



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 4TH NOVEMBER 2008 AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors A. N. Blagg, Mrs. M. Bunker, Miss D. H. Campbell JP, S. R. Colella, Dr. G. H. Lord, P. M. McDonald and L. J. Turner

AGENDA

1. Election of Chairman for the remainder of the municipal year
2. Election of Vice-Chairman for the remainder of the municipal year
3. To receive apologies for absence
4. Declarations of Interest and whipping arrangements
5. To receive the minutes of the meeting of the former Scrutiny Steering Board held on 2nd September 2008 (Pages 1 - 4)
6. Verbal update on Joint Countywide Scrutiny on Flooding
7. Verbal update on progress of Anti-Social Behaviour and Alcohol Free Zones Task Group (Task Group Chairman: Councillor K. Taylor)
8. Forward Plan of Key Decisions (Pages 5 - 36)
9. Work Programme (Pages 37 - 38)

10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman considers to be of so urgent a nature it cannot wait until the next meeting

K DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

23rd October 2008

Agenda Item 5

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

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

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

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

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

29/08 APOLOGIES FOR ABSENCE

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

30/08 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

No declarations of interest or whipping arrangements were received.

31/08 MINUTES

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

RESOLVED that the minutes be approved as a correct record.

32/08 COMPREHENSIVE PERFORMANCE ASSESSMENT

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

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

RESOLVED:

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

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

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

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

RESOLVED:

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

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

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

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

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

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

RESOLVED:

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

35/08 **SCRUTINY RECOMMENDATION TRACKER**

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

RESOLVED that the recommendation tracker be noted.

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

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

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

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

RESOLVED that the Forward Plan be noted.

37/08 **WORK PROGRAMME**

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

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

The meeting closed at 7.25 p.m.

Chairman

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FORWARD PLAN OF KEY DECISIONS

NOVEMBER 2008 TO FEBRUARY 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 November 2008 to 28 February 2009. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

Key Decisions will include:

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

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

CABINET MEMBERSHIP

Councillor R. Hollingworth
Councillor Mrs. J. M. L. A. Griffiths

Councillor Dr. D. W. P. Booth

Councillor G. N. Denaro
Councillor Mrs. J. Dyer M.B.E.
Councillor Mrs. M. A. Sherrey
Councillor R. D. Smith

Councillor M. J. A. Webb

Councillor P. J. Whittaker

Leader and Portfolio Holder for Youth and Leisure
Deputy Leader and Portfolio Holder for Street Scene including Clean, Safe and Tidy Streets, Car Parks and Community Safety
Portfolio Holder for Major Projects including the Paperless Office and project management of Longbridge, the Town Centre, Spatial Project and the transfer of the Dolphin Centre
Portfolio Holder for Finance including Internal Audit and Revenues and Benefits
Portfolio Holder for Planning Policy and Transportation
Portfolio Holder for Waste Management and Recycling
Portfolio Holder for Legal, Equalities and Democratic Services, Human Resources and Older People
Portfolio Holder for the Customer Service Centre, Revenue Generation, Special Events, Performance Indicators and the Improvement Plan
Portfolio Holder for Housing, Environmental Health and Climate Change

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to The Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: k.firth@bromsgrove.gov.uk

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 5 Nov 2008	Cabinet 3 Sept 2008	Bromsgrove Town Centre (Market Hall)	Key	Councillor Dr. D. W. P. Booth	Delayed by officers for further consideration
2	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Review of Planning and Environment Services <i>(this report will include exempt information and be considered in private session)</i>	Key	Councillors Mrs. J. Dyer M.B.E. & P. J. Whittaker	Delayed due to staff consultation
3	Cabinet 5 Nov 2008	Cabinet 1 Oct 2008	Sports Strategy	Key	Councillor R. Hollingworth	Delayed to tie in with submission of PPG 17 outturn report
4	Cabinet 5 Nov 2008		Spatial Project – Phase 2	Key	Councillor Dr. D. W. P. Booth	
5	Cabinet 5 Nov 2008		Worcestershire Hub – Future Strategic Direction and Establishment of Worcestershire Hub Shared Service <i>(this report will include exempt information and be considered in private session)</i>	Key	Councillor M. J. A. Webb	
6	Cabinet 5 Nov 2008		Communications Strategy Review	Non-Key	Councillor M. J. A. Webb	
7	Cabinet 5 Nov 2008		Community Engagement Strategy	Non-Key	Councillor R. Hollingworth	
8	Cabinet 5 Nov 2008		Community Strategy Annual Report 2007-08	Non-Key*	Councillor R. Hollingworth	* Cabinet will make a recommendation to the full Council

9	Cabinet 5 Nov 2008		Community Strategy Update 2008-2011	Non-Key*	Councillor R. Hollingworth	* Cabinet will make a recommendation to the full Council
10	Cabinet 5 Nov 2008		DCFS Play Builder Funding – Lickey End Recreation Ground	Non-Key*	Councillor R. Hollingworth	*Cabinet will make a recommendation to the full Council on an adjustment to the Capital Programme for 2008/09
11	Cabinet 5 Nov 2008		Improvement Plan Exception Report – August 2008	Non-Key	Councillor M. J. A. Webb	
12	LDF Working Party November 2008	LDF Working Party Oct 2008	Bromsgrove Town Centre Issues and Options – Outcome of Consultation on Area Action Plan	Key	Councillor Dr. D. W. P. Booth	Delayed as work on the Core Strategy has taken priority
13	Cabinet 3 Dec 2008	Cabinet 5 Nov 2008	Countywide Air Quality Strategy	Key	Councillor P. J. Whittaker	Delayed as yet to be ratified by the County Chief Environmental Health Officers' Pollution Liaison Group
14	Cabinet 3 Dec 2008		Houndsfield Lane Caravan Site	Key	Councillor P. J. Whittaker	
15	Cabinet 3 Dec 2008	Cabinet 5 Nov 2008	Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. Hollingworth	Final PPG17 report delayed by external consultants
16	Cabinet 3 Dec 2008	Cabinet 5 Nov 2008	Sports Hub Provision	Key	Councillor R. Hollingworth	Delayed due to the delay in the PPG17 report by consultants
17	Cabinet 3 Dec 2008		Street Cleansing Policy	Key	Councillor Mrs. J. M. L. A. Griffiths	

18	Cabinet 3 Dec 2008	Cabinet 1 Oct 2008	Worcestershire Telecare Strategy	Key	Councillor P. J. Whittaker	Initially delayed by officers and then delayed by Cabinet Members for further information
19	Cabinet 3 Dec 2008		Bromsgrove Local Strategic Partnership Board Minutes (2 October 2008)	Non-Key	Councillor R. Hollingworth	
20	Cabinet 3 Dec 2008		Business Continuity Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
21	Cabinet 3 Dec 2008		Capital Programme and associated funding requirement 2009/10 – 2011/12 plus the draft Revenue Base Budget and financial impact of the Council's Priorities	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
22	Cabinet 3 Dec 2008		Council Tax Base Calculation 2009/10	Non-Key	Councillor G. N. Denaro	
23	Cabinet 3 Dec 2008	Cabinet 4 June 2008	E-Government Strategy	Non-Key	Councillor Dr. D. W. P. Booth	Delayed as the work on the Hub shared Service has taken priority
24	Cabinet 3 Dec 2008		Financial and Performance Monitoring Report – Quarter 2 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
25	Cabinet 3 Dec 2008	Cabinet 1 Oct 2008	Future Management of the Leisure Centres	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council Delayed to enable officers to consider a detailed business case
26	Cabinet 3 Dec 2008		Improvement Plan Exception Report – September 2008	Non-Key	Councillor M. J. A. Webb	

27	Cabinet 3 Dec 2008		Unreasonable and Persistent Complainants Policy	Non-Key	Councillor M. J. A. Webb	
28	Cabinet 7 January 2009		Countywide Scrutiny Report on Flooding	Non-Key	Councillor P. J. Whittaker	
29	Cabinet 7 January 2009		Improvement Plan Exception Report – October 2008	Non-Key	Councillor M. J. A. Webb	
30	Cabinet 7 January 2009		Medium Term Financial Plan 2009/10 – 2011/12	Non-Key *	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
31	Cabinet 7 January 2009		Programme of Council and Committee Meetings 2009/10	Non-Key*	Councillor R. D. Smith	* Cabinet will make recommendations to the full Council
32	Cabinet 7 January 2009		Scrutiny Report on Refuse and Recycling Value for Money	Non-Key	Councillor Mrs. M. A. Sherrey	
33	Cabinet 4 February 2009		Council Plan 2009/12 Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
34	Cabinet 4 February 2009		Customer First and Access Strategy Review	Non-Key	Councillor M. J. A. Webb	
35	Cabinet 4 February 2009		Improvement Plan Exception Report – November 2008	Non-Key	Councillor M. J. A. Webb	
36	Cabinet 4 February 2009		Bromsgrove Local Strategic Partnership Board Minutes (4 December 2008)	Non-Key	Councillor R. Hollingworth	
37	Cabinet 4 February 2009		Scrutiny Report on Anti-Social Behaviour and Alcohol Free Zones	Non-Key	Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker	

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Dr. D. W. P. Booth</p>	<p>ITEM BROMSGROVE TOWN CENTRE</p>	<p>WARDS AFFECTED St Johns Ward will be directly affected, but there will be a wider impact across the entire district</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR Phil Street 01527 881202</p>	<p>SUMMARY The town centre redevelopment is one of the Council’s main priorities and members were advised at the meeting of the Cabinet on 30th July 2008 with regard to the progress that has been made in relation to the issues and options available to the Council within this context and more specifically the economic climate that exists currently in the commercial market. Members were also advised at the meeting on 30th July in respect of the progress made with regard to the Area Action Plan and the Consultation process.</p> <p>At the Cabinet meeting in November members will be considering further progress made with regard to the town centre redevelopment in general and specifically in respect of the future of the Council’s market hall site.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Significant in terms of its effects on communities living or working in an area comprising two or more wards in the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>There will be wide range of consultees including statutory partners, key stakeholders in the town centre and local people</p>	<p>The Area Action Plan consultation process will have been completed by the November Cabinet and members will receive and update in respect of this.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

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

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

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

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

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

Item No. 4

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

LEAD MEMBER/ PORTFOLIO HOLDER Cllr D. Booth	ITEM Spatial Project – Phase 2	WARDS AFFECTED All wards
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of E-Government & Customer Services</p> <p>REPORT AUTHOR</p> <p>Deb Poole Head of E-Government & Customer Services 01527 881256 d.poole@bromsgrove.gov.uk</p>	<p>SUMMARY</p> <p>The Spatial Project is a modernisation programme aimed at providing staff with the systems, processes and tools to deliver improved services to BDC customers. The project business case separated the delivery of these systems into two phases. Phase one was known as FM1 and phase two as FM2.</p> <p>Phase one has been underway since the end of 2006 and is due for completion at the end of October 2008.</p> <p>Phase two was proposed to start after completion of the first phase and focused on delivering complex system integration.</p> <p>In July 2008 system suppliers were invited to tender for the provision of a solution for phase two of the project.</p> <p>Two suppliers submitted proposals and carried out presentations to the Spatial Project Board. The tender exercise was based on finding a possible solution for the original scope of phase two of the Spatial project.</p> <p>It was agreed that a report would be taken to Cabinet to provide additional detail once the costs were known and the first phase neared completion.</p> <p>As a result of the systems presentations it became clear that the scope of the second phase of the Spatial project would need to be redefined and the potential costs for this element reviewed.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report will result in:</p> <p>The Council incurring expenditure in excess of £50,000</p>

	<p>The new scope will ensure that the solution provides:</p> <ul style="list-style-type: none"> • A simplified technical solution that can be integrated easily between systems • Limited integration whilst ensuring that double entry of information is avoided where possible. • Key business benefits whilst remaining flexible. <p>This report seeks Member approval for the release of funds to implement the revised phase 2 of the Spatial Project.</p>	
<p>CONSULTATION DETAILS</p> <p>Stakeholders Corporate Management Team Cabinet and Portfolio Holder</p>	<p>METHOD OF CONSULTATION</p> <p>Report to Corporate Management Team Report to Cabinet</p>	<p>CONSULTATION PERIOD OR DATES</p> <p>CMT - October 2008 Cabinet - November 2008</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>N/A</p>		

Item No.5

KEY DECISION

Proposed to be made by
the Cabinet on
5 November 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr M. Webb</p>	<p>ITEM Worcestershire Hub Future Strategic Direction and Establishment of Worcestershire Hub Shared Service</p>	<p>WARDS AFFECTED All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of E-Government & Customer Services</p> <p>REPORT AUTHOR Deb Poole Head of E-Government & Customer Services 01527 881256 d.poole@bromsgrove.gov.uk</p>	<p>SUMMARY The purpose of this report is to provide an update for Members on work to develop a future strategic direction for the Worcestershire Hub. The report also seeks endorsement and approval of the proposed approach for Bromsgrove District Council. A new vision for the Hub has been defined as: <i>“an organisation that is owned by the local government family in Worcestershire to deliver excellent services to our communities and capable of delivering services to a variety of depths”.</i> It is recognised that achieving such an ambitious vision requires a staged approach and one which will allow the various Hub partners to progress at a pace appropriate to their own circumstances. A three stage process is proposed: Stage 1 Local District telephony, separate County telephony Stage 2 Shared District and County telephony only</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN This report will result in: The Council incurring expenditure in excess of £50,000</p>

	<p>Stage 3 Worcestershire Hub shared service for all channels</p> <p>This report seeks Member approval for the implementation of Stage One at Bromsgrove District Council Hub Customer Service Centre.</p>	
<p>CONSULTATION DETAILS</p> <p>Stakeholders Corporate Management Team Cabinet and Portfolio Holder</p>	<p>METHOD OF CONSULTATION</p> <p>Report to Corporate Management Team Report to Cabinet</p>	<p>CONSULTATION PERIOD OR DATES</p> <p>CMT - October 2008 Cabinet - November 2008</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>N/A</p>		

KEY DECISION

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

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

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

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

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

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

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

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

<p>CONSULTATION DETAILS</p> <p>Stakeholders</p> <p>District Councillors</p> <p>Adjacent District Councils</p> <p>Worcestershire County Council</p>	<p>Method of Consultation</p> <p>Distribution by email</p>	<p>Consultation period or dates</p> <p>Non Statutory – ongoing until September 2008</p>
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DECISION TO BE MADE IN PARTNERSHIP WITH

District Councils, Worcestershire County Council.

Item No. 14

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

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

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>With site residents to assess preferences for improvement to individual pitch and amenity block facilities and the future use of the Transit site.</p>	<p>Personal consultation visits to all Houndsfield Lane Site residents by Strategic Housing Officers.</p>	<p>September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by the Cabinet on
3 December 2008

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

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

<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>N/A</p>
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KEY DECISION

Proposed to be made by the Cabinet on
3 December 2008

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

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <ul style="list-style-type: none"> Elected members SMT & CMT Planning Officers Sports development Officers Parks Officers 	<p>The PPG 17 out turn report is the final stage of an in depth consultation process that will be closed by the time the report is written.</p> <p>Consultation has been undertaken with:</p> <ul style="list-style-type: none"> Elected members District & County Council Officers Parish Council Residents Inc Children & Young People User Groups WCC Officers Sport England Community Sports Network (BECAN) 	<p>N/A</p>

<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>N/A</p>
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KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr Mrs J M L A Griffiths</p>	<p>ITEM STREET CLEANSING POLICY</p>	<p>WARDS AFFECTED All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of Head of Street Scene and Community REPORT AUTHOR Michael Bell</p>	<p>SUMMARY Document outlines the elements undertaken by the Street Cleansing team and will act as a guidance document for staff and residents. Street Cleansing is an important function and therefore require robust procedures within which to operate.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
n/a	n/a	n/a

<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>n/a</p>
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Item No.18

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

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

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

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

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OVERVIEW BOARD

WORK PROGRAMME

4TH NOVEMBER 2008

The Work Programme consists of two sections: Items for future meetings (including updates) and current Task Groups.

RECOMMENDATION: To consider and agree the work programme.

ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

Subject	Date of Consideration	Other Information
Forward Plan of Key Decisions - <i>Permanent Item</i> -	Every Meeting of the Overview Board	The Forward Plan consists of Key Decisions which it is proposed will be taken within a certain period. (Initially for a trial period of 12 months starting January 2008.)
Joint Countywide Flooding Scrutiny Councillor McDonald – representative from February to May 2008. Councillor Pardoe – representative from May 2008 to present.	2nd December 2008	Due to comments received on the Draft Scrutiny Report from various representatives, the Task Group Chairman has requested a final meeting on 6th November 2008. It is expected that the report will be finalised mid November and will be presented to Members of both the Overview and Scrutiny Boards at a joint meeting in December. The Chairman of the Task Group has been invited to attend. If the report is approved at the joint meeting of the Overview and Scrutiny Boards, it is anticipated both Board Chairmen, will present the report to the Cabinet at its meeting on 7th January 2008.
Budget Process 2009/10 – 2011/12	2nd December 2008	A presentation will be given to Members of both the Overview and Scrutiny Boards at a joint meeting on the Budget Process, recommended Capital Programme and Draft Base Budget for 2009/10 - 2011/12.

ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES) continued...

Subject	Date of Consideration	Other Information
Review of Recommendation Tracker	2nd December 2008	In December 2007, the former Scrutiny Steering Board decided to monitor approved overview and scrutiny recommendations via a tracker on a bi-monthly basis for a trial period of 12 months. The trial period is coming to an end and Members of both Boards need to review the existing recommendation tracker.
CCTV Code of Practice	6th January 2009	Officers would like to consult the Overview Board regarding a new CCTV Code of Practice. Therefore, a report on this matter will be presented to the Board.
Older People (Councillor Mrs. Bunker)	TBA	Possible area for future scrutiny following the outcome of focus groups to find out specific issues which may need to be scrutinised.

CURRENT OVERVIEW TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Anti-Social Behaviour and Alcohol Free Zones	6th January 2009	Task Group merged and Councillor C. B. Taylor appointed as Task Group Chairman. Membership and Terms of Reference agreed by the Board on 29th April and 22nd May 2008. First meeting held on 25th June 2008.

Note: A seminar relating to the Local Government and Public Involvement in Health Act 2007 will be held in the future covering key courses of action. This will be arranged once more is known on what the impact will be on overview and scrutiny committees. It is hoped guidance will be issued early in 2009.