: No	Cabinet 10 Dec 2024		Report of the Assistant Director Legal, Democratic and Property Services	Jess Bayley-Hill, Principal Democratic Services Officer Tel: 01527 64252 Councillor K. J. May
Bromsgrove District Plan Consultation Key: No	Cabinet Not before 7th Jan 2025 Council Not before 22nd Jan 2025		Report of the Assistant Director of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325 Councillor K. Taylor
Council Tax Base 2025/2026 Key: No	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Assistant Director of Finance and Customer Services	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella

Bromsgrove District Council
2025-26

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 Key: Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Assistant Director of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070 Councillor S. R. Colella
Disabled Facility Grant Ombudsman's Report Key: No	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Assistant Director of Housing and Community Services	Matthew Bough, Housing Development and Enabling Manager Tel: 01527 64252 Councillor S. A. Webb
Discretionary Reduction - Council Tax Section 13a1(C) Policy Key: Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Assistant Director 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
Final Council Tax Support Scheme 2025/2026 Key: Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella
Food Waste Business Case and Associated Waste Related Issues Key: Yes	Cabinet 7 Jan 2025	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
Medium Term Financial Plan - Tranche 1 Budget including Fees and Charges (following consultation) Key: No	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella

Public
CS

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 Key: Yes	Cabinet 7 Jan 2025 Council 22 Jan 2025		Report of the Assistant Director of Finance and Customer Service	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070 Councillor S. R. Colella
Independent Remuneration Panel Recommendations 2025/26 Key: No	Council 22 Jan 2025		Report of the Deputy Chief Executive	Darren Whitney, Electoral Services Manager Tel: 01527 881650 Councillor K. J. May
Medium Term Financial Plan - Tranche 2 Budget including Fees and Charges (following consultation) Key: No	Cabinet 12 Feb 2025 Council 19 Feb 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, 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 Key: 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 Key: No	Cabinet 19 Feb 2025 Council 19 Feb 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella
Finance Recovery Programme Report Key: No	Cabinet 26 Mar 2025		Report of the Executive Director (Finance and Corporate Resources)	Peter Carpenter, Section 151 Officer and Deputy Chief Executive Tel: 01527 64252 Councillor S. R. Colella

Page 10 of 11

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 Key: Yes	Cabinet 26 Mar 2025		Report of the Assistant Director of Finance and Customer Services	Debra Goodall, Assistant Director Finance and Customer Services Tel: 01527 64252 Ext 3070 Councillor S. R. Colella

BDC Overview and Scrutiny Board - Action Sheet (2024/25)

23rd July 2024 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Page 57 Affordable Housing	To look at provision for supported housing for younger adults at Burcot Lane (conversation with Cllr May).	12/09/2024 Officers notified of the query from Members seeking if Council would be providing supported housing for children coming out of the care provision at Burcot Lane site.	Strategic Housing Services Manger		Response: 16/10/24 - Individual flats within the scheme was not considered appropriate due to not having the specialised support provision available. Two properties at Allen Court have been identified for move on accommodation from the St Basils Foyer allowing care leavers to access the appropriate dedicated supported housing at the Foyer.

10th September 2024 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Play Audit	1. Consultant's costs (to date).	Email communication sent on 11/09/24	Parks and Event Services Manager		Response due to be provided
	2. What additional cost to BDC for the extended timescales/additional work	Email communication sent on 11/9/24	Parks and Event Services Manager		Response due to be provided

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
	commissioned of the consultants.				
Levelling Up	1. To check if there is a deadline by which the Council has to apply to use its portion of the GBSLEP funding.	Democratic Services emailed relevant officers on 12/9/24	Assistant Director of Regeneration and Property		Response: 24/9/24 Assistant Director of Regeneration and Property confirmed there was no deadline.
	2. The risk registers for the project to be updated to refer to BDC only and to remove reference to RBC.	Democratic Services emailed relevant officers on 12/9/24	Section 151 Officer/Deputy Chief Executive		Response: 7/11/24 The documents emailed to Members (excluding Public Realm which is being updated and will be provided shortly).
	3. The update from Arcadis to be shared with the Board via email once available.	Democratic Services emailed relevant officers on 12/9/24	Section 151 Officer/Deputy Chief Executive		Response: 7/11/24 Emailed to Members
Basement Project	For the Board to receive an update to scrutinise at Overview and Scrutiny (Chairman suggested in January).	Democratic Services emailed relevant officers on 12/9/24	Assistant Director of Community and Housing Services		Response: 15/10/24 Agreed by officers that a report would be ready for the January meeting.

17th October 2024 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Levelling up – Market Hall	Updated cost plan	18/10/24 Officers emailed	Section 151 Officer / Deputy Chief Executive		Response: 6/11/24 email from Regeneration Project Delivery Manager. Unable to provide as with Keir and still working on along with programme before works start, this is due on 18 th November 2024

This page is intentionally left blank

OVERVIEW AND SCRUTINY BOARD

WORK PROGRAMME 2024-2025

As of 11 November 2024

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Lead Officer / Member
19 th November 2024	<u>Substantive Items</u>	
	6-Month Review of Working Arrangements (Hybrid Leader and Cabinet Governance Model)	Claire Felton, Head of Legal, Democratic & Property Services (Monitoring Officer)
	Levelling-Up Fund Programme Update (Exempt Report)	Peter Carpenter, Deputy Chief Executive and Section 151 Officer
9 th December 2024	<u>Substantive Items</u>	
	Bromsgrove Play Audit and Investment Strategy (Pre-Scrutiny)	Ishrat Karimi-Fini, Cultural Services and Parks Manager
	Bromsgrove Local Heritage List (Pre-Scrutiny)	Mike Dunphy, Strategic Planning and Conservation Manager
6 th January 2025	<u>Substantive items</u>	
	The Basement Project (aims of grant funding)	Judith Willis, Assistant Director of Community and Housing Services
	North Worcestershire Community Safety Partnership including Anti-Social Behaviour (Pre-Scrutiny)	Bev Houghton, Community Safety Manager
	Levelling-Up Fund Programme Update	Peter Carpenter, Deputy Chief Executive and Section 151 Officer
11 th February 2025	<u>Substantive Item</u>	
	Medium Term Financial Plan – Tranche 2 Budget including Fees and Charges (following consultation) – including any recommendations on the subject arising from the Finance and Budget Working Group	Peter Carpenter, Deputy Chief Executive and Section 151 Officer

Agenda Item 10

Date of Meeting	Subject	Lead Officer / Member
	<u>Information Item</u> Local Heritage Action List (Quarterly Update)	Mike Dunphy, Strategic Planning and Conservation Manager
25 th March 2025	<u>Substantive Items</u> Update on Heatwaves Preparedness (Impact of Heatwaves Task Group Recommendation)	Guy Revans, Executive Director
	Levelling-Up Fund Programme Update	Peter Carpenter, Deputy Chief Executive and Section 151 Officer
15 th April 2025 (meeting reserved for consideration of O&S Annual Report and Review of 2024-25)	<u>Substantive Item</u> Overview and Scrutiny Annual Report 2024-25	Chairman of the Board

ITEMS FOR WHICH DATES ARE STILL TO BE CONFIRMED

	Update on the Artrix	Representatives of the Artrix Holding Trust
	Bromsgrove District Plan Consultation (Pre-scrutiny) (TBC)	Mike Dunphy, Strategic Planning and Conservation Manager

ITEMS TO BE CONSIDERED VIA A “FIRST LOOK” MEMBER BRIEFING

All-Member briefing	Biodiversity Policy – Rearranged Date TBC	Ruth Bamford, Head of Planning, Regeneration and Leisure Services
---------------------	---	---

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

THURSDAY 17TH OCTOBER 2024, AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), S. T. Nock (Vice-Chairman), A. Bailes, A. M. Dale, E. M. S. Gray, R. J. Hunter, B. Kumar and S. A. Robinson

Observers:
Councillor K. J. May and Councillor B. M. McEldowney, Cabinet Member for Leisure and Climate Change

Officers: Mr P. Carpenter, Ms. N Cummings and Mrs S. Woodfield

43/24

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were submitted on behalf of Councillor R.A. Bailes and S.R. Peters.

44/24

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillors P.M. McDonald, S.T. Nock, R.J. Hunter and B. Kumar declared an Other Disclosable Interest in respect of minute item 47/24.

45/24

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:

RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of scheme 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below and that it is in the public interest to do so:-

<u>Item No</u>	<u>Paragraph</u>
46, 47	3, 3

46/24

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING FOR THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH SEPTEMBER 2024

The minutes of the meeting of Overview and Scrutiny Board held on 10th September 2024, including the record of the confidential matters discussed at the meeting, were considered.

It was requested that a correction be made in respect of the inaccuracy in the minute record of item 33/24 – To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 10th September 2024:

It was requested that the inaccurate paragraph, which read as follows:

*“Members of the Board expressed their frustration with progress, stressing how important play equipment was for the district. It was felt the lack of play areas was having a detrimental effect on Sanders Park being a Green **Play** Park, and Members commented that additional public visiting was causing wear and tear on the car park” (page 5).*

Be corrected to:

*“Members of the Board expressed their frustration with progress, stressing how important play equipment was for the district. It was felt the lack of play areas was having a detrimental effect on Sanders Park being a Green **Flag** Park, and Members commented that additional public visiting was causing wear and tear on the car park”.*

There was also a request for an amendment to the minutes record in respect of the inaccuracy in the confidential minutes record of the subject matter that was considered in exempt session (Minute Item 42/24 – To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 10th September 2024). It was resolved that the inaccuracy would be corrected.

Members also requested updates on information referred to within the confidential minutes. The Deputy Chief Executive agreed that these would be reviewed and updates be made available at the next Overview and Scrutiny Board meeting held on 19th November 2024.

RESOLVED that subject to the amendments the minutes of the Overview and Scrutiny Board meeting held on 10th September 2024 be agreed as a true and correct record.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate of exempt matters on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

47/24

WOODLAND CREATION APPLICATION - PRE-SCRUTINY

RECOMMENDED that:

The Cabinet is asked to RESOLVE that:-

In principle the Woodland Creation Application initiative be approved and if the bid be successful included in the 2025/6 Tranche 1 MTFP.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate of exempt matters on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

48/24

TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, DEMOCRATIC AND PROPERTY 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.

There was no urgent business for consideration.

The meeting closed at 7.13 p.m.

Chairman

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank