

# Public Document Pack



## **BROMSGROVE DISTRICT COUNCIL**

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

**TUESDAY 17TH JUNE 2025**

**AT 6.00 P.M.**

**PARKSIDE SUITE - PARKSIDE**

**MEMBERS:** Councillors S. Ammar, A. Bailes, R. Bailes, A. M. Dale,  
E. M. S. Gray, R. J. Hunter, B. Kumar, P. M. McDonald,  
S. T. Nock, S. A. Robinson and J. D. Stanley

### **AGENDA**

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for Absence and Named Substitutes**
4. **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.

5. **To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 15th April 2025** (Pages 7 - 10)
6. **Local Government Reorganisation All Member Engagement Session Supported by Mutual Ventures**  
  
A presentation will be provided to Members at the meeting.
7. **Contaminated Land Strategy - Pre-Scrutiny** (Report to follow)  
  
This report will follow in a supplementary papers pack to this agenda once it has been published by the consideration of Cabinet.
8. **Bromsgrove District Plan Consultation** (Report to follow)  
  
This report will follow in a supplementary papers pack to this agenda once it has been published for the consideration of Council.
9. **Installation of EV Chargers** (Pages 11 - 18)
10. **Finance and Budget Working Group - Membership Report** (Pages 19 - 24)
11. **Worcestershire Health Overview and Scrutiny Committee - Election of Representative for 2025-26**
12. **Task Group Updates**
13. **Cabinet Work Programme** (Pages 25 - 38)
14. **Overview and Scrutiny Work Programme** (Pages 39 - 42)
15. **Overview and Scrutiny Action Sheet** (Pages 43 - 44)
16. **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.**

J. Leach  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

9th June 2025

**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.**



## **INFORMATION FOR THE PUBLIC**

### **Access to Information**

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- 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](http://www.bromsgrove.gov.uk)

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## **BROMSGROVE DISTRICT COUNCIL**

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

**15TH APRIL 2025, AT 6.00 P.M.**

PRESENT: Councillors P. M. McDonald (Chairman), S. T. Nock (Vice-Chairman), A. Bailes, R. Bailes, A. M. Dale, D. J. A. Forsythe, D. Hopkins, R. J. Hunter, D. J. Nicholl, S. A. Robinson and J. D. Stanley

Officers: Mr. G. Revans and Mrs S. Woodfield

116/24

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

Apologies for absence were submitted on behalf of Councillor B. Kumar with Councillor D.J.A. Forsythe in attendance as named substitute and Councillor E.M.S. Gray with Councillor D. Hopkins in attendance as named substitute.

117/24

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

There were no declarations of interest nor of whipping arrangements.

118/24

#### **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 25TH MARCH 2025**

The minutes of the Overview and Scrutiny Board meeting held on 25<sup>th</sup> March 2025 were considered.

**RESOLVED** that the minutes of the Overview and Scrutiny Board meeting held on 25<sup>th</sup> March 2025 be agreed as a true and correct record.

119/24

#### **OVERVIEW AND SCRUTINY ANNUAL REPORT 2024/25**

The Overview and Scrutiny Annual Report 2024/25 was considered by the Board.

Members commented that the Annual Report was a well written, detailed reminder of the wide variety of items covered over the municipal year.

During discussions, Councillor Hunter expressed the view that whilst Recommendations provided by the Board to Cabinet had been included in the report, it would be helpful if a dedicated section were included in the report which “showcased” all the proposed Recommendations. It was agreed by the Democratic Services Officer that the suggestion would be implemented in the Overview and Scrutiny Annual Report for the following municipal year.

Also during discussions of the annual report, an update was provided to Members regarding the Woodland Creation Application initiative bid.

**RESOLVED** that the Overview and Scrutiny Annual Report 2024/25 be noted.

120/24      **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE**

This item was deferred to the next Overview and Scrutiny Board meeting which would take place on 17<sup>th</sup> June 2025.

121/24      **FINANCE AND BUDGET WORKING GROUP - UPDATE**

There was no Finance and Budget Working Group update for the Board’s consideration.

122/24      **TASK GROUP - UPDATE**

There was no Task Group update for the Board’s consideration.

123/24      **CABINET WORK PROGRAMME**

The Cabinet Work Programme was considered by the Board.

Members requested a brief summary for two items added to the Cabinet Work Programme regarding Warm Homes Local Grants funding and Resources and Revocation of the Bromsgrove Road and Lickey End Air Quality Management Area. It was agreed by the Democratic Services Officer that the information would be sought from relevant Officers and circulated to the Board.

A Member requested further details concerning the Medium-Term Financial Plan Scene Setting Report 2026/27. In response it was advised that the report would be pre-scrutinised at the Finance and Budget Working Group meeting held on 5<sup>th</sup> September 2025.

Further clarity was also requested on the item provided in the Cabinet Work Programme for Council Tax – Empty Homes Discounts and Premiums 2026/24. In response it was advised that the report would be pre-scrutinised at the Finance and Budget Working Group meeting which would be held on 5<sup>th</sup> January 2026.



Members also noted that the Local Government Re-organisation (LGR) report had not been scheduled in the Cabinet Work Programme and stressed the importance that adequate time was required to evaluate and scrutinise the report, prior to the final deadline proposal set for 28<sup>th</sup> November 2025. In response the Executive Director informed the Board that a meeting was being scheduled for all joint Worcestershire Chief Executives to discuss sourcing the relevant consultant to carry out a feasibility study for structural change in the Worcestershire area, focusing on investigating the costs and benefits for one unitary authority and two unitary authorities. An update report would be presented to the June meeting of the O&S Board.

**RESOLVED** that the content of the Cabinet Work Programme be noted as per the preamble above.

124/24

## **OVERVIEW AND SCRUTINY ACTION SHEET**

The Overview and Scrutiny Action Sheet was considered by the Board.

During consideration of the item the Chairman raised noted that there had not been any progress on the actions requested for the update on Heatwaves Preparedness. It was explained that action responses were in progress for Members' consideration. The Democratic Service Officer agreed to request a detailed update from Applied Resilience and would update the Board accordingly.

Training to enable Members to prepare residents in extreme weather conditions for Heatwaves Preparedness was also raised, querying if training would include both extremities of hot and cold. In response, it was confirmed by the Assistant Director that training would be provided for both.

Further clarity was also sought for Heatwaves Preparedness regarding the Council reviewing plans to expand vulnerable residents onto the Priority Services Register. The Executive Director advised the Board that Applied Resilience provided the priority services register in two parts. Vulnerable residents were sourced from utility providers and an additional Council held Priority Services Register was also held which contained a list of vulnerable residents requiring additional needs. In response Members queried if the Council could confirm how many residents were held on the Council's Priority Services Register. In response Members were advised that the information would be incorporated into Applied Resilience's action plan to retrieve the necessary information.

# Agenda Item 5

Overview and Scrutiny Board  
15th April 2025

Councillor Dale requested an update for an outstanding action regarding the Bilberry Hill Tearooms, advising that numerous emails had been received concerning the site and was keen to obtain further assistance from the Conservation Team to address the site's disrepair. In response the Democratic Services Officer informed Members that the Principal Conservation Officer was in the process of contacting Councillor Dale, however, progress would be sought for the outstanding action.

**RESOLVED** that the Overview and Scrutiny Board Action sheet be noted.

125/24

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Overview and Scrutiny Board Work Programme was considered by Members.

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

126/24

**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 6.22 p.m.

Chairman

### Overview & Scrutiny Committee 2025

17<sup>th</sup> June

#### Installation of Electric Vehicle Chargers

Relevant Portfolio Holder	Councillor McEldowney/Councillor Baxter
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Simon Parry
Report Author	Job Title: Assistant Director of Environmental And Housing Property Services Contact email: <a href="mailto:simon.parry@bromsgroveandredditch.gov.uk">simon.parry@bromsgroveandredditch.gov.uk</a> Contact Tel: 3201
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Council Priority	
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 Committee note the report.**

#### BACKGROUND

- 2.1 This report outlines the implementation of Electric Vehicle (EV) charging infrastructure across Bromsgrove District Council owned car parks and land. Key objectives of this project are to increase availability of EV charging points in public spaces whilst supporting the Council's Carbon Reduction Strategy.

#### 3. OPERATIONAL ISSUES

- 3.1 Bromsgrove District Council have sought to utilise its own land in order to provide Electric Vehicle Charging Infrastructure (EVCI). This has, to date, been undertaken over two main separate contracts.
- 3.2 In 2022, as a consequence of funding from the Office for Zero Emission Vehicles (OZEV) the Council engaged with an external Contractor (Equans), to deliver the Plug-in Taxi Programme.
- 3.2 This project delivered the EVCI to the following car parks. Golden Cross Car Park, Alvechurch Car Park, Sanders Park Car Park, Windsor Street, North Bromsgrove (Bromsgrove Leisure Centre), Asda Bromsgrove, Aston Fields, Barnt Green Parish, Princess of Wales (POW) Community Hospital, and Webbs Hagley Garden Centre.

### Overview & Scrutiny Committee 2025

17<sup>th</sup> June

- 3.3 Under the terms of the Equans contract BDC has an existing agreement in place, with Equans, to manage and maintain 10 charge points across car parks in the district. Included in the arrangement with Equans is a revenue share arrangement. This is reviewed every 3 years with the supplier to determine the rate.
- 3.4 The Council has a current contract with Zest Eco Limited to expand the (EVCI) across Council owned land. The project which covers a 15 year period with an option to extend for a further 5 years, is assessing each of the car parks, that do not currently have EVCI, as a consequence of contracts having exclusivity clauses where EVCI currently exists.
- 3.5 The supplier is required to provide fully funded EVCI at no cost to the Council. The contract allows for the Supply, Installation, maintenance and ongoing operational management of the EVCI across the various agreed sites.
- 3.6 The Table below sets out the current position regarding sites and the number of chargers and their power

Parkside Car Park	Approved	Awaiting re-evaluation based on timing of works due to Highways restrictions
Aston Fields Recreation, Stoke Road	Approved	Complete April 2025
St Johns Car Park Bromsgrove	Rejected	Lease with the Supermarket is too short (7 Years left) which impacts on the pay back period
Bromsgrove Council house Parkside	Rejected	Car Park not open to the Public
King George V Playing Field, Sidemoor	Rejected	Uncertainty over demand given surrounding properties have driveways
Lickey End Recreation, Alcester Road	Rejected	Uncertainty over demand
Braces Lane Recreation, Marlbrook	Rejected	Gated entrance with limited availability for the public

- 3.7 Details of usage of each site can be monitored through a Portal that Zest Eco Limited provide access for officers to review.

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

- 4.1 The is a profit share engagement in place with the Zest Eco Limited Contract, following the deduction, from the income, of relevant costs. This profit share will be paid from and including the first anniversary of the Term the Profit Share by quarterly instalments. It is anticipated that the payback period prior to profitability, depending on usage, will be approximately 5-7 years.

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

- 5.1 The installation and management of EVCI is through a procured contract including supplementary leases for the siting of the EVCI to the respective contractor.

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

##### **Relevant Council Priority**

- 6.1 Environment – Carbon Reduction

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

- 6.2 As part of Bromsgrove District Council's commitment to achieving Net Zero carbon emissions by 2040, the installation of electric vehicle (EV) charge points across the district plays a pivotal role in the Council's Carbon Reduction Strategy. The initiative supports the transition to low-emission transport by providing accessible public charging infrastructure, particularly benefiting residents without off-street parking and encouraging the uptake of electric vehicles. This aligns with the Council's broader goal of reducing carbon emissions by 50% by 2030.

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

- 6.3 There are no Equality and Diversity implications as sites are available for all users.

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

- 7.1 Low utilisation of chargers – As part of the installation and future management communications are being undertaken to promote their availability. The sites will also be shown as part of apps such as Zapmap for EV users to access information on the type and number of chargers for each site along with their availability.

**Overview & Scrutiny Committee  
2025**

**17<sup>th</sup> June**

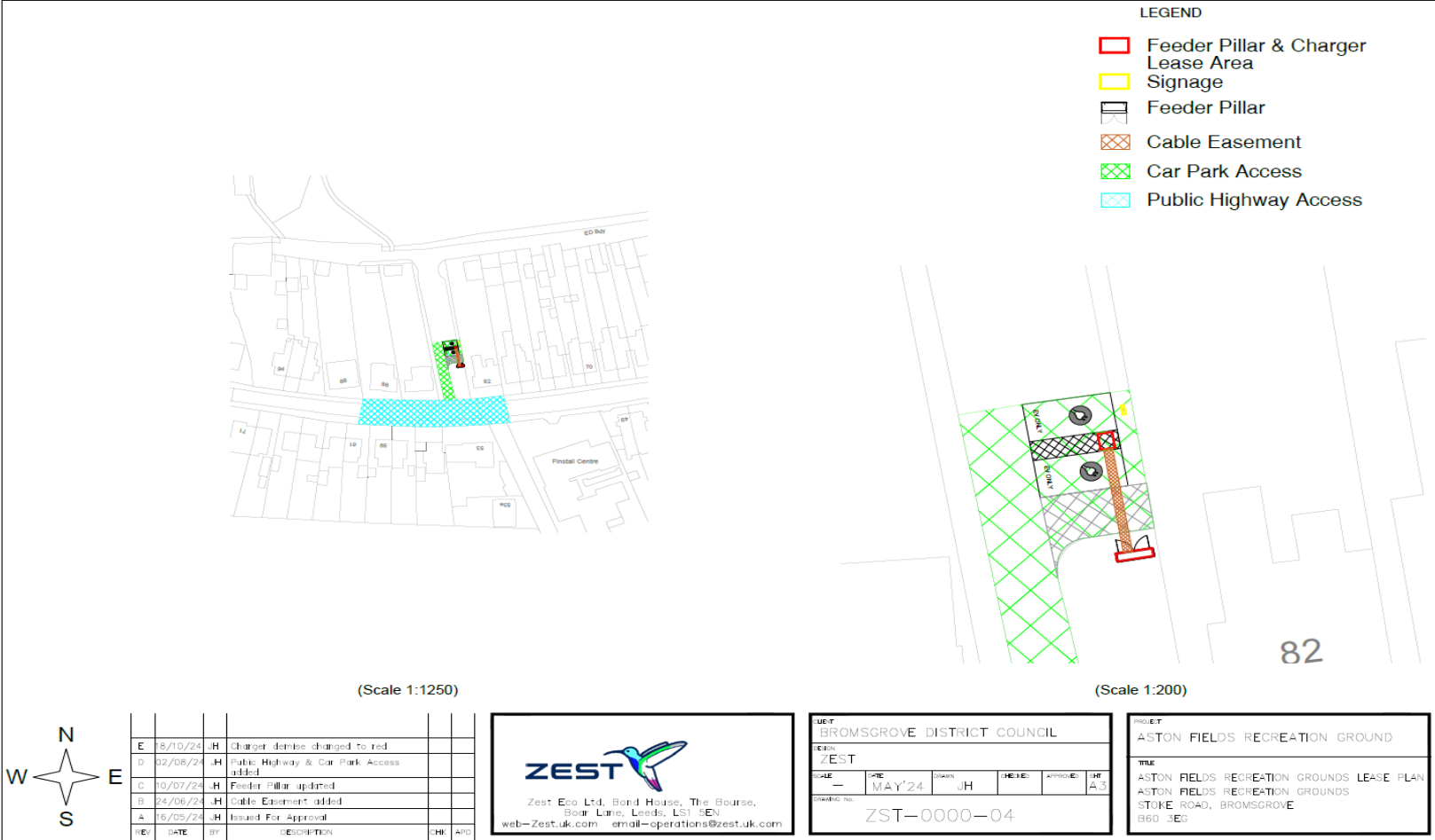
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**8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Layout for Aston Fields

Appendix 2 – Photograph of Aston Fields installation

**Appendix 1 – Aston Fields Layout**





#### Appendix 2 – Aston Fields Completed Installation





#### 9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Baxter Councillor McEldowney	6/6/25
Lead Director / Assistant Director	Guy Revans, Executive Director	6/6/25
Financial Services	Deb Goodall, Assistant Director Finance and Customer Services	6/6/25
Legal Services	Nicola Cummings, Principal Solicitor (Governance)	6/6/25
Policy Team (if equalities implications apply)	N/A	N/A
Climate Change Team (if climate change implications apply)	If applicable, please record the name of the relevant Officer in the Climate Change team who has signed off the report here.	If applicable, please give the date they signed off the report here.

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### Overview and Scrutiny Board 2025

17<sup>th</sup> June

#### **Finance and Budget Working Group**

Relevant Portfolio Holder	Councillor S. Baxter
Portfolio Holder Consulted	No
Relevant Head of Service	Claire Felton, Assistant Director of Legal, Democratic and Procurement Services
Report Author: Jane Oyenuga	Job Title: Trainee Democratic Services Officer Contact email: <a href="mailto:jane.oyenuga@bromsgroveandredditch.gov.uk">jane.oyenuga@bromsgroveandredditch.gov.uk</a>
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Council Priorities	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:-

- a) Appoint a Chairman of the Finance and Budget Scrutiny Working Group for the municipal year 2025/26;
- b) Agree the Membership of the Finance and Budget Scrutiny Working Group for the municipal year 2025/26; and
- c) Confirm the Terms of Reference of the Finance and Budget Scrutiny Working Group.

#### 2. **BACKGROUND**

- 2.1 The Finance and Budget Scrutiny Working Group was set up by the Overview and Scrutiny Board a number of years ago to carry out detailed scrutiny of a number of Financial Reports (listed in the Terms of Reference) and to assist in scrutiny of the Council's budget setting.
- 2.2 The purpose of this report is to formalise the membership of the Group for 2025-26 and to confirm that the terms of reference (updated during the 2024-25 municipal year) remain relevant.

### Overview and Scrutiny Board 2025

17<sup>th</sup> June

#### 3. OPERATIONAL ISSUES

##### Chairman

- 3.1 Historically the Chairman of the Working Group has been the Chairman of the Overview and Scrutiny Board. Members are asked to consider whether they are happy with this arrangement to continue for the forthcoming municipal year. If this is not the case, then consideration needs to be given as to who to appoint as Chairman of this group.

##### Membership

- 3.2 It has been agreed within the terms of reference that the Working Group be composed of the Chairman of the Audit, Standards and Governance Committee and 6 Members of the Board with a quorum of 3. Working Groups are not required to be politically balanced, although it would be good practice to have each political group represented.
- 3.3 Members are asked to choose the membership of the Working Group (Cabinet members cannot be represented). It should be noted that the terms of reference for the group state that members must be members of the Overview and Scrutiny Board, (with the exception of the Chairman of the Audit, Standards and Governance Committee where s/he is not a member of the Board). For any Member wishing to sit on the Working Group, meetings have been scheduled for this year as per below, although there may be a need for extra meetings when the need is identified, particularly during the budget setting period. Conversely, meetings may be cancelled if there is no business to be considered on the particular date.
- 17<sup>th</sup> July 2025
  - 5<sup>th</sup> September 2025
  - 17<sup>th</sup> November 2025
  - 5<sup>th</sup> January 2026
  - 6<sup>th</sup> February 2026
  - 23<sup>rd</sup> March 2026

### Overview and Scrutiny Board 2025

17<sup>th</sup> June

- 
- 3.4 All meetings are due to start at 6.00pm and will be held remotely (on Microsoft Teams). Any meetings held on Friday will commence at 1.00pm.
  - 3.5 The Chairman of the Audit, Standards and Governance Committee will be contacted about his/her membership of the Working Group in due course.

#### Terms of Reference

- 3.6 The terms of reference are reviewed at the beginning of each municipal year since the inception of the Finance and Budget Scrutiny Working Group.
- 3.7 Members are asked to consider whether they feel that these continue to be relevant or whether there is a need for any amendments to be made. The terms of reference are not exhaustive and from time to time the Working Group have considered a number of items at the request of the Cabinet Member for Finance. It remains at the discretion of the Working Group as to whether they carry out these additional pieces of work.

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

- 4.1 There are no direct financial implications in respect of this report. Although it should be noted that there are resource implications in respect of officer time in attending and preparing for the meetings.

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

- 5.1 There are no direct legal implications relating to this report, other than those in respect of the Overview and Scrutiny function as a whole. The Working Group is currently not constituted, but merely an arrangement set up by the Overview and Scrutiny Board to improve its work going forward in respect of scrutinising the budget and finances of the Council.

#### **6. OTHER – IMPLICATIONS**

##### Local Government Reorganisation Implications

## **Overview and Scrutiny Board 2025**

17<sup>th</sup> June

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- 6.1 There are no implications for Local Government Reorganisation.

### **Relevant Council Priority**

- 6.2 The work of the Finance and Budget Scrutiny Working Group contributes towards ensuring that the Council continues to provide sustainable services to its residents.

### **Climate Change Implications**

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

### **Equalities and Diversity Implications**

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

## **7. RISK MANAGEMENT**

- 7.1 No specific risks have been identified.

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

Appendix 1 – Terms of Reference of the Finance and Budget Scrutiny Working Group (updated September 2024).

## **OVERVIEW & SCRUTINY BOARD** **Finance & Budget Scrutiny Working Group**

### **Terms of Reference**

**This Terms of Reference shall apply from the start of the 2025/26 Municipal Year**

The Finance & Budget Scrutiny Working Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports (listed below) and the setting of the Council's budget.

1. The Working Group shall comprise 7 Members, to be made up of 6 Members (who are Members of the Overview and Scrutiny Board) plus the Chairman of the Audit, Standards and Governance Committee. The quorum shall be 3. The Working Group will meet throughout the year at intervals dependent upon the reports to be considered. It is anticipated that this will be most frequent during the budget setting period.
2. Should a vacant post remain after members of the Overview and Scrutiny Board had been approached, members of the Overview and Scrutiny "pool" (i.e. those who do not sit on the Scrutiny Board and are also not Cabinet Members) may be appointed to fill the vacancy.
3. The update on the Working 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.
4. The Working Group is able to make recommendations in one of two ways (dependent on the timescales of its meetings and the reports it considers); by reporting back to the Overview & Scrutiny Board, which will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
5. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will scrutinise the following reports, which had previously been part of the Overview & Scrutiny Board's Work Programme:

- Finance Monitoring Report (on a quarterly basis)
  - Write Off of Debts Report (received annually)
6. No substitute will be permitted to sit on the Finance and Budget Working Group, other than in exceptional circumstances, such as planned absence.

## Budget Scrutiny

Scrutiny of the budget will cover the following areas, although this list is not exclusive.

- Full review of the cost centres for actual spend, involving comparable figures for consecutive years.
- Assessing income levels.
- Considering the quarterly budget monitoring report.
- Reviewing the capital programme and borrowing costs.
- Commenting on the report format for budget reports to Committee.
- Considering links to the strategic purposes.
- Scrutinise business cases in respect of investment opportunities identified by the Council.
- Investigating new pressures on savings.
- Reviewing reserves and balances.
- Assessing any sources of external funding that has been received.



# CABINET LEADER'S WORK PROGRAMME

**1 JULY 2025 TO 31 OCTOBER 2025**  
**(published as at 2<sup>nd</sup> June 2025)**

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, Economic Development and Enabling
Councillor S. Baxter	Deputy Leader and 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
Audit, Standards and Governance Committee Annual Report 2024/25 <b>Key:</b> No	Council 16 Jul 2025		Report of the Audit, Standards and Governance Committee	Sarah Woodfield, Democratic Services Officer Tel: 01527 64252 Ext 1605  Councillor H. D. N. Rone-Clarke
Contaminated Land Strategy <b>Key:</b> No	Cabinet 18 Jun 2025 Council 16 Jul 2025		Report of the Director of Worcestershire Regulatory Services	Mark Cox, Technical Services Manager Tel: 01562 738023  Councillor K. Taylor
Overview and Scrutiny Annual Report 2024/25 <b>Key:</b> No	Council 16 Jul 2025		Report of the Overview and Scrutiny Board	Sarah Woodfield, Democratic Services Officer Tel: 01527 64252 Ext 1605  Councillor P. M. McDonald

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
<p>Bromsgrove Town Centre Strategic Framework <b>Key: Yes</b></p> <p><b>(New !!! – added to O &amp; S W.P. for July)</b></p>	Cabinet 23 Jul 2025		Report of the Assistant Director of Regeneration and Property	<p>Rebecca McElliott, Regeneration Project Delivery Manager Tel: 01527 64252 Ext 3333</p> <p>Councillor K. J. May</p>
<p>Financial Outturn Report and Q4 Performance Monitoring Report 2024/2025 <b>Key: No</b></p>	<p>Cabinet 23 Jul 2025</p> <p>Council 8 Oct 2025</p>		Report of the Section 151 Officer and Deputy Chief Executive	<p>Bob Watson, Deputy Chief Executive &amp; Section 151 Officer Tel: 01527 64252 Ext 3224</p> <p>Councillor S. J. Baxter</p>
<p>Revocation of the Bromsgrove Road and Lickey End Air Quality Management Area <b>Key: Yes</b></p>	Cabinet 23 Jul 2025		Report of the Assistant Director of Community and Housing Services	<p>Chris Poole, Technical Pollution Team Tel: 01905 822799</p> <p>Councillor K. Taylor</p>

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
Treasury Management Outturn Report 2024/2025 <b>Key:</b> No	Cabinet 23 Jul 2025  Council 8 Oct 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Windsor Street Site <b>Key:</b> Yes  <b>(New !!!)</b>	Cabinet 23 Jul 2025	This report may contain exempt information that would need to be considered in private session.	Report of the Assistant Director of Regeneration and Property	Rebecca McElliott, Regeneration Project Delivery Manager Tel: 01527 64252 Ext 3333  Councillor K. J. May
Medium Term Financial Plan Scene Setting Report 2026/2027 <b>Key:</b> No	Cabinet 10 Sep 2025  Council 8 Oct 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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
Quarter 1 2025/26 Finance and Performance Monitoring Report <b>Key:</b> No	Cabinet 10 Sep 2025 Council 8 Oct 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Medium Term Financial Plan Tranche 1 Budget Report 2026/2027 <b>Key:</b> Yes	Cabinet 19 Nov 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Quarter 2 2025/26 Finance and Performance Monitoring Report <b>Key:</b> No	Cabinet 19 Nov 2025 Council 3 Dec 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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
Treasury Management half Yearly Report 2024/2025 <b>Key:</b> No	Cabinet 19 Nov 2025 Council 3 Dec 2025		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Council Tax Base Report 2026/27 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 26 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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 2026/27 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 21 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Council Tax Support Scheme 2026/27 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 26 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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
Discretionary Council Tax Reduction Policy 2026/27 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 21 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Medium Term Financial Plan Tranche 1 Budget Report 2026/2027 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 21 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter



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 Rates Relief Policy 2026/27 <b>Key:</b> No	Cabinet 7 Jan 2026 Council 21 Jan 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Medium Term Financial Plan Tranche 2 Budget Report 2026/2027 <b>Key:</b> No	Cabinet 11 Feb 2026 Council 18 Feb 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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 Resolution 2026/27 <b>Key:</b> No	Cabinet 18 Feb 2026 Council 18 Feb 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter
Quarter 3 2025/26 Finance and Performance Monitoring Report <b>Key:</b> No	Cabinet 25 Mar 2026 Council May 2026		Report of the Section 151 Officer and Deputy Chief Executive	Bob Watson, Deputy Chief Executive & Section 151 Officer Tel: 01527 64252 Ext 3224  Councillor S. J. Baxter

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

### **Audit, Standards and Governance Committee Annual Report 2024/25**

Report on the activities of Audit, Standards and Governance Board and its sub-committees and task / working groups. Presented to the Council annually.

### **Contaminated Land Strategy**

Outlining the Local Authorities approach to managing contaminated land within the District.

### **Overview and Scrutiny Annual Report 2024/25**

Report on the activities of Overview and Scrutiny Board and its sub-committees and task / working groups. Presented to the Council annually.

### **Bromsgrove Town Centre Strategic Framework**

To consider the draft Bromsgrove Town Centre Strategic Framework which will set out a clear vision and action plan and provide an anchor for future decision making.

### **Financial Outturn Report and Q4 Performance Monitoring Report 2024/25**

This report updates on the Council's outturn (achieved) financial positions and performance position.

### **Revocation of the Bromsgrove Road and Lickey End Air Quality Management Area**

Relates to revocation of the existing declared Air Quality Management Area's within the district: **Redditch Road, Bromsgrove AQMA** and **Lickey End, Bromsgrove AQMA**. The report will outline that both AQMAs have been in compliance with air quality standards and objectives.

### **Treasury Management Outturn Report 2024/25**

Treasury Outturn Report for 2023/24 includes the outturn position on the Council's Capital and Treasury Management Strategies, including all prudential indicators.

### **Windsor Street Site**

To consider the future use of the Windsor Street site and associated delivery options.

### **Medium Term Financial Plan Scene Setting Report 2026/27**

A preliminary document that outlines the assumptions, key factors and overall financial outlook for 2026/27.

### **Quarter 1 2025/26 Finance and Performance Monitoring Report**

To provide a current financial position in relation to Revenue Budgets for the period April to June 2025 (2025-26). The report also provides a position on the organisational performance measures, as of Quarter 1 (up to end of June 2025).

## **Medium Term Financial Plan Tranche 1 Budget Report 2026/27**

The Council proposes to set its budget in two Tranches for 2026/27 to 2028/29 Medium Term Financial Plan (MTFP) process. This Tranche 1 report is the initial budget proposal to be considered for approval in Autumn 2025, after consultation.

## **Quarter 2 2025/26 Finance and Performance Monitoring Report**

To provide a current financial position in relation to Revenue Budgets for the period July to September 2025 (2025-26). The report also provides a position on the organisational performance measures, as of Quarter 2 (up to end of September 2025).

## **Treasury Management half Yearly Report 2024/25**

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

## **Council Tax Base Report 2026/27**

To consider a report on the Council Tax Base for 2026-27.

## **Council Tax – Empty Homes Discounts and Premiums 2026/27**

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.

## **Council Tax Support Scheme 2026/27**

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.

## **Discretionary Council Tax Reduction Policy 2026/27**

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.

## **Medium Term Financial Plan Tranche 1 Budget Report 2026/27**

The Council proposes to set its budget in two Tranches for 2026/27 to 2028/29 Medium Term Financial Plan (MTFP) process. This Tranche 1 report is the initial budget proposal to be considered for approval in Autumn 2025, prior to consultation.

## **Non Domestic Rates – Discretionary Rates Relief Policy 2026/27**

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

# Agenda Item 13

meet certain criteria. This policy also provided Council's framework for delivering discretionary relief – including retail relief and supporting small business relief.

## **Medium Term Financial Plan Tranche 2 Budget Report 2026/27**

The Council proposes to set its budget in two Tranches for 2026/27 to 2028/29 Medium Term Financial Plan (MTFP) process. This Tranche 2 report is the final budget proposal to be considered for approval in February 2026.

## **Council Tax Resolution 2026/27**

To approve the calculated Council Tax base for 2026-27 and approve the Council Tax requirement (Council approval).

## **Quarter 3 2025/26 Finance and Performance Monitoring Report**

To provide a current financial position in relation to Revenue Budget for the period October to December 2025 (2025-26). The report also provides a position on the organisational performance measures, as of Quarter 3 (up to end of December 2025).

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## BROMSGROVE DISTRICT COUNCIL

### OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

2025-2026

#### ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Lead Officer / Member
22 <sup>nd</sup> July 2025	<u>Overview Items</u>	
	Recycling Bins (Bromsgrove High Street) (Raised at O & S 11/2/25 Cllr J. Robinson)	Doug Henderson, Environmental Services Manager
	Bromsgrove Town Centre Strategic Strategy Framework (Pre-Scrutiny) (Raised at O & S 25/3/25)	Rachel Egan, Assistant Director Regeneration and Property/Lindsey Berry, Bromsgrove Centres Manager
	<u>Information Items</u>	
	Local Heritage Action List (Quarterly Update)	Mary Worsfold, Principal Conservation Officer
	Levelling Up Fund Programme (Quarterly Update)	Rachel Egan, Assistant Director Regeneration and Property Services
9 <sup>th</sup> September 2025	<u>Overview Items</u>	
	Planning Enforcement (Requested by the Chairman)	Mark Cox, Technical Services Manager (WRS)
	Council Tax Debt Recovery (Raised at O & S 11/2/25 Cllr E. Gray)	Dave Riley, Revenue Services Manager
	<u>Information Items</u>	
	Local Heritage Action List (Quarterly Update)	Mike Dunphy, Strategic Planning and Conservation Manager
	Levelling Up Fund Programme (Quarterly Update)	Rachel Egan, Assistant Director Regeneration and Property Services

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Date of Meeting	Subject	Lead Officer / Member
18 <sup>th</sup> November 2025	<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)
	<u>Information Items</u>	
6 <sup>th</sup> January 2026	<u>Substantive Items</u>	
	<u>Information items</u>  Local Heritage Action List (Quarterly Update)	Mike Dunphy, Strategic Planning and Conservation Manager
	Levelling Up Fund Programme (Quarterly Update)	Rachel Egan, Assistant Director Regeneration and Property Services
10 <sup>th</sup> February 2026	<u>Substantive Items</u>	
	<u>Information Items</u>	
24 <sup>th</sup> March 2026	<u>Substantive Items</u>  Update on Heatwaves Preparedness (Yearly Update) (Impact of Heatwaves Task Group Recommendation).	Guy Revans, Executive Director
	<u>Information Items</u>  Levelling Up Fund Programme (Quarterly Update)	Rachel Egan, Assistant Director Regeneration and Property Services
	Local Heritage Action List (Quarterly Update)	Mike Dunphy, Strategic Planning and Conservation Manager
14 <sup>th</sup> April 2026 (meeting reserved for consideration of O&S Annual Report and Review of 2025-26)	<u>Substantive Items</u>  Overview and Scrutiny Annual Report 2025-26	Chairman of the Board



## **ALL MEMBER BRIEFINGS**

<b>Date of Meeting</b>	<b>Subject</b>	<b>Lead Officer / Member</b>
24 <sup>th</sup> July 2025	Anti-Social Behaviour (Tools and Powers)	Bev Houghton, Community Safety Manager

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

### 25<sup>th</sup> March 2025 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
<b>Local Heritage Action List</b>	1. Arrange discussions with Cllr Dale to provide details re: West Midlands Building Preservation Trust for Bilberry Hill Tearooms	Emailed relevant actions to Conservation 28/3/25. Chased 2/4/25.	Mary Worsfold, Principal Conservation Officer		<b>Completed</b> Principal Conservation Officer emailed Cllr Dale with relevant info on 24/4/25
	2. Arrange discussions with Cllr Hunter to provide a talk on Local Heritage List nominations with Lickey End & Norton	Emailed relevant actions to Conservation 28/3/25. Chased 2/4/25.			<b>Completed</b> Principal Conservation Officer emailed Cllr Hunter with relevant info on 3/4/25
<b>Update on Heatwaves Preparedness</b>	1. Provide comprehensive list of facilities currently participating in Cool Hub provision for Members and include venues with/without air conditioning units	Emailed Applied Resilience with list of Actions 27/3/25.  Chased 2/4/25.  Chased 16/4/25.	Applied Resilience		<b>Completed</b> Updates from Applied Resilience was emailed to Members on 28/4/25
	2. Look to provide Cool Hub spaces for wider District and to be readily available				
	3. Consider the costings of gyms and sports centres (which are air conditioned) to be a consideration for Cool Hubs				
	4. Sensible Dog Owners guidance in extreme weather conditions to be fed into Worcestershire				

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Page 44	Prepared Comms Programme				<b>Completed</b> Updates from Applied Resilience was emailed to Members on 28/4/25
	5. Provide a progress update of who is on Priority Services Register for Members				
	6. Provide training to Members to enable them to prepare residents in extreme weather conditions				
	7. Look to promote and educate on the availability of the Priority Services Register as a flyer to be included in Council Tax			3/4/25 Email from Nick Moon - A meeting has been scheduled to discuss this.	
	8. Provide a FAQ sheet of warn and inform resources readily available				
	9. Provide readily available guidance of what to do in extreme weather conditions for Members				
	10. Look to add to plans to expand vulnerable residents on the Priority Services Register				