



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 3RD MARCH 2009 AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

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

AGENDA

1. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview Board held on 3rd February 2009 (Pages 1 - 8)
4. Sponsorship Funding (Pages 9 - 48)
5. West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan (Pages 49 - 64)
6. Verbal update on CCTV funding from Police
7. Verbal update on Air Quality
 - (a) Progress of recommendation 1 relating to Low Emission Zones (Executive Director – Partnerships and Projects)
 - (b) Homeworking in February 2009 and the impact on the Council's carbon footprint (Executive Director – Services)
8. Older People Task Group (Pages 65 - 80)

9. Forward Plan of Key Decisions - March and June 2009 (Pages 81 - 106)
10. Anticipated Reports due to be considered by the Cabinet between July 2009 and April 2010 (Pages 107 - 118)
11. Work Programme (Pages 119 - 122)
12. 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

20th February 2009

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 3RD FEBRUARY 2009 AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), L. J. Turner (Vice-Chairman), A. N. Blagg, Mrs. M. Bunker, Miss D. H. Campbell JP, S. R. Colella and Dr. G. H. Lord

Invitees: Councillors E. J. Murray, D. L. Pardoe, S. P. Shannon, C. B. Taylor and P. J. Whittaker

Observers: Councillor S. R. Peters

Officers: Mr. T. Beirne, Mr. P. Street, Mr. M. Bell, Mrs. C. Felton, Ms. J. Pitman, Mrs. S. Sellers, Mr. R. Goundry, Ms. R. McAndrews and Ms. D. McCarthy

18/08 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

19/08 **DECLARATIONS OF INTEREST**

No declarations of interest or whipping arrangements were received.

20/08 **MINUTES OF THE JOINT MEETING**

The minutes of the last joint meeting of the Overview Board and Scrutiny Board held on 6th January 2009 were received.

RESOLVED that the minutes be noted.

21/08 **MINUTES**

The minutes of the meeting of the Overview Board held on 6th January 2009 were received.

RESOLVED that the minutes be approved as a correct record.

22/08 **ANTI-SOCIAL BEHAVIOUR AND ALCOHOL FREE ZONES REPORT**

Councillor C. B. Taylor, Task Group Chairman, presented the Anti-Social Behaviour and Alcohol Free Zones Report to the Board and also briefly outlined the background to the establishment of the Task Group.

There were a number of questions regarding the Task Group's findings and recommendations. In particular, there was some discussion on alcohol free zones (legally referred to as Designated Public Place Orders (DPPOs)) in terms of its definition and Police enforcement of such areas.

RESOLVED that the Anti-Social Behaviour and Alcohol Free Zones Report be approved.

RECOMMENDED that the Cabinet be requested to approve the Anti-Social Behaviour and Alcohol Free Zones Report, including the recommendations contained within it.

23/08 **CCTV**

CCTV Code of Practice

The Chairman introduced Ms. R. McAndrews, CCTV and Lifeline Manager, to the meeting. It was explained that Ms. McAndrews had compiled the draft CCTV Code of Practice and the views of the Board were requested to assist officers in making certain the CCTV Code of Practice was robust.

The Board sought clarification on a number of issues relating to the draft Code of Practice and the operation of CCTV in general which officers were able to answer. There was discussion on many aspects of the Code of Practice, including the use of the CCTV footage and associated legal implications. Following this discussion, a suggestion was made relating to the possibility of the Council charging insurance companies which requested footage for their own purposes.

CCTV Funding

Members were reminded that at the Joint Overview Board and Scrutiny Board Meeting held on 2nd December 2008, it was recommended, and subsequently approved by the Cabinet on 7th January 2009, that West Mercia Police be requested to consider making a financial contribution towards the replacement of CCTV equipment. As requested at the last Overview Board Meeting, the Executive Director – Services provided an update stating that a letter had been sent to the Police and a response was awaited.

RESOLVED:

- (a) that the CCTV Code of Practice be approved; and
- (b) that, at the next meeting of the Board, the Executive Director – Services be requested to provide another update relating to the possibility of receiving funding from West Mercia Police for CCTV equipment.

RECOMMENDED:

- (a) that the Cabinet be requested to adopt the CCTV Code of Practice; and
- (b) that the Cabinet request officers to investigate the possibility of this Council charging insurance companies which request CCTV footage to be provided for insurance claim purposes.

24/08 **DRAFT JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY**

As requested at the last Overview Board Meeting, the Head of Street Scene and Community, Mr. Bell, presented a report on the draft revision of the Joint Municipal Waste Management Strategy. It was explained that the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire had been developed by the Joint Waste Resource Management Forum and had been adopted by all County and District Councils within the two counties in 2004. It was explained that the updated version took on board the revised national position. Members asked a number of questions and there was discussion on various aspects of the strategy and the impact for the District.

Mr. Bell confirmed that it was his understanding that although planning permission had been granted for autoclave plants at Hartlebury and Madley, it had not proved possible to conclude a satisfactory contractual arrangement to construct them. However, Councillor Dr. Lord believed that the use of autoclave plants remained an option which was still being investigated.

The Board was reassured that the MRF (Material Reclamation Facility also known as 'Enviro Sort') was on schedule to be completed later in 2009. It was anticipated that the co-mingled collections in Bromsgrove could commence in November 2009 although it was understood that a co-mingled collection service was more likely to be fully implemented across the District from April 2010. It was expected that the new facility would be able to process additional types of recyclables, therefore allowing the District Council to collect more types of materials for recycling to help increase recycling rates further.

There was a brief discussion relating to food waste disposers (also known as macerators) and the potential issues they cause for water companies. Mr. Bell stated that there had been debates relating to the use of food waste disposers as there were many variables. It was explained that the numbers of properties using the food waste disposers were relatively few and therefore impact on water companies was small at the present time. However, research was continuing and further advice had been sought from water companies as part of the consultation process.

It was reported that all local authorities were gathering baseline data for the national indicator (NI) 193 relating to municipal waste landfilled and when this data had been collected, action plans would be produced to assess the environmental benefits of the different disposal options. It was confirmed that there was no additional household waste sites planned for Worcestershire.

With reference to the disposal target (target 6 in the strategy), Mr. Bell explained that there were a number of ways in which landfill waste would be reduced including education programmes relating to reducing the volume of waste created, together with recycling and reusing as much waste as possible.

It was pointed out that there was a legal requirement to produce and refresh the Joint Municipal Waste Management Strategy to ensure a consistent and robust approach was taken by all local authorities across the two counties which could be used for any public enquiry.

RESOLVED:

- (a) that, subject to modifications made following public consultation, the Joint Municipal Waste Management Strategy be approved; and
- (b) that the Head of Street Scene and Community be requested to confirm whether or not autoclave plants remained an option which was still being investigated.

RECOMMENDED that, subject to modifications made following public consultation, the Cabinet (in April 2009) be requested to approve and adopt the revised Joint Municipal Waste Management Strategy.

25/08 **AIR QUALITY REVIEW**

The Board together with Members of the Air Quality Task Group considered the review report. Members took each recommendation in turn and discussed the progress which had been made since the recommendations had been approved approximately 12 months ago.

Disappointment was expressed over the lack of progress with implementing some of the recommendations, particularly those where the District Council was waiting for responses from other agencies. However, the Executive Director – Partnerships and Projects informed Members that he would be arranging a high level technical meeting to be held inviting all key interested parties, including representatives from the Worcestershire County Council, Highways Agency, Primary Care Trust and West Mercia Police. It was hoped that by bringing all agencies together air quality issues could be addressed, in particular recommendations 1, 4, 10(b) and 12.

The Chairman had a particular concern regarding the first recommendation which related to the District Council giving consideration to applying to the County Council for certain roads being made low emission zone roads. It was reported by the Chairman that the officer from County Council's Highways who had attended Task Group Meetings had stated that this was an option and therefore it was questioned why this had not moved forward.

It was reported that a number of recommendations had been implemented (for example, recommendations 2, 10(a), 11, 13, 14, 16 and 17) and there were other recommendations where work was ongoing, for example recommendations 7 and 8 which related to the town centre redevelopment.

In relation to recommendation 10(a), it was stated that a letter had been sent that day to 34 households within the Air Quality Management Area (AQMA) directing them to the website for further information.

With regard to recommendation 17, although a newsletter had been sent to all taxi drivers and operators last year requesting them not to leave their engines running whilst waiting for the next fare at the taxi rank, there was some concern that this request was possibly being ignored. Furthermore, it was believed some bus drivers also left engines running and it was suggested that they too should be requested to alter their behaviour. It was suggested that

the Scrutiny Board could look at this issue, specifically relating to monitoring the situation via CCTV.

With reference to the final recommendation on home working, it was explained that although a formal policy had not yet been adopted corporately, Heads of Service could allow ad hoc home working when appropriate. Links to asset management were explained. It was stated that long term home working had additional financial implications, however, if there was a move to purpose-built premises, financial savings could potentially be made if, where appropriate, certain staff or departments worked from home on a permanent basis. In the meantime, infrequent home working was the only viable option.

RESOLVED:

- (a) that the review report be noted;
- (b) that the Executive Director – Partnerships and Projects be requested to provide Members with a progress update in relation to the first recommendation specifically;
- (c) that, with the aim of helping to reduce air pollution, the Scrutiny Board be requested to consider looking at the possibility of monitoring and enforcing against taxi and bus drivers who leave vehicle engines running in between fares and shifts;
- (d) that the Executive Director – Services be requested to provide Members with information regarding the Council's carbon footprint, specifically in relation to staff that who were allowed to work from home early February 2009 when there had been heavy snow fall; and
- (e) that future updates relating to approved recommendations from the Air Quality investigation be included in the quarterly recommendation tracker.

26/08 **JOINT COUNTYWIDE SCRUTINY REPORT ON FLOODING - IMPLICATIONS**

Consideration was given to the report on the implications for this Council to the recommendations made by the Joint Countywide Flooding Task Group.

RESOLVED that the report be noted.

RECOMMENDED:

- (a) that the Cabinet be requested to approve the recommendations contained within the Joint Countywide Scrutiny Report on Flooding; and
- (b) that the Cabinet request the officers who form the current watercourses officer group to review its terms of reference and composition in order to address the implications for the District of any Cabinet approved recommendations contained within the Joint Countywide Scrutiny Flooding Report.

27/08 **OVERVIEW RECOMMENDATION TRACKER**

Members of the Board considered the items contained within the Overview Recommendation Tracker.

RESOLVED that the Overview Recommendation Tracker be noted.

28/08 **PROPOSALS FOR FUTURE INVESTIGATIONS**

The Board considered the three scrutiny proposals which had been included on the work programme.

With regard to 'Sponsorship Funding' it was reiterated that the existing policy was still in its infancy and input from the Board in reviewing the policy would be helpful.

There was a lengthy discussion in relation to the topic 'Takeaways' as some Members believed it was an area worth pursuing whilst other Members disagreed.

Some Members believed there were too many takeaway outlets in certain locations across the District and the number of takeaways needed to be controlled in order to protect the character of a particular area. Other concerns mentioned relating to this topic were crime and health issues.

However, the Board was informed that there was a difficulty in comparing against other authorities which had local policies relating to takeaways as it was understood that such policies had been adopted under the old planning system rather than under the new Local Development Framework. Taking into account the advice from the Head of Planning and Environment Services that national policy guidance and market forces also needed to be considered, there were questions as to what could be achieved if the primary aim of Overview Members was to control the number of takeaways within a particular area.

To assist the Board into coming to a decision, it was suggested that Members could request further information from the Planning Department to enable the Board to discuss which areas around hot food takeaways could potentially be investigated further so to ensure Members achieved viable outcomes.

Within the same report, it was also proposed that the topic 'Older People' should be examined and it was suggested that a Task Group should be established to undertake the investigation.

RESOLVED:

- (a) that 'Sponsorship Funding' be investigated by the Board to assist officers in ensuring the existing policy was fit for purpose; and
- (b) that a Task Group be established to investigate the topic of 'Older People'.

29/08 **FORWARD PLAN OF KEY DECISIONS**

Forward Plan – February to May 2009

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.

Further information was requested on item 4 (Housing Strategy 2006-2011 Mid Term Review), item 12 (Preferred Planning Guidance (PPG)17 - Outturn), item 13 (Sports Hub Provision) item 28 (West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan) and item 35 (Place Survey Results).

With regards to item 19 (Customer First and Access Strategy) it was explained that the access strategy related to issues for vulnerable and minority groups accessing Council services and facilities.

It was believed that within the Medium Term Financial Plan, fixed penalty notices (FPN) had not been considered as a high priority and as a result it was thought the necessary funding for implementation had not been approved. Therefore, the report referred to as item 32 on the Forward Plan would no longer be required.

In relation to item 35 (Place Survey), it was explained that the Assistant Chief Executive was waiting for the Place Survey results. However, this information could be made available to the Overview Board when it was received. It was stated that the Worcestershire Partnership Board might also have some information that could be useful to the Overview Board.

Supplementary list of Forward Plan items – 2009/10

Members considered the list of anticipated reports for the rest of 2009/10 which had been split into service areas.

RESOLVED

- (a) that further information be provided to the Overview Board relating to the following:
 - Item 4 (Housing Strategy 2006-2011 Mid Term Review)
 - Item 12 (Preferred Planning Guidance (PPG)17 - Outturn)
 - Item 13 (Sports Hub Provision)
 - Item 28 (West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan)
- (b) that the reason for the delay in relation to item 19 (Customer First and Access Strategy) be provided to Members of the Overview Board;
- (c) that confirmation be given as to whether or not funding was approved for the implementation of Fixed Penalty Notices (item 32);
- (d) that further information relating to item 35 (Place Survey) be requested from the Assistant Chief Executive, as soon as the results were available; and
- (e) that all other items on the Forward Plan be noted.

30/08 **WORK PROGRAMME**

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

RESOLVED that the Overview Board's Work Programme be noted and updated as necessary.

The meeting closed at 8.20 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

3RD MARCH 2009

SPONSORSHIP POLICY

Responsible Portfolio Holder	Councillor M. J. A. Webb
Responsible Head of Service	Executive Director – Partnerships and Projects

1. SUMMARY

- 1.1 The purpose of this report is to provide members with information regarding Council sponsorship (policy and activities) for the purposes of an overview and scrutiny exercise being carried out by the Overview Board.

2. RECOMMENDATION

- 2.1 That the information contained in the report be noted and used by members as a starting point for the overview and scrutiny exercise.
- 2.2 Members are requested to put forward their suggestions for updating the policy on sponsorship. In particular members may wish to consider what types of businesses and organisations it is felt appropriate to act as sponsors for the Council and any specific areas of sponsorship that it is felt the Council should be targeting.

3. BACKGROUND

- 3.1 Bromsgrove District Council has been pursuing sponsorship for some years. A number of its events have been supported by sponsorship including its street theatre, the bandstand programme, the business showcase evening, the switch on of the Christmas lights and the production of an information folder. This is sponsorship that has been secured on an ad hoc basis through personal contacts or as a single initiative.
- 3.2 In late 2007 the Council began to examine its assets with a view to determining whether these could be used to attract sponsorship. The first approach was in late 2007 to explore securing civic Christmas Trees. This was successful and has been repeated for a second year in 2008. The second area for consideration was the introduction of road island sponsorship. This was followed by pursuit of sponsorship for floral decorations, street furniture, Christmas lights and events.

- 3.3 In early 2008 officers presented a report to members regarding sponsorship and detailed a number of areas where sponsorship was to be sought. A sponsorship and celebratory officer group was established and a set guidance for the approach to be taken to sponsorship by the group was prepared. Discussions were held with the West Midlands Regional Improvement and Efficiency Partnership (WMRIEP) to find out more about the scope for sponsorship as WMRIEP had indicated they were willing to provide support to assist this Council in developing its sponsorship work. Although this support did not materialise the discussions with WMRIEP proved of assistance is shaping the Council's thinking. In July 2008 a report on sponsorship was considered by Cabinet and the draft policy on sponsorship was approved and adopted. Please see full report that went to Cabinet at Appendix 1.
- 3.4 The sponsorship plan has gradually been implemented. Progress has been hampered by the absence of procedures for supporting the Council's sponsorship work, for example there were no existing model agreements or contract. The Council does not have an officer solely dedicated to attracting sponsorship although the promotions manager in the Street Scene and Community Department has proved to be extremely effective in building relations with local businesses and negotiating sponsorship arrangements.
- 3.5 There are companies in the private sector that will undertake the work of setting up sponsorship arrangements on behalf of local authorities but which in return will require to be paid a percentage of the income generated; the Council has chosen not to pursue this option and preferred to carry out the work involved in house on the basis that this will allow the Council to retain the full income.
- 3.6 The Council is producing a sponsorship prospectus that details sponsorship opportunities in the district and it is gradually constructing a database that will have information about businesses and potential contacts.
- 3.7 There are a considerable range of sponsorship opportunities that can be provided by the Council. They include road islands and land close to main routes; flower planters and hanging baskets; litter bins, benches and banners on lamp posts, adverts on vehicles; street banners; bus shelters; inclusions in BDC publications; car park sponsorship; events such as street theatre and bonfire; and Christmas celebratory activities such as lights, switch on and trees.
- 3.8 The attraction for sponsors is exposure and increasing their profile at relatively modest cost. The advantage for the Council is that it either offsets costs or leads to cashable income.

- 3.9 Sponsorship is not easily attracted. Although many companies are looking for means of raising their profile Council sponsorship is not well established. Other organisations have sophisticated and well resourced systems to attract sponsorship. In the case of the Council work needs to go into promoting the opportunities, making contacts, negotiating terms and conditions, drawing up contracts and executing the work. Some sponsorship requires planning permission and most requires commissioning work such as design, signage or installing flowers and so forth.
- 3.10 During this current period of economic challenges modestly priced opportunities to raise the profile of local businesses represent a cost effective means of promotion. It is likely that local businesses are beginning to recognise the advantages of this and it is for this reason they are demonstrating considerable interest.
- 3.11 Attached at Appendix 2 is a list of recent examples where the Council have been successful in securing sponsorship funding.
- 3.12 The legal agreement for roundabout sponsorship attached to the policy has had to be revised to specifically incorporate the County Council's guidance on sponsorship and to be tailored to the requirements of the Council. An example of the revised version is attached at Appendix 3.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising out of this report. The subject matter of the policy being considered does have implications as to income generation for the Council and Value for money.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising out of this report. The legal implications of sponsorship activity generally were considered as part of the report to Cabinet in July 2008. For further information see Appendix A.

6. COUNCIL OBJECTIVES

- 6.1 Sponsorship activity is linked to the following Council objectives:-
- Sense of community and well being – sponsorship of community events.
 - Environment – enhancement of sponsored areas in the District.
 - Town Centre – use of sponsorship to enhance the town centre.

7. RISK MANAGEMENT

- 7.1 The main risk would be that the Council by not actively promoting sponsorship activities would fail to maximise the existing opportunities for generating income and securing improvements for the community. This risk is being addressed by the work that the Council is doing to promote sponsorship.

8. CUSTOMER IMPLICATIONS

- 8.1 The improvements that sponsorship can bring should contribute to the quality of life in the district and in particular in the area surrounding the town centre. The work with the sponsors should build relations with local businesses and promote greater pride in the district.
- 8.2 The contact with businesses through discussions about sponsorship will provide further feedback on issues facing the business community and attitudes and opinions that can inform the Council's work.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 There are no equalities and diversities implications arising directly from this report.

10. VALUE FOR MONEY IMPLICATIONS

- 10.1 There are no direct value for money implications arising out of the report. There are implications for the subject matter under consideration including the need to maximise opportunities available for generating sponsorship income and to ensure that the Council's work in this area is cost effective.

11. OTHER IMPLICATIONS

Procurement Issues - None. There was consultation with the procurement officer at the time the original policy was drafted.
Personnel Implications - N/a
Governance/Performance Management - N/a
Community Safety including Section 17 of Crime and Disorder Act 1998 - N/a
Policy - The Overview Board will be considering the current policy
Environmental - N/a

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards

14. APPENDICES

Appendix 1 Report to Cabinet dated 30 July 2008 on the Council's Sponsorship policy – copy of policy attached as Appendix 1 to this report.

Appendix 2 List of sponsorship activity since July 2008

Appendix 3 Sample legal agreement for traffic island sponsorship

15. BACKGROUND PAPERS

County Council guidance on road island sponsorship.

CONTACT OFFICER

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BROMSGROVE DISTRICT COUNCIL**CABINET****30TH JULY 2008****SPONSORSHIP OF ROUNDABOUTS AND OPEN SPACES**

Responsible Portfolio Holder	Councillor Mike Webb
Responsible Head of Service	Phil Street
Key Decision	

1. SUMMARY

- 1.1 This report seeks approval to a proposed policy on sponsorship and advertising on roundabouts and open spaces developed by the Celebratory and Sponsorship Group.

2. RECOMMENDATION

- 2.1 That the policy on sponsorship and advertising on roundabouts and open spaces as set out in Appendix 1 to the report be approved and adopted.
- 2.2 That the Head of Legal, Equalities and Democratic Services be authorised to revise the wording of the Sponsorship Agreement contained within Appendix 1 as appropriate to ensure that it is expressed in clear language and that the legal position of the Council in event of termination of the agreement is protected.

3. BACKGROUND

- 3.1 Over the past six months a group has been emerging to co-ordinate celebratory events and sponsorship. The group draws its membership from across a number of service departments.
- 3.2 There is representation on the group from Culture and Community; Finance; Chief Executives Department; Planning and Environment and Street Scene. There are currently eight members of staff on the group.
- 3.3 The aims of the group are to co-ordinate the work associated with community events and to draw together those who are seeking sources of sponsorship. It was regarded as important that those seeking sponsorship should work in a co-ordinated manner. It would be counter-productive for different members of the Council's staff to approach the same sponsor.

- 3.4 The group was initially formed to identify means of supporting celebratory events for local residents. It was recognised that there is some expectation on the Council to promote community events and organise community wide celebrations. However, over the past few years budgetary pressures have meant that the Council has had to reduce certain elements of its expenditure on items such as Christmas trees, switching on of the Christmas illuminations and the Christmas lights themselves. It has also introduced charging for the Bonfire and Fireworks evening.
- 3.5 It is important to note that the Council has also increased expenditure on other aspects of community events such as street theatre.
- 3.6 However, it was thought important that the Council should maintain the trend with regards to improvements in its reputation. One of the factors that led to the formation of the group was that celebratory events are one of the ways that this can be achieved. The group is seeking to not only ensure the current range of community events is well managed and delivered. It is also examining new ideas for events.
- 3.7 Although the work of the group is at an early stage it has set itself a number of targets.
- 3.8 First, it wants to attract £80,000 of sponsorship in the current financial year. To achieve this the group is producing a sponsorship prospectus that contains information and details of a range of sponsorship opportunities. The plan is to present a relatively limited number of opportunities initially. This is a new area of Council activity, consequently it is planned to take a rather tightly controlled management approach in the first instance.
- 3.9 Second, it wants to produce a sponsorship offer so that sponsorship opportunities are categorised to enable potential sponsors to choose either a cluster of sponsorship opportunities or select a single sponsorship item. The proposal currently is to have the following cluster of opportunities:
- Platinum – This will focus on sponsors willing to look at £30,000 of sponsorship over a one year period. This will offer a variety of opportunities including at least one high profile event.
 - Gold – This will be for sponsors that want up to £20,000 of sponsorship for a year and will include a variety of sponsorship opportunities.
 - Silver – This will be for sponsors interested in up to £10,000 in sponsorship and will offer a variety of opportunities, but for not more than 6 months.
 - Bronze – This will be individual sponsorship opportunities up to £5,000 and for set periods of time normally associated with a single sponsorship type or opportunity.

3.10 These will be presented along with descriptions of the various options for sponsorship. These options will include opportunities to sponsor specific events or provision of community enhancements such as hanging baskets or planters.

3.11 Third, the group wants to define, describe and detail funding for the current various sponsorship opportunities. These will primarily be the opportunities for exposure that the Council can provide. It is being suggested that the key opportunities are:

3.12 Acknowledgement of support through introducing signs on barrel planters in highly visible locations;

- Promotional signs on road islands or open spaces at the side of main thoroughfares;
- Promotional signage on the refuse and recycling vehicles
- Signs on street lamps carrying Christmas illuminations and hanging baskets;
- Signage on the proposed new street market stalls;
- Banners on street lights on the entrance routes to the town centre and in the car parks.

3.13 Fourth, the areas it is hoped sponsorship can be obtained, is for:

- Street theatres;
- Christmas illuminations;
- The annual official switching on of the Christmas lights and the Christmas trees for Bromsgrove and Rubery.

3.14 Fifth, in addition to these existing events the intention is to obtain sponsorship for such developments as a temporary ice rink to be located on the Recreation Ground during the Christmas period in 2008 or a Bromsgrove by the Sea play provision during the summer of 2009. Work has commenced on a business case and a market plan for the rink.

3.15 The work presently being undertaken in pursuit of these sponsorship targets is:

- A programme of visits to potential sponsors;
- The preparation of a sponsorship prospectus detailing sponsorship opportunities around the town centre and with the District Council;
- The preparation of a short presentation around the street theatres for use with potential sponsors;
- The preparation of a business case to examine the feasibility of an ice rink;
- The collation of a list of potential sponsors.

3.16 The group also works towards co-ordinating the planning of the various street markets and other high street based events. The intention is to ensure a regular series of street based events and displays to contribute towards the regeneration of the town centre.

3.17 In addition to the existing range of events it is also envisaged that some new events will be planned for 2008 and onwards. This includes the possibility of a 'Bromsgrove by the sea' idea and some additional high street events such as other markets or out door theatre and creative arts.

4. FINANCIAL IMPLICATIONS

4.1 It is intended that £80,000 in sponsorship will be generated in 2008 / 9. It is anticipated that this income will be used to achieve the purposes set out in 3.13 and 3.14 above.

5. LEGAL IMPLICATIONS

5.1 The five intended sites/roundabouts are located on highway land which is in effect in the ownership of Worcestershire County Council as Highway's Authority. The power to maintain roundabouts is also vested in the County Council as Highways Authority under is section 64 of the Highways Act 1980.

5.2 The source of the legal authority for Councils to generate revenue from placing advertisements on roundabout is less clear. There is no specific legislation which covers this although the practice is widespread and there are many Councils who do generate income from such schemes. The Local Government Act 2003 provides that in certain circumstances Councils with a CPA rating of fair or above can carry on for a commercial purpose any functions which they are authorised to carry on as an "ordinary function". As advertising would not be an "ordinary function" and this Council does not have the requisite rating this legislation will not apply. The fall back position would be to rely on the well-being powers in the Local Government Act 2000 (section 2) under which Councils may take steps to promote or improve the economic, social and environmental well-being of their area. However when read in conjunction with the limitations set out in section 3 it is unlikely that this power can be relied on.

5.3 Having devoted some time to finding an answer to this question, including consulting with colleagues from other authorities, it has become apparent that the whole issue of the source of the legal basis upon which revenue may be raised from sponsorship is very unclear. The reality is that other Councils are carrying out this activity and receiving a revenue stream. There is no indication that the legal principles behind sponsorship have ever been subject to challenge by judicial review and the risk of such a challenge being mounted in the future would be categorised as very low.

5.4 The County Council as Highways Authority has been consulted in relation to the proposed policy and has confirmed that it is in agreement to BDC taking on the roundabout maintenance on its behalf on the basis that part of the maintenance will include charging for advertising with revenue generated to be retained by BDC.

5.5 The advertisements will need to comply with the provisions of the Town and Country Planning (Control of Advertisement)(England) Regulations 2007 in terms of dimensions and the relevant planning consent will need to be in place.

- 5.6 Assuming that the policy is adopted there may need to be some revisions to the wording of the draft sponsorship agreement to ensure that it is expressed in clear language and that the legal position of the Council in event of termination of the agreement is protected.

6. COUNCIL OBJECTIVES

- 6.1 The celebratory group's work is aimed at contributing to the Council objective with regard to community events. The group will co-ordinate events that will continue the process of improving the Council's reputation and assist in delivering events for the community.
- 6.2 The work of the group is designed to support the regeneration of the town centre. It seeks to improve the attractiveness of the town centre and support businesses by attracting in people to attend events or look at the illuminations at Christmas.

7. RISK MANAGEMENT

- 7.1 The principal risk is that the target of £80,000 is not achieved and plans for the use of that sponsorship income proves impossible. The risk from this is that some of the efforts to improve the Christmas activities, in particular, will have to be foregone.
- 7.2 This loss of potential income will affect the provision of certain events and facilities. However, there will not be a pressure on the budget as the events and facilities to be funded through sponsorship will be additional to Council budgeted activities.

8. CUSTOMER IMPLICATIONS

- 8.1 The improvements that additional sponsorship could afford should contribute to the quality of life in the district and in particular in the area surrounding the town centre. The work with the sponsors should build relation with local businesses and promote greater pride in the district.
- 8.2 The contact with businesses through discussions about sponsorship will provide further feedback on issues facing the business community and attitudes and opinions that can inform the Council's work.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 It is intended that the work of the group will permit support for a range of activities and events that need to be accessible and appropriate to all aspects of the community.

10. VALUE FOR MONEY IMPLICATIONS

10.1 Generating sponsorship income would augment the budgets for various activities and would reflect use of resources to generate additional funding that can be dedicated to enhancing the sense of community objective for the Council.

11. OTHER IMPLICATIONS

Procurement Issues – The procurement officer is a member of the group and provides advice on procurement matters and on approaches being made to sponsors.
Personnel Implications – N/a
Governance/Performance Management – Can contribute to the objective of community events.
Community Safety including Section 17 of Crime and Disorder Act 1998 – n/a
Policy – n/a
Environmental

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Author
Executive Director (Services)	No
Assistant Chief Executive	No
Head of Service	N/A
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. **WARDS AFFECTED**

All Wards

14. **APPENDICES**

Appendix 1 – Draft Policy on Sponsorship and Advertising on Roundabouts

15. **BACKGROUND PAPERS**

N/A

CONTACT OFFICER

Name: Phil Street
E Mail: p.street@bromsgrove.gov.uk
Tel: (01527) 881202



Bromsgrove
District Council

www.bromsgrove.gov.uk



BROMSGROVE DISTRICT COUNCIL

Draft Policy

**Sponsorship and Advertising on
Roundabouts**

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POLICY ON SPONSORSHIP OF ROUNDABOUTS AND OPEN SPACES

1.0 Introduction

The opportunity exists to have private businesses sponsor the maintenance of the landscaping at prominent public spaces in return for being allowed to place specified advertising signs for their business at the location.

It is considered that this sponsorship scheme would provide an opportunity for companies to advertise their business on public areas and also provide funds which would be used to improve and enhance the appearance of the district.

For the purposes of this policy, the public areas covered include:

- a) Central landscaped islands of roundabouts;

Additional areas listed below may be considered in future amendments to this policy.

- b) Landscaped embankments at the approaches to towns and villages;
- c) Wide landscaped verges at major junctions;
- d) Sections of Approach Roads to towns
- e) Other landscaped public open spaces as approved by the Council.

Bromsgrove District Council wishes to pursue the development of the appearance of roundabouts by Sponsorship with private businesses/organisations. The business/organisation would sponsor the maintenance of the landscaping in return for being allowed to place specified advertising signs for their business at the location.

2.0 Partners

Bromsgrove District Council
Worcestershire County Council Highway Partnership Unit
Sponsors and Advertisers

3.0 Partnership Working

In order for Sponsorship to be sold commercially, professionally and with success on the part of the partners, the various partners need to provide a flexibility and realistic approach to the impact that stringent restrictions will have in making Sponsorship a successful venture. With this in mind, the criteria for installing signs are set out in this policy. The criteria are similar to that adopted in other districts.

4.0 Statement of Policy

The Council will endeavour to enhance the appearance of its District by creating a Sponsorship Scheme whereby companies can sponsor Roundabouts in Bromsgrove at key locations, receiving genuine value for money for their sponsorship agreement in return for the erection of specified advertising signs.

5.0 Steps to be taken by Council to Support Policy

The Council will take the following steps to support its Policy on Sponsorship of Roundabouts:

As part of setting the Sponsorship Conditions for individual locations, Council will decide what level of maintenance is to be done and what the minimum amount of sponsorship fee is for a particular location. The level of maintenance and fee could vary from location to location.

Council will actively progress this Scheme as a means to enhance the appearance of key locations in the District.

Council will make the necessary application for Advertisement Consent.

Council will monitor the performance of this Scheme.

Council will enter into a written Agreement with the Sponsor for each sponsorship location.

Council will act as lead partner on behalf of the other parties.

6.0 Duration of Sponsorship

The duration of each agreement shall be for a minimum of one year with an option of extension for further years. Either party can decide to not exercise the option.

7.0 Advertising Signs

Advertising Sign Panel shall be 650mm wide x 350mm high x 800mm tall, unless agreed otherwise by the Council as a result of lack of prominence of the sign. Council to approve signs after negotiation of sponsorship deal with selected Sponsor. A maximum of four signs will be allowed in any one location.

Cost of signage including posts will be borne by Selected Sponsor and will be additional to the sponsorship fee. The signs will remain the property of Selected Sponsor. The cost of obtaining Advertisement Consent shall be borne by the sponsor.

Bromsgrove District Council will erect the approved signs furnished by the Selected Sponsor. The Council will bear the costs of the actual installation works.

The Selected Sponsor shall submit details of lettering, logo, etc. he/she wishes to have placed on the sign for approval by Council. No additional signage or changes to signage will be allowed unless approved by Bromsgrove District Council. Wording designs including company logo, name and nature of company business will be considered and approved by the Council on an individual basis.

8.0 Landscape Maintenance

The Council intend to maintain the area being sponsored in the following manner:

- (i) landscape planting
- (ii) grass cutting
- (iii) trees/shrub bed maintenance

Maintenance of roundabout will remain the responsibility of Bromsgrove District Council.

9.0 Sponsorship Price

Sponsorship price will be negotiated on an individual basis for each location but will be no less than £12,000 per annum plus VAT (to reflect advertising supply where relevant), negotiable depending on location and number of signs. This figure will be required for each year of the contract and will be paid at the beginning of each contract year. Review of Sponsorship charges will take place at the commencement of each Sponsorship period.

Those locations deemed to have the greatest impact will be offered for sponsorship at a premium rate.

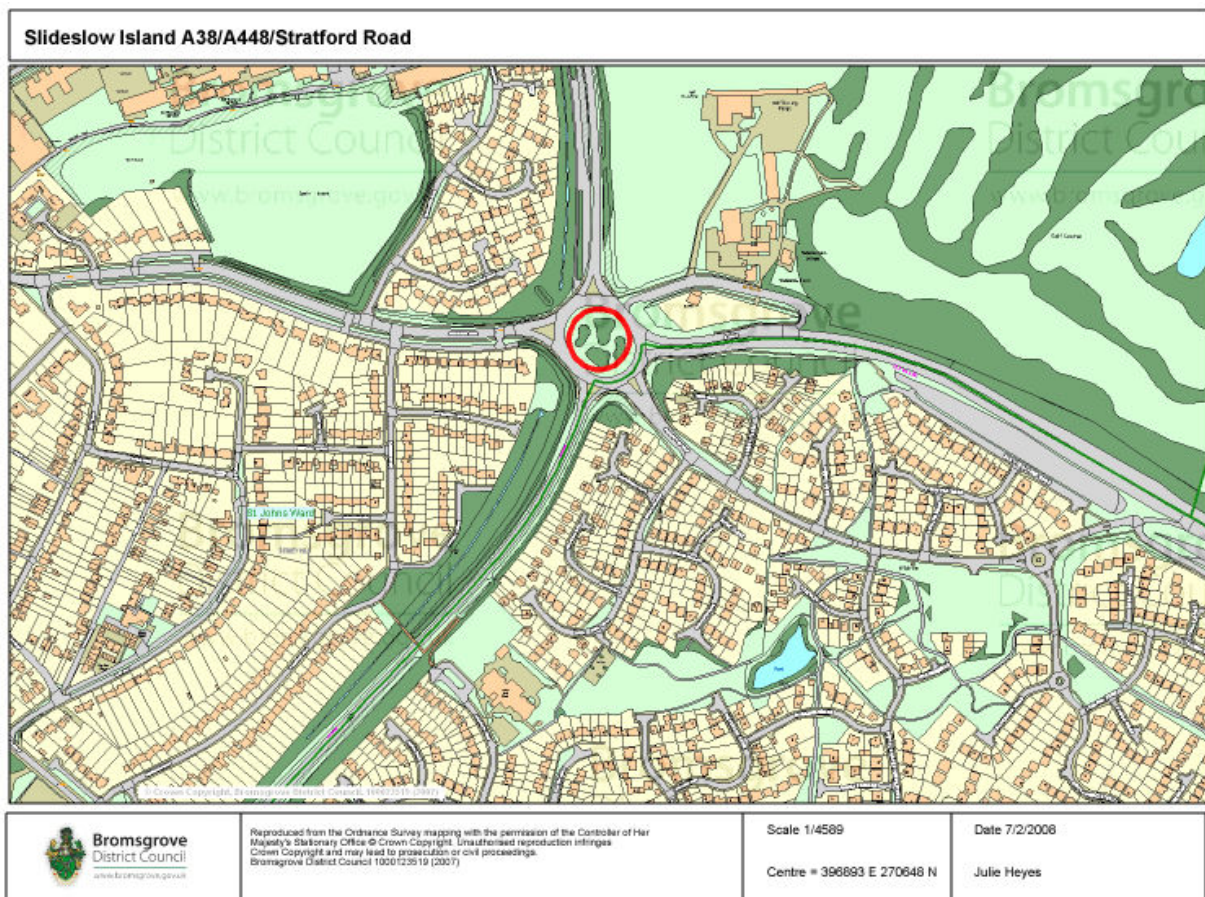
10.0 Damaged/Vandalised/Lost Signs

The Selected Sponsor shall pay the cost for replacing vandalised/damaged signs. The Council shall not be liable for replacement. The Council will not be responsible for ensuring that the signs are in place throughout the year but will endeavour to reinstall signs that have been removed.

11.0 Sponsorship Location

Max number of Permitted boards/signs

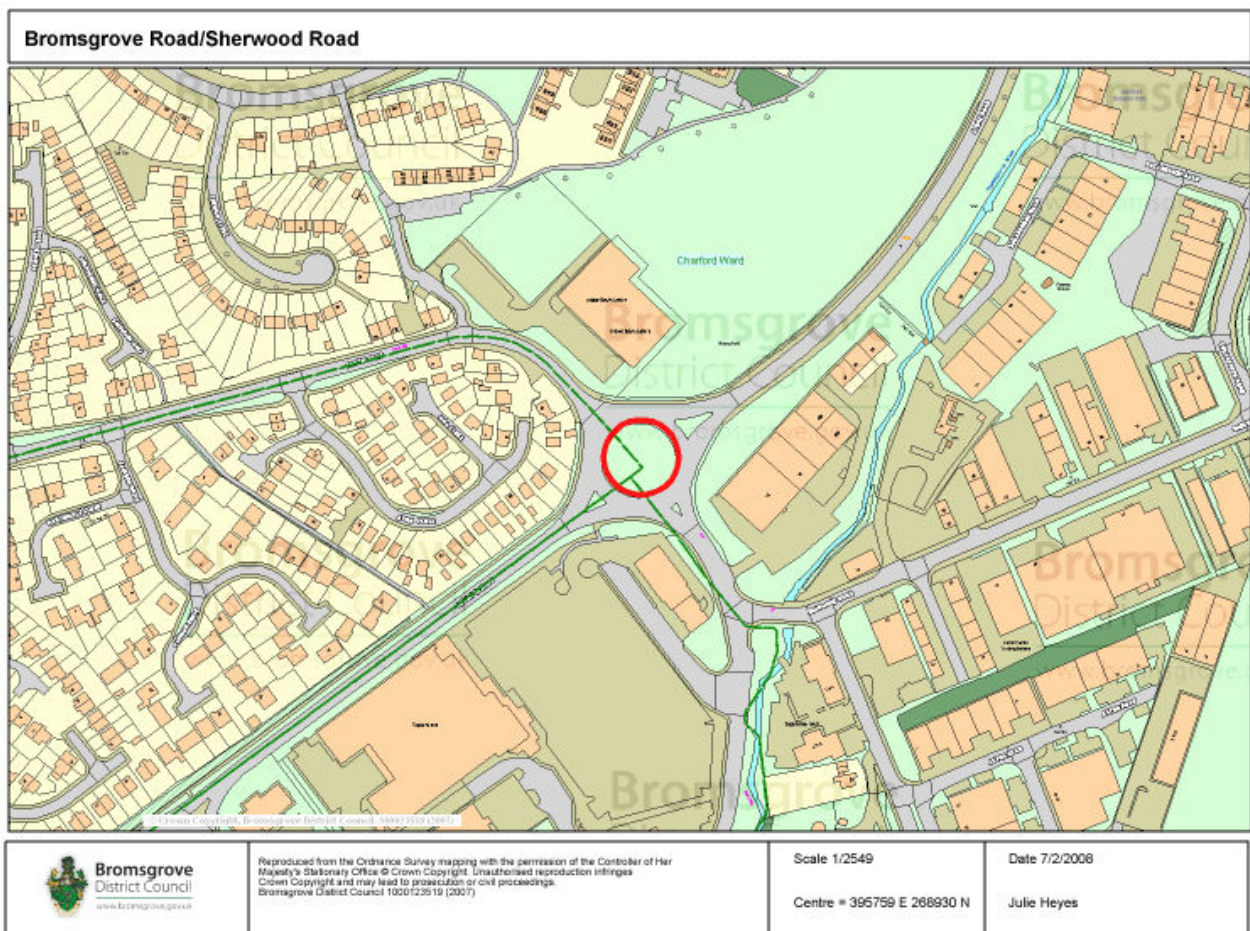
- | | | |
|----|---|---|
| 1. | Slideslow Island – A38/A448/
Stratford Road Bromsgrove (HPU) | 4 |
|----|---|---|



Sponsorship Location

Max Number of Permitted boards/signs

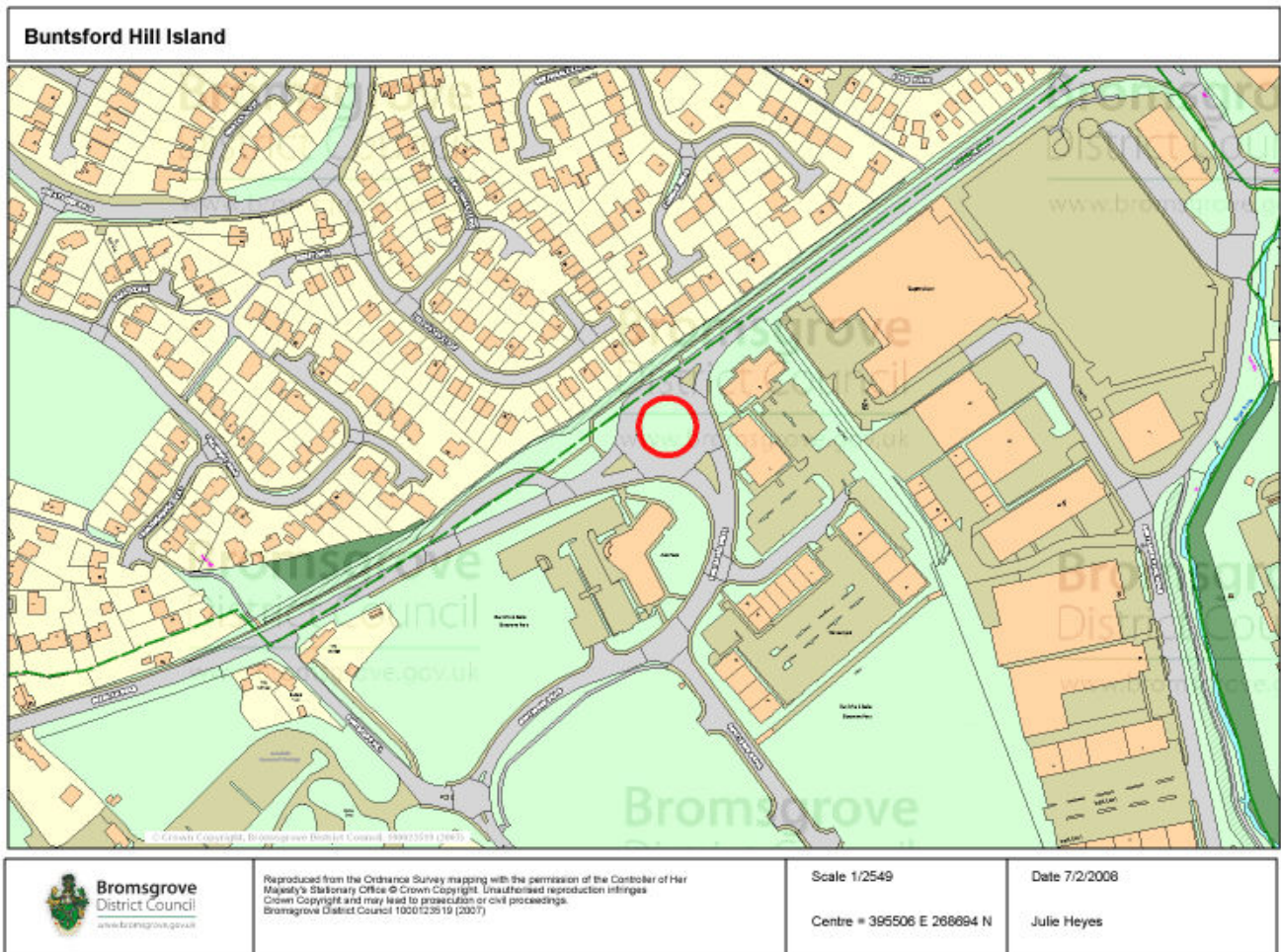
- | | | |
|----|---|---|
| 2. | Bromsgrove Road/Sherwood Road (Morrisons), Bromsgrove (HPU) | 4 |
|----|---|---|



Sponsorship Location

Max Number of Permitted boards/signs

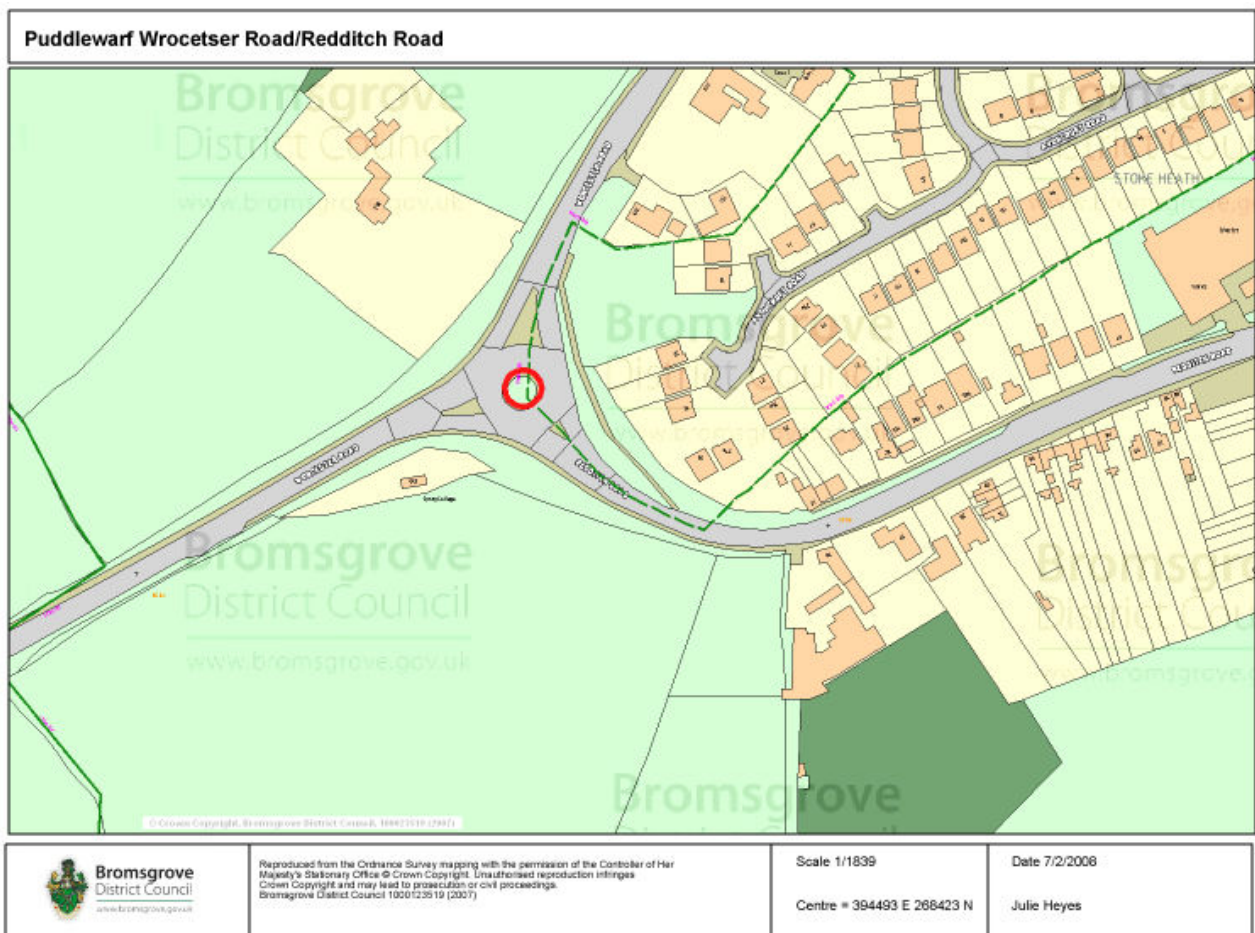
- | | | |
|----|---|---|
| 3. | Buntsford Hill Island,
Bromsgrove Road (HPU) | 3 |
|----|---|---|



Sponsorship Location

Max Number of Permitted boards/signs

- | | | |
|----|---|---|
| 4. | Puddlewarf Island, Worcester Road/
Redditch Road, Bromsgrove (HPU) | 3 |
|----|---|---|

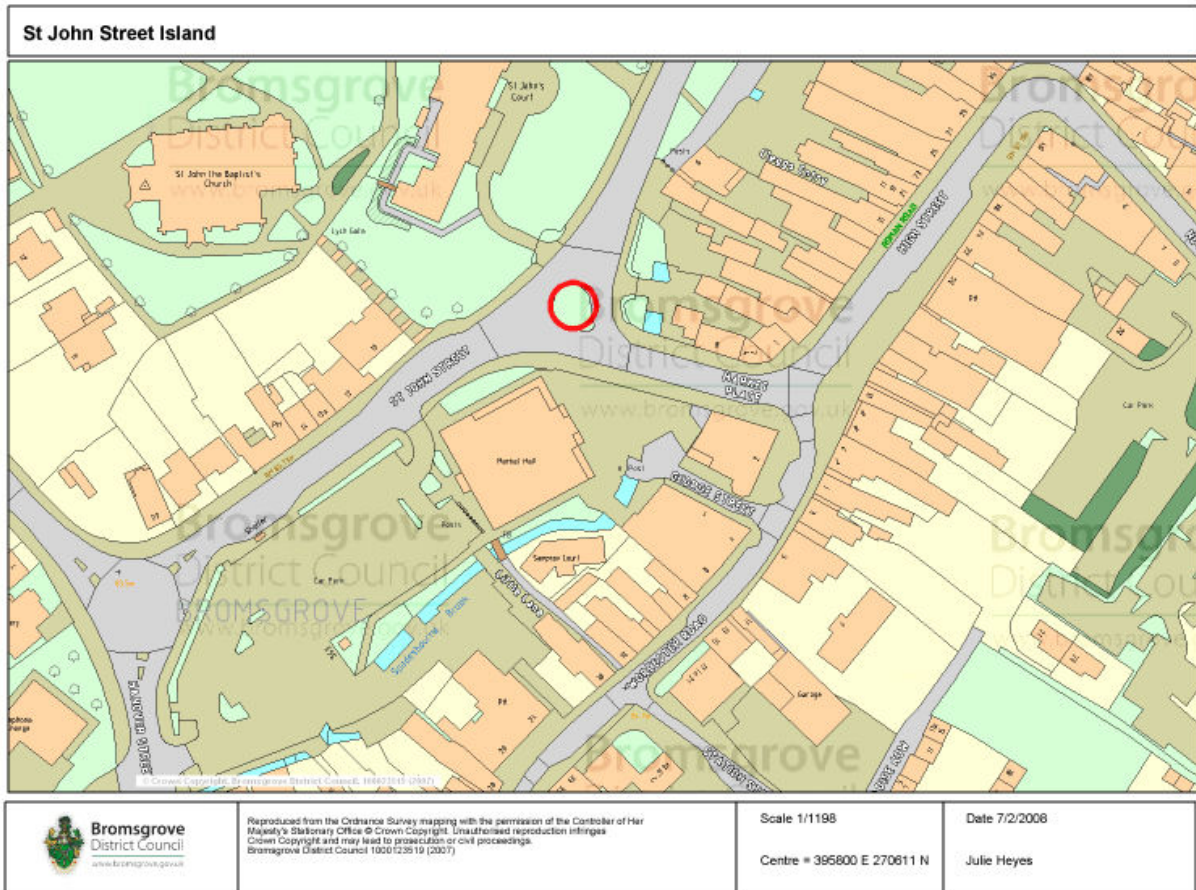


Sponsorship Location

Max Number of Permitted boards/signs

5. St John Street/Market Street (HPU)

3



HPU: - denotes locations managed by the Highways Partnership Unit

12.0 Advertising and Sign installation Criteria

The following is a design criteria agreeable to the stakeholders and recognises good practice and compromise from the stakeholders.

- Should not be illuminated
- Should not be made of reflective material
- Should not be fixed at an angle to the road such that any inherent reflectivity causes drivers to be dazzled by their own headlights or the headlights of other vehicles travelling in the same direction
- Should not be designed such that it could be confused with legitimate traffic sign
- Should be discrete and in harmony with its surroundings
- Should be mounted at low level i.e. top of sign no greater than 800mm above ground level and possibly less if it is to be mounted on a raised area
- On a separate pole from any traffic signs
- Should be located where it does not obstruct sight lines to other signs or vehicles
- Where it will not present a hazard for pedestrians
- One Advertisement Consent application to be submitted per location.
- Signs shall be placed at locations approved by the Council only.
- Signs shall be 650mm wide and 350mm high and a max of 800mm tall, unless agreed otherwise by the Council as a result of lack of prominence of the sign.
- Signs shall be metal and shall be manufactured by a reputable firm experienced in the manufacture of signs for use along public roads.
- The sign would typically contain the Selected Sponsor's company logo, company name and nature of business.
- Selected Sponsor shall submit a drawing detailing the signs to be installed to the Council for approval in advance of ordering the signs.
- If signs become faded and untidy in appearance, the Council reserves the right to request a new sign from the Selected Sponsor.

Appendix 1

- The Council will make the final determination on the sign type and design.



Sponsorship Agreement

This Agreement is dated _____ and made between
Bromsgrove District Council of Burcot Lane, Bromsgrove, Worcestershire B60
1AA (the Council) and _____ whose registered office is
(The Sponsor);

In respect of the sponsoring of the maintenance and/or enhancement to the landscaping of the roundabout as detailed in the attached policy.

Whereby the Sponsor agrees to sponsor the Roundabout and pay to the Council the costs incurred by it for the landscape maintenance/enhancement subject to the following terms and conditions:

1. The Sponsor shall sponsor the landscape maintenance/enhancements of Road Traffic Island to a maximum cost of £ _____ per annum payable on the commencement of the agreement.
2. "Landscape enhancement" means those improvements to the landscape as defined and agreed by the Council. The Council reserves the right to determine the nature of the enhancements and to vary the type of plantings provided on the Roundabout.
3. The Sponsor will be permitted to erect and maintain sponsorship signs/plaques on the Roundabout. The signs/plaques will be of a size and appearance as not to interfere with traffic flow or present hazard to motorists or other road users. The placement size and appearance and the number of signs/plaques will be as agreed in writing by the Council in accordance with the advice, instructions and approval of the Highway Authority, subject to clause 4 below.
4. The size, appearance and positioning of each sign/plaque shall be subject to obtaining necessary planning permission under the Control of Advertisements Regulations.
5. The Council shall have the absolute right to require the Sponsor to remove any sign/plaque which is of religious or political significance or context or which is inappropriate or objectionable or is likely to subject the Council to prosecution and upon receipt of such request the Sponsor shall remove the said sign/plaque within 24 hours failing which the Council shall remove the sign/plaque.

Appendix 1

6. The cost of providing, installing, maintaining and replacing signs/plaques is to be met by the Sponsor.
7. Sponsorship is to commence upon installation of the signs/plaques and is to run for a period of one year from the date hereof.
8. Sponsorship fees to maintain the enhancements are subject to annual increase and are payable on the commencement of the agreement.
9. From time to time, it may be necessary for the Council and/or the Highway Authority to permit works to be carried out on the Roundabout that may cause temporary disruption to the landscape enhancements and/or temporary removal of signs/plaques. In such event, the Council will not be liable for any claims for compensation by the Sponsor provided that such works and/or disruptions are for a total period of less than 30 days within any sponsored twelve month period. In the event of works or disruption lasting more than 30 days within any sponsored twelve month period the Council will refund the Sponsor a sum equating to 1/52 of the landscape enhancement annual sponsorship fees for each subsequent seven days, or part thereof, of continued works or disruption.
10. The Council will restore any landscape enhancement disturbed by such works to the appropriate standard and within a reasonable time. The Council will endeavour to provide advance notification to the Sponsor or any such works, whenever this is possible.
11. The rights and obligations of the Sponsor in this agreement shall not be assigned to a third party without the prior written consent of the Council.
12. If the Sponsor shall be in breach of any of the terms and conditions and stipulations on the part of the Sponsor to be observed and performed hereunder then it shall be lawful for the Council to determine this agreement by serving no less than seven days notice to the Sponsor but such determination shall not affect the rights of the Council under this agreement prior to the cancellation thereof.
13. It is agreed that if there are any changes in external legislation, circumstances or policy outside the control of the Council, the Council reserves the right to terminate this agreement and remove signs/plaques.
14. Sponsorship of the Roundabout is to be exclusive to the Sponsor.

Terms agreed and accepted:

Appendix 1

Bromsgrove District Council

Position

On behalf of ()

Position

Sponsorship Activity

Since July 2008, Bromsgrove District Council has obtained sponsorship from the following companies:

Regal and Toyota Garages

Three road traffic islands for a period of two years. Anticipated dates for each traffic island are approximately mid March 2009 to mid March 2011 at £4K per annum per island:

- Puddelwarf Island
- Buntsford Hill Island
- Slideslow Island

Consideration is being given to sponsoring four recycling vehicles for a period of two years per vehicle. Negotiations are yet to be completed but it is anticipated this will attract additional sponsorship.

Best of Bromsgrove

One road traffic islands for a period of 12 months although this may be extended. Anticipated dates are mid March 2009 to mid March 2010 at £4K per annum:

- Morrisons Island

CP Catering

£2K Sponsorship of the Bandstand programme for 2009

Webbs Garden Centre

Christmas Lights Switch on Event for three years from Christmas 2008 until Christmas 2010 at £2K per annum.

Recycling vehicle for a period of 12 months from beginning of March 2009 until the end of February 2010 at £2K.

Littleheath Garden Centre

Donated the Bromsgrove and Rubery Christmas Trees in 2008.

There are more in the pipeline which officers are currently working on.

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AGREEMENT FOR ROUNDABOUTS SPONSORSHIP

This agreement is made on xxxxxxxx

BETWEEN

1. Bromsgrove District Council (The Council) of The Council House, Burcot Lane, Bromsgrove, B60 1AA

and

2. xxxxxxxxx (The Sponsor) of xxxx.

IS AGREED AS FOLLOWS

1. Introduction

1.1 An agreement has been reached between the parties whereby the Sponsor wishes to sponsor signs to be erected on roundabouts within the District of Bromsgrove, and the Council has agreed to arrange for the erection of such signs in accordance with the terms and conditions set out in this agreement.

2. Definitions

2.1 The terms and expressions used in this agreement shall have the meanings set out below:

Commencement Date	
Contract Period	
Year 1	
Year 2	
Anniversary Date	
Roundabouts	List roundabouts to be sponsored
Sponsorship Signs	The signs to be erected on the roundabouts bearing the names of the Sponsors companies.

3. The Contract Period

3.1 This agreement will commence on xxxxx and will end on xxxxx.

4. Payment

4.1 The Sponsor agrees that it shall pay the Council the following annual fees:

Year 1	
Year 2	

4.2 The fee for Year 1 shall be payable within 7 days of the commencement date.

4.3 The fee for Year 2 shall be payable within 7 days of the Anniversary Date.

5. Ownership of the Signs and Sign Installation Criteria

5.1 The Sponsorship Signs will remain the property of the Sponsor.

5.2 The Council's technical requirements as to the design and positioning of the Sponsorship Signs which form part of this agreement are attached at Appendix 1

6. Obligations of the Sponsor

The Sponsor agrees:-

6.1 To organise production of the Sponsorship Signs in accordance with the dimensions specified by the Council.

6.2 To submit the final design to the Council for approval prior to commissioning the sign.

6.3 To pay the sign supplier direct for the charges incurred in the production of the signs and signposts.

- 6.4 To comply with the Council's technical requirements as to the design of the Sponsorship Signs as set out in Appendix 1.

7. Obligations of the Council

The Council agrees:-

- 7.1 To approve the final design of the Sponsorship Sign unless there is some reasonable justification for requiring redesign such as offensive or inaccurate logo or wording.
- 7.2 To ensure that it is lawful to use the site upon which it proposes to erect the Sponsorship Signs and that the Council either owns such site or has permission to use such site.
- 7.3 To arrange for and bear the costs of the erection and installation of the Sponsorship Sign.
- 7.4 To be responsible for the landscape maintenance of the roundabouts being sponsored. This will consist of works to the roundabouts including landscape planting, grass cutting and trees/shrub maintenance. The exact design and planting scheme will be at the discretion of the Council.
- 7.5 To remove the Sponsorship Signs upon expiry of the contract period (assuming that the contract is not re-newed) or upon earlier termination of the contract under clause 9.1 or 9.2.

8. Works by the Highway Authority affecting the roundabouts

- 8.1 From time to time it may be necessary for the Highway Authority to permit works to be carried out on the roundabouts that may cause temporary disruption to the landscaping or the temporary removal of the Sponsorship Signs. Within 30 days of the conclusion of such works the Council will restore the roundabouts to the condition it was in prior to the works having been commenced.

9. Termination and Consequences

- 9.1 Either party may terminate this agreement with immediate effect by giving notice in writing to the other party (the "defaulting party") following:-

- 9.1.1 the occurrence of a material breach of this agreement by the defaulting party which is not remedied within 14 days of being required by written notice to do so; or
- 9.1.2 the insolvency or inability of the defaulting party to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or similar event; or
- 9.1.3 the failure by the defaulting party to pay any sum due under this agreement within 14 days of such sum being due.

9.2 Either party may terminate this agreement on giving 3 months notice in writing to the other party.

10. Notices

- 10.1 Notices must be in writing and must be delivered to the other party by hand, post or registered post. Notices must be addressed to the other party at the relevant address set out at the head of this agreement.
- 10.2 Notices given by hand will be deemed served at the time of delivery. Notices sent by post will be deemed to have been given 2 days after the day of posting (provided the notice is not returned as undelivered).
- 10.3 Each party may change its address for service by notifying the other party in writing.

11. Unacceptable Sponsorship Types

11.1 The Council will not approve Sponsorship Signs which are:-

- religious in significance or for religious organisations; or
- of political significance or for political parties or organisations including trade unions; or
- offering or promoting services of a sexual nature; or
- offering or promoting the sale of tobacco or tobacco related products; or
- in breach of the Council's duties under Equalities legislation; or
- in breach of guidelines set by the Advertising Standards Authority; or
- any other material which the Council consider to be unreasonable.

- 11.2 The Council reserves the right to require the Sponsor to remove any Sponsorship Sign(s) which it considers to be inappropriate under the criteria set out in 9.1. above within 24 hours.
- 11.3 In the event that that the Sponsor fails to comply, the Council reserves the right to remove the Sponsorship Signs forthwith, the Council's costs of such removal to be borne by the Sponsor.

12. Liability

- 12.1 This clause sets out the entire liability of each party to the other (including any liability for the acts or omissions of employees) in respect of:
- 12.1.1 the Sponsorship Signs;
 - 12.1.2 any breach of its contractual obligations arising under this agreement; and
 - 12.1.3 any representation, statement (other than fraudulent misrepresentation) or tortious act or omission including any negligence arising under or in connection with this agreement ("an event of default").
- 12.2 Neither party shall be liable to the other for any loss or damage including loss of profit, loss of business, loss of contracts, loss of opportunity, loss or depletion of goodwill, costs or expenses (whether arising in contract, tort, negligence, breach of statutory duty or otherwise) where the loss arises from failure of the other party to comply with its obligations under this agreement.
- 12.3 Notwithstanding any other provision of this agreement, neither party seeks to limit or exclude its liability to the other party for death or personal injury resulting from its own or its employees' negligent act or omission or wilful misconduct or for fraudulent misrepresentation.
- 12.4 Subject to clauses 12.1 and 12.2, each party's maximum total liability to the other in respect of all claims, losses, damages, costs, charges, expenses, liabilities, demands, proceedings and action (whether arising in contract, tort, negligence, breach of statutory duty or otherwise) in respect of all events of default shall not exceed 125% of the total sums paid or due and owing under this agreement in the twelve month period preceding the date of default.

13. Entire Agreement

13.1 This agreement constitutes the entire agreement between the parties. It supersedes all prior negotiations, representations and undertakings, whether written or oral. This clause will not exclude liability for fraudulent misrepresentation.

14. Third Parties

14.1 This Agreement expressly excludes the provisions of the Contracts (Rights of Third Parties) Act 1999.

15. Freedom of Information

15.1 The Council is subject to the Freedom of Information Act and the Environmental Information Regulations ("the Acts"). As part of the Council's duties under the Acts, it may be required to disclose information forming part of or arising under the Agreement to anyone who makes a reasonable request. The Council has absolute discretion to apply or not to apply any exemptions under the Acts.

15.2 The Sponsor will assist and co-operate with the Council to enable the Council to comply with the information disclosure requirements under the Acts and in so doing will comply with any timescale notified to it by the Council.

16. Assignment

16.1 The Sponsor shall not assign or sub-contract any part of this agreement without the express written consent of the Council.

17. Waiver

17.1 The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this agreement.

Signed on behalf of the Council:

.....
(Authorised Officer)

Signed on behalf of

.....
(Authorised Officer)

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APPENDIX 1

Design and Positioning of Sponsorship Signs – Technical Requirements

1. Sponsorship Signs shall not exceed 0.3 square metres.
2. Sponsorship Signs shall be metal and shall be manufactured by a reputable firm experienced in the manufacture of signs for use on highways.
3. Sponsorship Signs shall not be illuminated or made of reflective material.
4. The design of the Sponsorship Signs should not be such that it could be confused with legitimate traffic signs.
5. Sponsorship Signs should acknowledge the partnership between the Council and the Sponsor.
6. The Council will identify the locations on the roundabouts where the Sponsorship Signs are to be erected.
7. Sponsorship Signs should be mounted at low level with the top of the sign no higher than 800mm above ground level, and possibly less if it is mounted on a raised area.
8. Sponsorship Signs should be mounted on separate poles to any traffic signs.
9. Sponsorship Signs should be located where they will not obstruct sight lines to other signs or vehicles or cause a hazard for pedestrians.
10. Sponsorship Signs should be located where they will not be so distracting or confusing as to create a hazard for road users who are taking reasonable care for their own and other safety.
11. Sponsorship Signs should not be fixed at an angle to the road such that any reflection from headlights of the passing traffic causes drivers to be dazzled by their own headlights or those of other vehicles.
12. Sponsorship Signs should typically include the Sponsors company logo, company name and nature of business.
13. Sponsorship Signs should not indicate directions to an establishment or indicate contact details of an establishment.

14. Sponsorship Signs should be discrete and in harmony with its surroundings.
15. The Sponsor shall submit a drawing detailing the design of the Sponsorship Signs to be installed to the Council for approval in advance of ordering the signs.
16. If Sponsorship Signs become faded or untidy in appearance the Council reserves the right to request a new sign from the Sponsor.
17. One advertisement Consent application to be submitted per location.
18. The Sponsor shall not attach any other promotional signs, posters or promotional material such as balloons to the Sponsorship Signs.

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

3RD MARCH 2009

WEST MIDLANDS BIODIVERSITY PLEDGE AND REVISED BIODIVERSITY ACTION PLAN

Responsible Portfolio Holder	Councillor P. J. Whittaker
Responsible Head of Service	Executive Director – Partnerships and Projects

1. SUMMARY

- 1.1 This report is due to be considered by the Cabinet in 1st April 2009 and has been included as an item on the Overview Board Agenda as requested by the Overview Board at its last meeting.
- 1.2 The report summaries the Natural Environment and Rural Communities Act 2006 and the Guidance for Local Authorities on Implementing the Biodiversity Duty produced by Department for Environment Food and Rural Affairs (Defra). It also provides reasons for signing the West Midlands Biodiversity Pledge, the Revised Biodiversity Action Plan and adding Biodiversity Implications to the corporate report template.

2. RECOMMENDATIONS

- 2.1 That the Cabinet be requested to approve the signing of the West Midlands Biodiversity Pledge and the Revised Biodiversity Action Plan.
- 2.2 That the Cabinet be requested to note the implications for Bromsgrove.
- 2.3 That the Cabinet be requested to approve the adding of Biodiversity Implications to the corporate report template.
- 2.4 That the Cabinet be requested to note the inclusion of corporate biodiversity issues within the job description of the proposed Climate Change Officer post to be shared with Redditch Borough Council.

3. BACKGROUND

- 3.1 The Natural Environment and Rural Communities (NERC) Act 2006
This Act introduced a new duty on local authorities (and public bodies) to have regard to the conservation of biodiversity in exercising their functions. Section 40(1) of the Act states that “every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of these functions, to the purpose of conserving biodiversity”.

3.2 Guidance for Local Authorities on Implementing the Biodiversity Duty

This guidance, produced by Defra, sets out the key roles that local authorities have in conserving biodiversity through their activities relating to:

- Developing and influencing local policies and strategies
- Planning, infrastructure and development
- Owning and managing their estates; and
- Procurement, education, awareness raising and advisory function

The guidance also states that “biodiversity is hugely important in its own right and we have international responsibilities and national and local systems in place to protect and enhance it. It plays a key role in underpinning local quality of life and giving a “sense of place”. Biodiversity offers opportunities for tourism, economic development, health promotion, sustainable communities and social cohesion.”

3.3 This guidance also indicates Defra’s intention to review progress on implementing the duty in 2009. It is likely that as part of the review, the Council will be asked to demonstrate key activities including the following:-

- Identified and taken opportunities to integrate biodiversity considerations into all relevant service areas and functions, and ensured that biodiversity is protected and enhanced in line with current statutory obligations;
- Raised awareness of staff, managers and elected members with regard to biodiversity issues;
- Demonstrated a commitment and contribution to key local biodiversity initiatives, such as Local Biodiversity Action Plans, Local and/or Regional Records Centres and Local Site systems;
- Demonstrated progress against biodiversity indicators and targets.

The document providing guidance from DEFRA can be found at <http://www.defra.gov.uk/wildlife-countryside/pdf/biodiversity/la-guid-english.pdf>

3.4 The West Midlands Biodiversity Pledge (WMBP)

The West Midlands Biodiversity Partnership and West Midlands Local Government Association are jointly promoting the West Midlands Biodiversity Pledge as a means of raising awareness of the biodiversity duties imposed on local authorities. The intentions stated in the pledge closely reflect the expectations placed on authorities in the Defra guidance. All local authorities in the West Midlands region have been invited to sign the pledge.

3.5 The Council is not currently fulfilling its commitments under the NERC Act and raising awareness of staff, managers and elected members through commitment to the pledge should reduce the risks of contravention of the legal duty to have regard for biodiversity.

3.6 The Revised Local Biodiversity Action Plan (LBAP)

The UK Biodiversity Action Plan was launched in 1994 in response to the Convention of Biological Diversity, the first treaty to provide a legal framework for biodiversity conservation. The UK Biodiversity Action Plan describes the UK's biological resources and commits a detailed plan for the protection of these habitats and species. Each county and unitary authority in the UK has also prepared a Local Biodiversity Action Plan for species and habitats of particular conservation importance in their geographic area. The Worcestershire Biodiversity Action Plan was prepared by the Worcestershire Biodiversity Partnership in 1999 and revised in 2008. The LBAP identifies local priorities and determines the contribution the Partnership can make to the delivery of the national Species and Habitat Action Plan targets. It is therefore important for the Council to both sign and act in accordance with the LBAP as one of the means to meet its biodiversity duties.

3.7 Add Biodiversity Implications to Report Template

Decisions made by the Council are usually supported by officers' report which includes considerations of implications to the Council. If "Biodiversity Implications" are added to the report template, the Council could make a more informed decision and ensured that biodiversity is protected and enhanced in line with current statutory obligations. This is also in line with the expectations placed on authorities in the Defra guidance.

4. FINANCIAL IMPLICATIONS

4.1 The guidance produced by Defra on implementing the Biodiversity Duty states that "the Biodiversity Duty requires local authorities to have regard to biodiversity in carrying out their existing duties and function. It should not represent a significant financial burden."

4.2 Furthermore, Defra's Regulatory Impact Assessment for the NERC Act 2006 states that "there should be no significant net financial cost to public bodies and statutory undertakers as a result of extending the duty. Many local authorities, for example, already carry out the requirements of the duty to a large extent, demonstrating that it will not be onerous. The duty will clarify existing requirements and encourage a culture change so that biodiversity becomes a natural part of policy and decision-making."

5. LEGAL IMPLICATIONS

5.1 The Natural Environment and Rural Communities Act requires all local authorities to pay due regards to biodiversity in exercising its functions. Signing the West Midlands Biodiversity Pledge, the revised Biodiversity Action Plan and adding the 'Biodiversity Implications' to the corporate report template would indicate the council's commitment to fulfilling their responsibilities under NERC. In order for that signing to be meaningful, the

council must also demonstrate its commitment through positive action to help the Worcestershire Biodiversity Partnership deliver the Biodiversity Action Plan.

6. COUNCIL OBJECTIVES

6.1 One of the priorities of Bromsgrove Sustainable Community Strategy is “to protect and improve the natural environment”. To raise staff, members and public awareness of biodiversity is the first step to achieve this aim. Signing the Biodiversity Pledge and the Biodiversity Action Plan will deliver two of the actions within the ‘better environment’ theme of the Sustainable Community Strategy.

7. RISK MANAGEMENT

7.1 Amongst the risks that exist is that there could be an adverse effect on the ecology of the district. In particular Bromsgrove has a water vole population. This is Britain’s rarest mammal and its habitat is under severe risk. The Council’s commitment to bio diversity will provide additional support to the protection of this species.

7.2 The Council is current not fulfilling its commitments under the NERC Act. Therefore, raising awareness of staff, managers and elected members through commitment to the pledge should reduce the risks of contravention of the legal duty to have regard for biodiversity.

8. CUSTOMER IMPLICATIONS

8.1 Internal / external customers will need to consider the implications of decisions on biodiversity. Training can be arranged for members and council staff.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 No equalities and diversity implications are identified.

10. VALUE FOR MONEY IMPLICATIONS

10.1 No direct value for money implications identified.

11. OTHER IMPLICATIONS

Procurement Issues	None
Personnel Implications	A new post may need to be created to take care of the corporate biodiversity issues.

Governance/Performance Management	The Council will need to consider and act in accordance to the pledge and the biodiversity action plan.
Community Safety including Section 17 of Crime and Disorder Act 1998	None
Policy	None
Environmental	Paying due regards to biodiversity is critical to the protection of the environment and in particular to plant and animal life.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	No

13. WARDS AFFECTED

13.1 All wards.

14. APPENDICES

- Appendix 1 West Midlands Biodiversity Pledge
- Appendix 2 Revised Biodiversity Action Plan for Bromsgrove

CONTACT OFFICER

Name: Sumi Lai
E Mail: s.lai@bromsgrove.gov.uk
Tel: (01527) 881314



The West Midlands BIODIVERSITY PLEDGE

We acknowledge:

- that biodiversity and the natural environment have a vital role to play in enhancing wellbeing and quality of life
- that biodiversity is under threat from climate change and other human-induced pressures
- our duty under the Natural Environment and Rural Communities Act 2006 to have regard to the purpose of conserving biodiversity in carrying out our functions.

We welcome the:

- Social, health, environmental and economic benefits which come from biodiversity
- Opportunity for local government to lead the drive to conserve and enhance biodiversity at a local level.

We commit our Council to:

- Ensure the conservation of biodiversity is incorporated into all relevant corporate strategies, plans and programmes.
- Champion the benefits of biodiversity within local partnerships including Community Strategies and Local Area Agreements.
- Consider the impacts of climate change on biodiversity and review policies and actions to assist wildlife to adapt.
- Participate actively in Local Biodiversity Partnerships and assist with the delivery of Local Biodiversity Action Plans.
- Protect and enhance biodiversity within the planning system and deliver the key principles for biodiversity set out in national planning guidance.
- Seek to ensure that up-to-date biodiversity data is available and used appropriately and support the maintenance and development of Local Record Centres.
- Work in partnership with others to identify, protect and enhance Local Sites of Importance for Biodiversity, taking them into account within the planning and land management systems.
- Protect and enhance biodiversity within the local authority estate.
- Promote the social benefits of biodiversity in the delivery of public services and support access to nature and understanding of the natural world within formal and informal education and community engagement.
- Raise awareness of all staff, elected members, contractors and the general public with regard to biodiversity issues.

Signature

Name in type
(Local Authority) _____
Chief Executive

Date _____

Keith Austin
WMLGA
Lead Member for Environment



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Declaration of support for the revised Worcestershire Local Biodiversity Action Plan 2007-2017

What Bromsgrove District Council can help to achieve

The UK approach to conserving biodiversity depends on partnership; involving statutory, voluntary, academic and business sectors, nationally and locally, in delivering biodiversity enhancement, for its own intrinsic value, for the vital life-support services it provides, and because it enriches people's lives.

What we are asking Bromsgrove District Council to give

- Support for the principles of preserving and enhancing our natural environment and its wildlife that underpin the BAP process.
- Commitment to helping achieve the targets and actions written for the habitats and species within the revised Worcestershire LBAP.

On behalf of

Bromsgrove District Council

I pledge my support for the Biodiversity Action Plan process and to working with the Worcestershire Biodiversity Partnership to successfully deliver the targets and actions within the Worcestershire Local Biodiversity Action Plan.

Signed

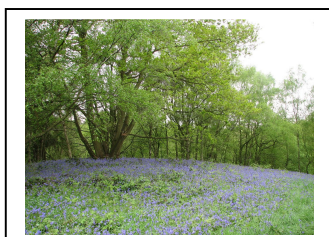
Position within Authority

.....

.....

Dated

.....



Local Biodiversity Action Plan species and habitats of particular relevance to Bromsgrove District Council

Water vole

The water vole is critically endangered within Worcestershire with the only known surviving populations centred on the canal, stream and ditch network around Bromsgrove town.

Bats

High-quality roost sites are as important as high-quality foraging habitat. Bats will roost in a range of habitats and structures and these will differ from species to species. Potential roost sites include damaged or veteran trees, barns, churches, bridges, old and new buildings of all types, and in many cases people's homes. Bat species that have in the past relied on natural underground structures, such as caves, have become well adapted to using man-made structures.

Hay meadows

The total England resource of unimproved lowland hay meadows and pastures is estimated to be around 7282ha. Whilst the total extent of the Worcestershire resource remains unknown, to date approximately 1200 hectares have been surveyed and sites continue to be regularly discovered. Based on these figures it has been estimated that the county supports over 20% of England's remaining lowland hay meadows.

Acid grassland

Acid grasslands occur on free-draining and often sandy acidic soils. They are found in the Wyre Forest and Bromsgrove Districts of north Worcestershire and in association with the Malvern Hills.

Veteran Trees

Veteran trees are of particular value for the fungi, lichens and bryophytes and, most importantly, for the huge range of invertebrates (1700+ species) associated with decaying timber. Since veteran trees are usually hollow, they are also important nesting and roosting sites for bats and birds. The rural landscape around Bromsgrove contains remnants of ancient countryside and hidden away in old hedgelines, pockets of ancient woodland and field corners are many veteran trees.

Canals

Canals provide a green corridor into urban areas, with a mixture of freshwater and terrestrial habitats that can be very important for wildlife. Associated wetland habitats are often species-rich, some of which are relicts of formerly widespread habitats such as unimproved grassland, marsh and carr. Canals can help in the re-colonisation of the countryside by otters and canal tunnels can provide roosting, foraging and hibernation sites for bat species. In Bromsgrove the canal system is of particular importance for water voles.

Urban

Areas of urban greenspace such as gardens, school grounds, allotments, parks, churchyards and cemeteries can provide valuable wildlife habitat and allow people the opportunity for contact with nature near to their homes. The value of brownfield sites to wildlife, particularly invertebrates, must also not be underestimated.

Your support for this LBAP will also demonstrate commitment to:

The NERC Biodiversity Duty

The Natural Environment and Rural Communities (NERC) Act came into force on 1 October 2006 and introduced a new biodiversity conservation Duty for public authorities. Section 40 of the Act states that: “*Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity*”.

The duty requires public bodies to think more holistically about biodiversity conservation and think laterally about the delivery of services. Consideration of biodiversity conservation can be a catalyst for the implementation of innovative approaches that are beneficial to people as well as wildlife. Defra has issued national guidance setting out how local authorities can fulfill this duty. Within this guidance, one of the means of demonstrating compliance with the Duty is identified as:

Demonstrating a commitment and contribution to key local biodiversity initiatives, such as LBAPS, and contributing to delivery of outcomes for BAP listed priority species and habitats and LBAP listed species and habitats, where appropriate.

Community Strategy priorities

The Bromsgrove Sustainable Community Strategy embraces the LAA vision of ‘*A better environment for today and tomorrow*’, with climate change, the protection of natural habitats and maintaining biodiversity identified as important issues for the District. The public consultation exercise undertaken during production of the Strategy showed that well-kept parks and green belt areas and access to the countryside were things that residents enjoyed about living in Bromsgrove. Within the Sustainable Community Strategy Action Plan, the District Council has identified progress towards achieving BAP targets and actions as a key output.

Worcestershire’s Local Area Agreement

The Local Area Agreement between the county’s major service providers and central Government determines how we will work towards the priorities identified for the county and how they will be funded. Themes within the Worcestershire LAA include ‘*A better environment for today and tomorrow*’ for which outcome B4 is ‘**To protect and improve Worcestershire’s natural environment/biodiversity**’. We must also now measure delivery of these priority outcomes against a selection of the 198 new Performance Framework Indicators for local authorities introduced by Government in 2007. This will require our Local Strategic Partnership to measure and report on progress towards up to 35 of these indicators chosen at local level, plus 17 statutory targets. The LAA is currently being re-negotiated to incorporate the new Performance Framework Indicators.

The Biodiversity Action Plan process

In 1994 the UK became the first country to start working towards a national biodiversity action plan, following the signing of the **Convention on Biological Diversity** in Rio de Janeiro in 1992. The UK Biodiversity Action Plan (UK BAP) drew together existing instruments and programmes to coordinate and drive conservation work at national and local levels through identifying priorities for action and setting biological targets for the recovery of species and habitats.

The Worcestershire Local Biodiversity Action Plan (LBAP) was first published in 1999, one of the first English counties to do so. The revised Worcestershire BAP now consists of 19 habitats and 25 species; some of these are also UK priorities, some of regional or local significance.

LBAP Species		LBAP Habitats	
S1	Otter	H1	Arable Farmland flora and invertebrates
S2	Dormouse	H2	Traditional Orchards
S3	Bats	H3	Ancient and Species-rich Hedgerows
S4	Water Vole	H4	Scrub
S5	Noble Chafer	H5	Woodland
S6	Nightingale	H6	Veteran Trees with Lowland Wood Pasture and Parkland
S7	Allis and Twaite Shad	H7	Wet Woodland
S8	Adder	H8	Reedbeds
S9	Slow worm	H9	Fen and Marsh
S10	Great Crested Newt	H10	Wet Grassland
S11	White-clawed Crayfish	H11	Lowland Dry Acid Grassland
S12	High Brown Fritillary	H12	Lowland Hay Meadows and Neutral Pastures
S13	Brown Hairstreak	H13	Lowland Calcareous Grassland
S14	Common Club-tail	H14	Lowland Heathland
S15	Stag Beetle	H15	Road Verges
S16	Violet Click Beetle	H16	Urban
S17	Hornet Robberfly	H17	Canals
S18	Black Poplar	H18	Ponds and Lakes
S19	True Service Tree	H19	Rivers and Streams
S20	Farmland Birds including skylark, tree sparrow, corn bunting, lapwing, grey partridge, yellowhammer, barn owl, linnet and reed bunting		
S21	Wood White		
S22	Grizzled Skipper		
S23	Pearl-bordered Fritillary		
S24	Common Fan-foot		
S25	Drab Looper		

In 2002 Defra published **Working with the grain of nature – A biodiversity strategy for England** with the aim of embedding biodiversity conservation into plans, policies and programmes across all sectors.

Conserving Biodiversity – The UK Approach was published in 2007 by Defra on behalf of the UK Biodiversity Partnership, who also published a new UK BAP list of 1149 priority species and 65 priority habitats. The four devolved administrations of the UK are working together to translate these priorities into programmes of work delivered by partnerships of statutory, voluntary, academic and business organisations at the level most appropriate to the needs of biodiversity. **Conserving Biodiversity – The UK Approach** sets out the Government’s vision and approach to delivery of biodiversity targets within the devolved government framework.

Key to delivery is the **ecosystem approach**, defined by the Convention on Biological Diversity as *the integrated management of land, air, water and living resources that promotes conservation and sustainable use in an equitable way, and which recognises that people with their cultural and varied social needs, are an integral part of ecosystems*. The regional Landscapes for Living project is embracing this approach and will provide us with a mechanism for targeting projects and resources to best effect at a landscape level.

A refresh of the England biodiversity strategy is currently being prepared by Natural England, which will determine how delivery of BAP targets is approached by LBAP partnerships.

The revision of the Worcestershire Local Biodiversity Action Plan

Over the last 12 months the Worcestershire LBAP has been reviewed and rewritten to take account of recent changes in legislation, policy and guidance. Many of the targets and actions in the original plan had been achieved and these needed updating to reflect the new challenges and opportunities facing us over the next 10 years.

Success stories from the first LBAP include:

- Worcestershire is one of, if not the, most important county in the UK for populations of common club-tail dragonfly. The species is found on the River Severn right through the county and also now on the tributary rivers Teme and Avon.
- English Nature (now Natural England) funded a programme of scrub control and the introduction of grazing across the Malvern Hills to restore the acid grassland habitat. This work has also had a positive impact on the high brown fritillary butterfly population, with survey sightings up to 24 from a low of 2 in 2000.
- Surveys and records received from the public indicate that otters have returned and are present on all of the county’s major watercourses and many smaller waterways. This reflects the overall UK trend and represents a clear success story for the improvement in quality of our rivers and streams.
- The restoration and management of traditional orchards is being carried out by many organisations across the county. The LBAP now includes the orchard-specialist noble chafer beetle, which continues to be discovered at new sites throughout Worcestershire.

The Worcestershire Biodiversity Partnership

The Worcestershire Biodiversity Partnership is steered by a coordination group consisting of representatives from 16 organisations, including Bromsgrove District Council. Outside of this many more organisations, working at county, regional or national level, comprise the wider biodiversity partnership. All of them have responsibilities in protecting and enhancing the biodiversity of the county in various ways: through directly managing our countryside and urban green spaces; by informing and educating the public on green issues; or by ensuring the development of our housing, transport and economic infrastructure adopts the best principles of sustainable development.

Summary of some of the legislative and policy background to nature conservation in the UK

European Legislation	
Water Framework Directive 2000	Requires all inland and coastal waters to reach “good status” by 2015. It will be implemented at a River Basin level and must include ecological targets. It has the potential to drive parts of the spatial planning process as well as having significant impacts on the flood defence and water quality sectors.
EC Council Directive on the Conservation of Natural Habitats and of Wild Flora and Fauna 1992 ('The Habitats Directive')	Introduces Special Areas of Conservation (SACs) and modifies the Birds Directive Special Protection Areas (SPAs). These sites of European importance are given special safeguards in national legislation and member states are expected to designate and protect them where appropriate. It also places duties on member states with respect to a suite of protected species (e.g. dormouse, great crested newt, otter and all species of bat).
EC Council Directive on the Conservation of Wild Birds 1979 ('The Birds Directive')	Gives protection to wild birds and introduces the concept of Special Protection Areas (SPAs), which covers sites of international importance for migratory birds.
UK Legislation	
Natural Environment and Rural Communities Act 2006	Section 40 of the Act places a new legal duty on <u>all</u> public bodies to <i>'have regard...to the purpose of conserving biodiversity'</i> . The Act also makes provision for the creation of Natural England and updates the lists of species and habitats generated under Section 74 of the CROW Act 2000.
The Water Environment (Water Framework Directive) (England and Wales) Regulations 2003	Transposes the requirements of the Water Framework Directive into UK law.
Countryside and Rights of Way Act 2000 (CROW)	Updates and strengthens the Wildlife and Countryside Act 1981 with respect to SSSIs, protected species etc. Provides a list of habitats and species of principle importance that the Secretary of State must take into account in planning matters.

APPENDIX 2

The Conservation (Natural Habitats) Regulations 1994 ('the Habitats Regulations')	Transposes the requirements of the EC Habitats Directive into UK law.
Wildlife and Countryside Act (WCA) 1981 (as amended since)	Main legislation for species protection. Provides significantly improved protection for SSSIs.

UK Policy	
Conserving Biodiversity – The UK Approach. DEFRA 2007	Prepared by the UK Biodiversity Standing Committee on behalf of the UK Biodiversity Partnership. It sets out the vision and approach to conserving biodiversity within the UK's devolved framework for anyone with a policy interest in biodiversity conservation.
<p>Planning Policy Statement 1: Delivering Sustainable Development 2005 (PPS1)</p> <p>Planning Policy Statement: Planning and Climate Change - Supplement to Planning Policy Statement 1</p> <p>Planning Policy Statement 9: Biodiversity and Geological Conservation 2005 (PPS9)</p>	<p>The first Planning Policy Statement, PPS1, describes the principles the Government expect planners to consider in delivering Sustainable Development.</p> <p>The Planning and Climate Change supplement sets out how planning should help achieve development with lower carbon emissions and more resilience to climate change.</p> <p>PPS9 gives detailed guidance on dealing with biodiversity in the planning system.</p> <p>Many other Planning Policy Statements will have indirect impacts upon wildlife interests such as PPS25 (Flood Risk), and PPG17 (Sport, Open Space & Recreation).</p>
Working with the Grain of Nature: A Biodiversity Strategy for England. DEFRA 2002	Government strategy aimed at ensuring that biodiversity considerations become embedded in all main sectors of economic activity: public and private.
Biodiversity: The UK Action Plan (1994)	UK response to the Convention on Biological Diversity 1992 from which this plan stems.
Regional and Local Policy	
Restoring the Region's Wildlife – Regional Biodiversity Strategy for the West Midlands	The regional-scale response to the UK BAP process.
Worcestershire Biodiversity Action Plan 2007	Sets out the targets and actions that the Biodiversity Partnership will work towards over the next 10-year period for the conservation of habitats and species of local importance.
District Community Strategies and Local Development Framework documents	All the Districts have protection and enhancement of the natural environment as a core component of community strategies. Several Local Planning Authorities have taken the positive step of producing LDF documents specifically relating to biodiversity.

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

3RD MARCH 2009

OLDER PEOPLE TASK GROUP

Responsible Portfolio Holder	Councillor R. D. Smith
Responsible Head of Service	Assistant Chief Executive

1. SUMMARY

- 1.1 At the last meeting, the Overview Board established a new Task Group to look at the mental and physical wellbeing of the older population. The Board now needs to decide the way forward for the Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to:

- (a) appoint a Task Group Chairman
- (b) consider and agree the membership of the Task Group (completed membership forms are attached at Appendix 1);
- (c) invite Ms. A. Sowton, Chairman of the Older People Theme Group, to become a co-opted Member of the Task Group;
- (d) consider and agree the terms of reference of the Older People Task Group (see attached Overview and Scrutiny Exercise Scoping Checklist at Appendix 2);
- (e) decide upon the length of time the Task Group will have to carry out its investigation (Task Groups are normally expected to conclude their investigations within four months from the date of the first meeting); and
- (f) request the Task Group to commence its investigation as soon as there is the necessary officer support from the Assistant Chief Executive (anticipated to be between mid April and end of May 2009).

3. BACKGROUND

- 3.1 At the previous meeting of the Overview Board on 3rd February 2009, the Older People Task Group was established following a scrutiny proposal submitted by Councillor Mrs. M. Bunker.

Membership

- 3.2 As agreed, Task Group Membership Forms were sent out to all Members (with the exception of Members of the Cabinet) asking anyone who had an interest in becoming a Member of the Task Group to complete a membership form. Members were given just over one week to respond. Information was also included in the Members' Bulletin and a further reminder was issued just before the deadline.
- 3.3 Group Leaders were informed of the new Task Group and were asked if they could encourage their Members to complete a membership form if they had an interest in the topic and/or had relevant skills and knowledge which would be useful for the investigation.
- 3.4 Five membership forms have been completed and submitted. They are attached at Appendix 1.

Chairman

- 3.5 The Overview Board needs to appoint a Chairman for the Task Group. It should be noted that it is usual that if the proposer is a Member of the Board (and therefore has received the appropriate training), they are appointed as Chairman. In this case, it would be Councillor Mrs. M. Bunker and her membership form is attached at Appendix 1. Alternatively, the Board can decide otherwise. However, it should be pointed out that whoever is appointed must have had the necessary training.

Co-optee

- 3.6 It is suggested that Ms. Sowton, Chairman of the Older Peoples Local Strategic Partnership (LSP) Theme Group, is invited to sit on the Task Group as a co-opted member. (Please note: Co-optees are non-voting members.)
- 3.7 For the Board's information, Ms. Sowton is from the Bromsgrove and Redditch Network (BARN) which is a network of voluntary and community organisations and statutory agencies that provide a service to individuals or organisations in the local authority districts of Bromsgrove and Redditch. BARN was formed in 1997 to help provide support and services to community and voluntary sector organisations. The aim of the Network is to give the voluntary sector a collective voice, share ideas and information, identify training opportunities and discuss funding issues.
- 3.8 Ms. Sowton was appointed to the Older Peoples LSP Theme Group to represent the voluntary and charity sector and her skills and knowledge could be very beneficial to the Task Group. Co-opting the Chairman of the Older Peoples LSP Theme Group could also help to avoid any duplication of work by the two groups. Ms. Sowton has been informed of the Task Group

and has expressed an interest in joining the Task Group should the Board decide to invite her. She has also indicated that she would be able to commit to the Task Group from April/May onwards.

Terms of Reference

- 3.9 Members are requested to consider in detail the terms of reference (see appendix 2) so to ensure the Board is clear what they expect the Task Group to achieve. The Board can make amendments to the terms of reference if it wishes. Please note that the Task Group Members, at the first meeting, will also be given the opportunity to discuss the terms of reference. However, should they wish to make any significant changes, this would first need to be approved by the Overview Board.
- 3.10 The Board should be aware that there is a Bromsgrove "Housing Choices for Older People" Partnership Board which consists of District Councillors, (including relevant Portfolio Holders) Members of the Bromsgrove District Housing Trust (BDHT) Board (including Councillor Mrs. M. Bunker) and officers from both BDHT and this Council. As the title of the Board suggests, it is looking at housing options for older people specifically and has met on two occasions. It is likely to complete its work in approximately 4 months time. As Councillor Mrs. M. Bunker is a Member of this Board, this could potentially help to avoid duplication of work.

Length of investigation

- 3.11 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigation within four months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.

Start Date

- 3.12 The Board is requested to note that due to staff vacancies within the Assistant Chief Executive's section, there is currently an issue with obtaining appropriate officer support for this particular Task Group investigation as the Assistant Chief Executive would be expected to attend meetings and provide necessary information when requested. It is expected that two vacancies will be filled following interviews in mid March and it is anticipated that the successful applicants will be in post between mid April and the end of May 2009.
- 3.13 It is vital that appropriate officer support is provided to help ensure an effective investigation is undertaken leading to strong recommendations. Taking this into consideration, together with the availability of Ms. Sowton, it is suggested that the Task Group commences its investigation as soon as

officer support is available (anticipated to be between mid April and end of May 2009).

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications directly relating to this report.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications directly relating to this report.

6. COUNCIL OBJECTIVES

6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

7.1 There is a risk of the Task Group being unsuccessful should it not receive the appropriate officer support. This could be avoided by the Task Group commencing its investigation as soon as the support is available, anticipated to be between mid April and the end of May 2009.

8. CUSTOMER IMPLICATIONS

8.1 There are no customer implications directly relating to this report.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

Procurement Issues – None
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

Please Note: All implications relating to the subject area of the Task Group will be considered as part of the Task Group investigation. Any such implications will be included in the final report back to the Overview Board.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes – he is aware the Task Group has been established
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Yes
Executive Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Completed Membership Forms

Appendix 2 – Overview and Scrutiny Exercise Scoping Checklist completed by Councillor Mrs. M. Bunker

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Della McCarthy, Scrutiny Officer
E Mail: d.mccarthy@bromsgrove.gov.uk
Tel: (01527) 881407

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Appendix 1

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Board:	Overview Board
Name of Task Group:	Older People Task Group
Chairman of Task Group:	Yet to be agreed
Issues to be scrutinised:	Mental and physical wellbeing of the older population. Specifically (i) health and wellbeing; (ii) community facilities and activities; and (iii) housing and cost of living.
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name:

➤ Why are you interested in becoming a member of this particular Task Group?

I feel we need to be taking into account the needs of the older population of Bromsgrove.

➤ What skills and knowledge would you bring to the Task Group?

Involvement with Older Peoples Theme Group. Board Member of BDHT. Experience of working in care of the elderly.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? **No**

If "Yes" or "Unsure", please state why?

N/A

➤ What days of the week are you generally available to attend a meeting at 6pm?

Monday	Tuesday	Wednesday	Thursday	Friday
Yes	Yes	Yes	Yes	Yes

➤ Please state if you are available at any other times:

N/A

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? **No**

If "Yes", please state the dates you will be away:

N/A

Once complete, **please return to:** Della McCarthy (Scrutiny Officer),
Legal, Equalities and Democratic Services, **no later than Tuesday 17 February 2009**

Email: d.mccarthy@bromsgrove.gov.uk

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Board:	Overview Board
Name of Task Group:	Older People Task Group
Chairman of Task Group:	Yet to be agreed
Issues to be scrutinised:	Mental and physical wellbeing of the older population. Specifically (i) health and wellbeing; (ii) community facilities and activities; and (iii) housing and cost of living.
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Councillor Dave McGrath

➤ Why are you interested in becoming a member of this particular Task Group?

Apart from being a pensioner/senior citizen, I have been involved in one way or another in older peoples' welfare.

➤ What skills and knowledge would you bring to the Task Group?

Worked as a nurse in the NHS for many years. I am Vice-Chair of our Pensioners Committee.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? **No**

If "Yes" or "Unsure", please state why?

N/A

➤ What days of the week are you generally available to attend a meeting at 6pm?

Monday	Tuesday	Wednesday	Thursday	Friday
Yes	Yes	Yes	Yes	No

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? **Yes**

If "Yes", please state the dates you will be away:

28th February to 14th March 2009

Once complete, **please return to:** Della McCarthy (Scrutiny Officer),
Legal, Equalities and Democratic Services, **no later than Tuesday 17 February 2009**

Email: d.mccarthy@bromsgrove.gov.uk

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Board:	Overview Board
Name of Task Group:	Older People Task Group
Chairman of Task Group:	Yet to be agreed
Issues to be scrutinised:	Mental and physical wellbeing of the older population. Specifically (i) health and wellbeing; (ii) community facilities and activities; and (iii) housing and cost of living.
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Councillor David L. Pardoe

➤ Why are you interested in becoming a member of this particular Task Group?

People in the older age groups already form a very significant percentage of the districts population and this is set to grow rapidly in the next few years.
We have to be sure facilities are in place to provide the services they will need.

➤ What skills and knowledge would you bring to the Task Group?

Nearly forty years working in a front line service in the N.H.S. providing care for a wide range of clients including many of advanced age suffering both physical and mental health problems.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? **No**

If "Yes" or "Unsure", please state why?

Not Appl.

➤ What days of the week are you generally available to attend a meeting at 6pm?

Monday	Tuesday	Wednesday	Thursday	Friday
Yes	Yes	No	Yes	No

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? **No**

If "Yes", please state the dates you will be away:

Not Appl.

Once complete, **please return to:** Della McCarthy (Scrutiny Officer),
Legal, Equalities and Democratic Services, **no later than Tuesday 17 February 2009**

Email: d.mccarthy@bromsgrove.gov.uk

TASK GROUP MEMBERSHIP FORM

Please complete the following:

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Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Councillor John Tidmarsh

➤ Why are you interested in becoming a member of this particular Task Group?

I have been a member of the Older Peoples Forum since it started. I am also a mature person and a registered carer.

➤ What skills and knowledge would you bring to the Task Group?

I have a lot of experience. I attend carers meetings in Redditch and I was also a member of CHC (Community Health Centre) when it was in existence.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? **No**

If "Yes" or "Unsure", please state why?

N/A

➤ What days of the week are you generally available to attend a meeting at 6pm?

Monday	Tuesday	Wednesday	Thursday	Friday
Yes	Yes	Yes	Yes	Yes

➤ Please state if you are available at any other times:

Very flexible. Exceptions - last Friday (mornings) and first Wednesday (eve) each month

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? **No**

If "Yes", please state the dates you will be away:

N/A

Once complete, **please return to:** Della McCarthy (Scrutiny Officer),
Legal, Equalities and Democratic Services, **no later than Tuesday 17 February 2009**

Email: d.mccarthy@bromsgrove.gov.uk

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Board:	Overview Board
Name of Task Group:	Older People Task Group
Chairman of Task Group:	Yet to be agreed
Issues to be scrutinised:	Mental and physical wellbeing of the older population. Specifically (i) health and wellbeing; (ii) community facilities and activities; and (iii) housing and cost of living.
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Councillor Les Turner

➤ Why are you interested in becoming a member of this particular Task Group?

To help older people participate in the local community and be accepted as full citizens with equal rights and responsibilities.
 To encourage independence and improvements to their health and wellbeing.
 To ensure the provision of appropriate housing and accommodation consistent with affordability and good quality.
 To bring about co-ordinated services and accessible activities for older people.
 To raise the level of awareness of the plight of older people in the wider community.

➤ What skills and knowledge would you bring to the Task Group?

Experience of project management and systems analysis from university education and working in engineering management.
 Skills gained from many years of being a Parish Councillor and committee member of a residents association.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? No

If "Yes" or "Unsure", please state why?

None that I am aware of.

➤ What days of the week are you generally available to attend a meeting at 6pm?

Monday	Tuesday	Wednesday	Thursday	Friday
Yes	Yes	Yes	Yes	No

➤ Please state if you are available at any other times:

I am also generally available daytimes Monday to Thursday.

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes

If "Yes", please state the dates you will be away:

21st March to 28th March 2009 incl. Page 76

Appendix 2

OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the overview and scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

- Topic: **Mental and physical wellbeing of the older population of Bromsgrove District.**

- Specific subject areas to be investigated:

- Health and Wellbeing
- Community Facilities and Activities
- Housing and Cost of Living

Other areas such as transport have already been looked at taking into account the needs of older people, so will not be covered again

- Possible key outcomes:

(i.e. please state what Members hope to achieve through this investigation):

To develop a strategic plan for older people in Bromsgrove District to ensure that the services provided by the Council and its partners are responsive to the emerging challenges of the changing demographics.

All councils need to understand their older communities and shape both universal and targeted services accordingly. Increased awareness, better engagement and innovation could help many older people without significant expenditure. (Don't stop me now, Audit Commission 2008)

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**

- Which officers should be invited to give evidence?

(Please state name of officer and/or job title)

Assistant Chief Executive/Senior Policy Officer; Strategic Housing Manager; Health Improvement Practitioner (from PCT based at the Council House)

- Should any external witnesses be invited to give evidence? **YES**

If so, who and from which organisations?

Age Concern; Worcestershire County Council; PCT; and Older Peoples Forum.

- What key documents/data/reports will be required?

An assessment of each council priority to determine the extent to which its delivery currently takes into account the needs of older people. To include evidence and recommendations stating what changes will be needed in the future. Scrutiny exercises undertaken by other authorities that may be relevant. Mott McDonald Bromsgrove Report 2007. Reports from other organisations e.g. Age Concern; Don't stop me now, Audit Commission 2008.

- Is it anticipated that any site visits will be required? NO
If so, where should members visit?

N/A

- Should a period of public consultation form part of the exercise? NO
If so, on what should the public be consulted?

Have already consulted via focus groups and there will be the usual press release requesting comments/suggestions from the public.

(Please Note: A separate press release requesting general comments/suggestions from the public will be issued in the normal way at the beginning of the investigation.)

- Have other authorities carried out similar overview and scrutiny exercises? YES
If so, which authorities?

Stoke-on-Trent
West Lancashire

- Will the investigation cross the District boundary? NO
If so, should any other authorities be invited to participate? NO
If yes, please state which authorities:

N/A

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? YES
If so, who and from which organisations?

Anne Sowton, Chair of the Older Peoples Theme Group

- What do you anticipate the timetable will be for the Overview and Scrutiny exercise?

To be discussed by the Overview Board.

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FORWARD PLAN OF KEY DECISIONS

MARCH 2009 TO JUNE 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 March 2009 to 30 June 2009. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

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

Key Decisions will include:

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

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

CABINET MEMBERSHIP

Councillor R. Hollingworth	Leader and Portfolio Holder for Youth and Leisure
Councillor Mrs. J. M. L. A. Griffiths	Deputy Leader and Portfolio Holder for Street Scene including Clean, Safe and Tidy Streets, Car Parks and Community Safety
Councillor Dr. D. W. P. Booth	Portfolio Holder for Major Projects including the Paperless Office and project management of Longbridge, the Town Centre, Spatial Project and the transfer of the Dolphin Centre
Councillor G. N. Denaro	Portfolio Holder for Finance including Internal Audit and Revenues and Benefits
Councillor Mrs. J. Dyer M.B.E.	Portfolio Holder for Planning Policy and Transportation
Councillor Mrs. M. A. Sherrey	Portfolio Holder for Waste Management and Recycling
Councillor R. D. Smith	Portfolio Holder for Legal, Equalities and Democratic Services, Human Resources and Older People
Councillor M. J. A. Webb	Portfolio Holder for the Customer Service Centre, Revenue Generation, Special Events, Performance Indicators and the Improvement Plan
Councillor P. J. Whittaker	Portfolio Holder for Housing, Environmental Health and Climate Change

CONSULTATION AND REPRESENTATIONS

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

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

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 4 March 2009	Cabinet 7 Jan 2008	Countywide Overview and Scrutiny Report on Flooding	Key	Councillors Mrs J. M. L. A. Griffiths & P. J. Whittaker	Report received from County later than expected and officers needed to assess any implications for BDC. Further delay to allow any written comments from the Scrutiny and Overview Boards
2	Cabinet 4 March 2009		Future of the Tourist Information Centre <i>(this report will include exempt information and be considered in private session)</i>	Key	Councillor R. Hollingworth	
3	Cabinet 4 March 2009		Capital Strategy 2009/2012	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
4	Cabinet 4 March 2009		CCTV Code of Practice	Non-Key	Councillor Mrs. J. M. L. A. Griffiths	
5	Cabinet 4 March 2009		Council Plan 2009/2012 – Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
6	Cabinet 4 March 2009		Financial and Performance Monitoring Report – Quarter 3 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
7	Cabinet 4 March 2009		Improvement Plan Exception Report – December 2008	Non-Key	Councillor M. J. A. Webb	

8	Cabinet 4 March 2009	Cabinet 4 Feb 2009	Overview and Scrutiny Report on Anti-Social Behaviour and Alcohol Free Zones	Non-Key	Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker	Delayed due to the extension of the timescale for the completion of the report
9	Cabinet 4 March 2009		New Audio/Visual System for the Council Chamber (budget virement)	Non-Key	Councillor R. D. Smith	
10	Cabinet 4 March 2009		Treasury Management Strategy and Investment Strategy 2009/10 to 2011/12	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
11	Cabinet 1 April 2009	Cabinet 4 March 2009	Homelessness Grants – Outturn Expenditure 2008/09 and Bids for 2009/10 and 2010/11	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
12	Cabinet 1 April 2009		Joint Waste Management Strategy	Key	Councillor Mrs. M. A. Sherrey	
13	Cabinet 1 April 2009		Bromsgrove Museum – Closure	Non-Key*	Councillor R. Hollingworth	* Cabinet to consider a report back on the Friends of the Norton Collection Charitable Trust proposal and option 5 and make recommendations to the full Council as appropriate
14	Cabinet 1 April 2009		Bromsgrove Local Strategic Partnership Board Minutes (5 February 2009)	Non-Key	Councillor R. Hollingworth	
15	Cabinet 1 April 2009		Bromsgrove Rovers Football Club Ground	Non-Key	Councillor R. Hollingworth	
16	Cabinet 1 April 2009	Cabinet 3 Dec 2008	Business Continuity Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	Delayed for further consideration by officers

17	Cabinet 1 April 2009	Cabinet 4 March 2009	Customer First and Access Strategy Review	Non-Key	Councillor M. J. A. Webb	Delayed by officers for further work
18	Cabinet 1 April 2009	Cabinet 4 March 2009	Economic Strategy and Priorities	Non-Key	Councillor R. Hollingworth	Delayed by officers for further work
19	Cabinet 1 April 2009	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
20	Cabinet 1 April 2009		Improvement Plan Exception Report – January 2009	Non-Key	Councillor M. J. A. Webb	
21	Cabinet 1 April 2009		Longbridge Area Action Plan (to receive recommendations from the LDF Working Party)	Non-Key*	Councillor Mrs. J. Dyer M.B.E.	* Cabinet will make recommendations to the full Council
22	Cabinet 1 April 2009		Modern.Gov – The Way Forward and Access to Exempt Information	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council
23	Cabinet 1 April 2009	Cabinet 4 February 2009	Place Survey Results	Non-Key	Councillor M. J. A. Webb	Delayed as awaiting results from external company
24	Cabinet 1 April 2009		West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan	Non-Key	Councillor P. J. Whittaker	
25	Cabinet 29 April 2009		Commissioning of a Countywide Home Improvement Agency and roll out of the Kick Start Equity Release Scheme for Home Improvements	Key	Councillor P. J. Whittaker	
26	Cabinet 29 April 2009		Private Sector Housing Strategy Review	Key	Councillor P. J. Whittaker	
27	Cabinet 29 April 2009		Improvement Plan Exception Report – February 2009	Non-Key	Councillor M. J. A. Webb	

28	Cabinet 3 June 2009		Civil Parking Enforcement and ANPR	Key	Councillor Mrs. J. M. L. A. Griffiths	
29	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. Hollingworth	Final PPG17 report delayed by external consultants. Further delay from late April to June 09 to allow Overview Board to consider
30	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Sports Hub Provision	Key	Councillor R. Hollingworth	Delayed due to the delay in the PPG17 report
31	Cabinet 3 June 2009		Alternative System for Managing Excess Charge Notice System	Non-Key	Councillor G. N. Denaro	
32	Cabinet 3 June 2009		Financial and Performance Monitoring Report – Quarter 4 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
33	Cabinet 3 June 2009		Improvement Plan Exception Report – March 2009	Non-Key	Councillor M. J. A. Webb	
34	Cabinet 3 June 2009		Health & Safety Roles and Responsibilities for Elected Members	Non-Key	Councillor R. D. Smith	
35	Cabinet 24 June 2009 Special Meeting		Council Annual Report 2008/09	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
36	Cabinet 24 June 2009 Special Meeting		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council

NOTE: There will be no Cabinet meeting in May 2009

Item No. 1

KEY DECISION

Proposed to be made by the Cabinet on

4 March 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Mrs J Griffiths / Councillor P Whittaker</p>	<p>ITEM Joint Countywide Task Group on Flooding Report</p>	<p>WARDS AFFECTED All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report prepared by Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR Phil Street – Executive Director – Partnerships and Projects 01527 881202</p>	<p>SUMMARY At the end of 2007, Chairmen of Overview and Scrutiny Committees from all local authorities in Worcestershire agreed, in principle, to the suggestion of undertaking a joint countywide scrutiny. In January 2008, the former Scrutiny Steering Board agreed to take part in a joint countywide scrutiny on flooding in Worcestershire. Details of the scrutiny proposal (including terms of reference) and the working arrangements were also considered at the same meeting. A representative from each local Council in Worcestershire was nominated and membership was agreed in February 2008 together with a work programme for the Task Group for March 2008 onwards. In brief, the Joint Task Group was expected to:</p> <ul style="list-style-type: none"> ▪ Review the immediate response to the floods by 	<p>REASONS FOR BEING ON THE FORWARD PLAN The report examines the implications for Bromsgrove district and considers the approach the district can adopt to implementing the recommendations of this countywide review following the floods of 2007.</p>

	<p>local/public agencies and the recovery since;</p> <ul style="list-style-type: none">▪ Consider what action needs to be taken to ensure there is a clear approach to dealing with any future emergency;▪ Send comments to the national Pitt Review; and▪ Make recommendations to County Council, District and Borough Councils, and other agencies and individuals as appropriate. The investigation is now complete and the final meeting of the Task Group took place on 6th November 2008. The final report became available late on Wednesday 19th November 2008 and the next step is for all relevant organisations involved, to consider the findings and recommendations. This report considers the findings and recommendations made by the Joint Countywide Flooding Task Group and examines the implications for Bromsgrove.	
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<p>CONSULTATION DETAILS</p> <p>Stakeholders The report was prepared by Worcestershire County Council.</p>	<p>Method of Consultation Amongst those involved in giving evidence to the task group were National Flood Forum; Highways Agency; local residents; West Mercia Police; Environment Agency; Severn Trent Water; Chamber of Commerce and Fire and Rescue Service.</p>	<p>Consultation period or dates The Group met between 26th November 2007 and 6th November 2008.</p>
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DECISION TO BE MADE IN PARTNERSHIP WITH

Worcestershire County Council; and Redditch, Worcester, Malvern Hills, Wychavon and Wyre Forest District Councils.

KEY DECISION

Proposed to be made by the Cabinet on

4 March 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Roger Hollingworth</p>	<p>ITEM Future of Tourist Information Centre</p>	<p>WARDS AFFECTED All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report prepared by Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR Phil Street – Executive Director – Partnerships and Projects 01527 881202</p>	<p>SUMMARY</p> <p>This report examines the future of the Tourist Information Centre (TIC). The TIC is accommodated in the Bromsgrove Museum. The closure of the museum has meant that the TIC has to be moved. The relocation of the TIC has allowed the Council to consider its future and how tourist information is best delivered. A series of options are contained in the report and these options examine location, format and efficient delivery of the service. The report acknowledges the importance of tourist information to the district, but puts forward proposals for delivering the service differently.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The need to relocate the TIC has allowed the opportunity to review its work and operation. Consideration needs to be given to whether a capital programme needs to be approved to develop new premises for the TIC or consider different ways of delivering the service in keeping with value for money.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Staff at the TIC and Destination Worcestershire	Staff are to be advised of the various options for the TIC and negotiations will take place with Destination Worcestershire representatives.	February to March 2009

DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

KEY DECISION

Proposed to be made by
the Cabinet on

4 March 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER Peter Whittaker</p>	<p>ITEM OUTTURN EXPENDITURE OF COMMUNITIES AND LOCAL GOVERNMENT HOMELESSNESS GRANT, PERFORMANCE OF GRANT FUNDED SCHEMES AND BIDS FOR FUNDING FOR 2009/10 AND 2010/11</p>	<p>WARDS AFFECTED All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of Strategic Housing Manager</p> <p>REPORT AUTHOR Andy Coel</p>	<p>SUMMARY</p> <p>Since the Homelessness Act 2002 the Government has allocated grant funding to local authorities to prevent and tackle homelessness.</p> <p>The Council was awarded Homelessness Grant totally £80k per annum for a three year period from April 2008 until March 2011.</p> <p>The report provides Members with a breakdown of expenditure and performance for 2008/09 and details of bids for grant funding for 2009/10 and 2010/11 that are recommended for approval by the Homelessness Strategy Steering Group.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN The performance of grant funded schemes to be noted and approval of funding for 2009/10.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Homelessness Strategy Steering Group	Homelessness Strategy Steering Group meetings	30 th October 2008 – 16 Jan 2009

DECISION TO BE MADE IN PARTNERSHIP WITH

Decision to be made with regard to recommendation from Homelessness Strategy Steering Group.

KEY DECISION

Proposed to be made by
the Cabinet on
1 April 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr M Sherrey</p>	<p>ITEM</p> <p>REFRESH OF WASTE MANAGEMENT STRATEGY DOCUMENT</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Michael Bell</p>	<p>SUMMARY</p> <p>All County and District Councils are required to produce a long term Waste Management Strategy and review it every 5 years. This is the first review of the existing strategy that has been in place since 2004. The document sets out the long term aims of the waste partnership and how it will achieve its statutory targets over the next 25 years.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Consultation will be carried out with statutory consultees over a period of several months.</p>	<p>Direct access to statutory consultees.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

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

KEY DECISION

Proposed to be made by the Cabinet on
1 April 2009

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

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

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

KEY DECISION

Proposed to be made by
the Cabinet on
29th April 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Peter Whittaker</p>	<p>ITEM</p> <p>Commissioning of a Countywide Home Improvement Agency and the rollout of the Kick Start Equity Release scheme for home improvements to Worcestershire.</p>	<p>WARDS AFFECTED</p> <p>All</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>Strategic Housing Manager</p>	<p>SUMMARY</p> <p>The report brings forward for approval a proposal to commission a Countywide Home Improvement Agency for all of Worcestershire.</p> <p>HIAs (also known as Care and Repair Agencies) primarily help homeowners and private sector residents, who are older and disabled, to remain in their own home, living independently in safety and comfort.</p> <p>A Countywide multi agency re commissioning of older people’s housing advice and adaptation services is to be carried out to provide a single provider countywide service that will that will better meet strategic, operational and best value principles and most importantly, deliver better services and options to older and vulnerable people in Worcestershire.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>More than one ward.</p>

Incorporated within the service will be the roll out of the Kick Start Equity Release Scheme providing an alternative and supplementary service to the use of discretionary local authority grants to owner occupiers and private tenants for private housing renewal.

CONSULTATION DETAILS

Stakeholders

**District Councils
County Council Adult and
Community Services and
Supporting People
PCT**

Method of Consultation

Multi Agency Commissioning Group.

Consultation period or dates

DECISION TO BE MADE IN PARTNERSHIP WITH

Other District Councils and Supporting People.

KEY DECISION

Proposed to be made by
the Cabinet on
29 April 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Peter Whittaker</p>	<p>ITEM</p> <p>PRIVATE SECTOR HOUSING STRATEGY AND REVIEW OF ASSISTANCE AND ENFORCEMENT POLICY.</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning & Environment</p> <p>REPORT AUTHOR</p> <p>A.M. Coel – Strategic Housing Manager</p>	<p>SUMMARY</p> <p>The current Private Sector Housing Strategy for this authority forms a significant part of the Council's Housing Strategy Document 2006 – 2011.</p> <p>The re inspection of Strategic Housing Services by the Audit Commission in 2008 recommended that an overarching strategy be developed to guide all housing activities in the private sector.</p> <p>Consultation with stakeholders commenced in November 2008 and a draft private sector housing strategy and accompanying policy relating to how the Council offers assistance to private sector home occupiers and how it enforces housing standards is being formulated.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant affect upon all wards.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>PCT BDHT & partner RSL's Supporting People Social Services Occupational Therapy Service Age Concern Service users Private landlords Private Tenants Members</p>	<p>Two stakeholder consultation events were held on the 26th November 2008.</p> <p>A draft strategy and policy document will be circulated to all stakeholders for comment prior to referral to Cabinet for approval.</p>	<p>February / March 2009</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
3 June 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Mrs. J. M. L. A. Griffiths</p>	<p>ITEM</p> <p>Civil Parking Enforcement and ANPR</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Steve Martin</p>	<p>SUMMARY</p> <p>During 2008 members agreed in principle to the introduction of Civil Parking enforcement but requested a further report detailing the business case and project plan for doing so.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Report has the potential to affect all Wards within the Councils area.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="219 180 421 212">Stakeholders</p> <p data-bbox="219 252 573 323">Town centre businesses. Town centre users.</p>	<p data-bbox="714 217 931 248">Not yet agreed.</p>	<p data-bbox="1543 217 1760 248">Not yet agreed.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Highways Authority.

KEY DECISION

Proposed to be made by the Cabinet on
3 June 2009

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

SUPPLEMENTARY LIST OF FUTURE ITEMS - JULY 2009+

CCPP Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor R. Hollingworth	Council Plan 2010/13 Part 1	Strategic Direction for next three and budget priorities.	September 2009		Public through Customer Panel (see below). Partners.	-	
2	Councillor R. Hollingworth	Council Plan 2010/2013 Part 2	Strategic Direction for next three, budget priorities, detailed spending plans and key performance indicators.	February 2010		Consultation undertaken in Part 1 of Plan. Website consultation on detailed budget proposals.	-	
3	Councillor R. Hollingworth	Community Strategy Annual Report	Annual review of progress of Local Strategic Partnership Community Strategy.	November 2009		Published summary on Internet site.	-	
4	Councillor M. J. A. Webb	Improvement Plan 2009/10	Detailed improvement plan developing strategic agenda set out in Council Plan.	July 2009		Based on Council Plan Part 1. No further consultation planned.	-	
5	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 1)	Monthly updates on progress against plan.	July 2009		Not applicable.	-	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
6	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 2)	Monthly updates on progress against plan.	August 2009		Not applicable.	-	
7	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 3)	Monthly updates on progress against plan.	September 2009		Not applicable.	-	
8	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 4)	Monthly updates on progress against plan.	October 2009		Not applicable.	-	
9	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 5)	Monthly updates on progress against plan.	November 2009		Not applicable.	-	
10	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 6)	Monthly updates on progress against plan.	December 2009		Not applicable.	-	
11	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 7)	Monthly updates on progress against plan.	January 2010		Not applicable.	-	
12	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 8)	Monthly updates on progress against plan.	February 2010		Not applicable.	-	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
13	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 9)	Monthly updates on progress against plan.	March 2010		Not applicable.	-	
14	Councillors M. J. A. Webb and G. N. Denaro	Integrated Financial/Perfo rmance Report	Quarter 1 2009/2010 Financial and Performance update.	September 2009		Not applicable.	-	
15	Councillors M. J. A. Webb and G. N. Denaro	Integrated Financial/Perfo rmance Report	Quarter 2 2009/2010 Financial and Performance update.	December 2009		Not applicable.	-	
16	Councillors M. J. A. Webb and G. N. Denaro	Integrated Financial/Perfo rmance Report	Quarter 3 2009/2010 Financial and Performance update.	March 2010		Not applicable.	-	
17	Councillor M. J. A. Webb	Customer Panel (Customer Satisfaction and Priorities)	Feedback from residents survey on their satisfaction with services tracking year on year performance. Views from residents on Council's future priorities.	February 2010		Customer Panel Survey of 1,500 residents and Survey also available to all residents on website.	-	

Financial Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision Cabinet (Leaders)	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor G. N. Denaro	Council Tax Base	To approve the new tax base for 2010/11	December 2009		N/A	N/A	
2	Councillor G. N. Denaro	Medium Term Financial Plan including Fees & Charges	To review the position on the medium term financial plan 2010/11-2012/13	November 2009		Focus Group, Customer Panel Budget Jury, Equality and Diversity Forum	Budget Bids, consultation feedback	
3	Councillor G. N. Denaro	Medium Term Financial Plan including Fees & Charges	To review the position on the medium term financial plan 2010/11-2012/13	December 2009		Focus Group, Customer Panel Budget Jury, Equality and Diversity Forum	Budget Bids, consultation feedback	
4	Councillor G. N. Denaro	Medium Term Financial Plan including Fees & Charges	To approve the medium term financial plan 2010/11-2012/13	January 2010		Focus Group, Customer Panel Budget Jury, Equality and Diversity Forum	Budget Bids, consultation feedback	
5	Councillor G. N. Denaro	Benefit Take up strategy	To approve the strategy for improving benefit take up in the district	March 2010		Focus Group, Disabled Users forum, Equality and Diversity Forum		
6	Councillor G. N. Denaro	Capital Strategy	To approve the capital strategy for the districts programme	March 2010		Focus Group, Customer Panel	Budget Bids, medium term plan report, ICT strategy	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision Cabinet (Leaders)	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
7	Councillor G. N. Denaro	Treasury Strategy	To approve the strategy for investing the Councils funds	March 2010			Investment principles	
8	Councillor G. N. Denaro	Integrated finance & performance reports	To consider the performance and financial position of the Council on a quarterly basis against targets set	Sept 09 / Nov 09 / March 10 / June 10			Financial Monitoring reports	
9	Councillor G. N. Denaro	Contract & Procedure Rules update	To approve revisions to ensure the contract & procedure rules reflect the framework of internal control as required by the council	April 2010				

HROD Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
<p>There are no known HR reports at the time of writing this Business Plan. Any restructuring reports that require Cabinet approval will be led by the responsible Head of Service for the service being restructured, not the HR and OD Service.</p>								

E-Government and Customer Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor Dr. D. W. Booth JP	Information Management Strategy	Information Management Strategy	October 2009		CMT		

Legal, Equalities and Democratic Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor R. D. Smith	White Paper outcomes	Community Calls for Action Crime and Disorder Legislation Overview and Scrutiny Boundary reviews Front line Councillors Petitions	Spring/ Summer 2009		Yet to be confirmed within the regulations	Yet to be confirmed by the regulations	We are unable to provide much detail in relation to this item as the regs are yet to be published
2	Councillor R. D. Smith	Equality Bill outcomes	Single Equality Legislation	Spring/ Summer 2009		Yet to be confirmed	Yet to be confirmed	We are unable to provide much detail in relation to this item as the regs are yet to be published
3	Councillor R. D. Smith	New Council House Accommodation	Determine new Council House accommodation and time line for moving together with proposed disposal of site at Burcot Lane	December 2009				
4	Councillor R. D. Smith	New Governance arrangements	Need to report on new governance arrangements once the Government Regs and Guidance is published Cabinet to make recommendations	29 July 2009		Yet to be confirmed	Yet to be confirmed	We are unable to provide much detail in relation to this item as the regs are yet to be published

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
5	Councillor R. D. Smith	Officer and Member Code of Conduct	Report to Cabinet and Council on new Codes of Conduct	Spring 2009		Yet to be confirmed	Yet to be confirmed	We are unable to provide much detail in relation to this item as the regs are yet to be published

Street Scene and Community Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillors Mrs. J. M. L. A. Griffiths	Shared Service CCTV/Lifeline	To agree to any proposed changes to the operation of the CCTV & Lifeline Services inc Control Room provision following a shared service review and the production of an options appraisal	July 2009		Community Safety Partnership at next suitable Partnership meeting	Business Cases and project Plan. CCTV and Life Line Code of practice and Service Level agreement	Dependant upon decisions of the Shared Services Boar
2	Councillor Mrs. M. A. Sherrey JP	Change of waste collection from Council House to maximize recycling options	Agree modified collection system to include maximisation of recycling opportunities. Out source collection of recyclables from CH.	July 2009		Staff at Council House. External contractors. Redditch BC. Option to share service.	Report only	None
3	Councillor Mrs. M. A. Sherrey JP	Change in recycling service to co- mingled collection	Update on timescales for move to co-mingled collection system	September 2009		County Council. Waste Collection staff.	Report Only	Finance for vehicles and equipment detailed in 2009/09 budget round.

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
4	Councillor Mrs. M. A. Sherrey JP	Summary report on green waste charging	Summary report to assess change in service provision from March 2009 which introduced charge for service	October 2009		Feedback from residents.	Report only	None
5	Councillor Mrs. M. A. Sherrey JP	Operation of Recycling bank system.	Report to consider different options for collection of recyclable materials from recycling centres	November 2009		County Council	Report Only	Completion of the MRF in Worcs may provide alternative methods of collection.
6	Councillor Mrs. M. A. Sherrey JP	Options for shared service with Redditch particularly green waste and recycling collections	To consider opportunity from sharing the green waste collection operation from April 2010 when Redditch introduce a charge.	November 2009		RDC, County Council.	Potential report from officers in Redditch.	None
7	Councillor Mrs. J. M. L. A. Griffiths	Arts Strategy	To consider and comment on the production of the Council's Arts and Events Strategy (2010/11 to 2013/14).	December 2009		Bromsgrove Arts Alive Partnerships, Worcestershire Arts partnership, Artrix Operating trust, Local Arts Groups and Parish Councils.	Draft Arts & Events Strategy and consultation summary.	Will establish the key priorities and action required to delivery the services over the next 3 years.

Planning and Environment Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor P. J. Whittaker	Statement of Gambling Principles	To recommend approval of the Council's Statement of Gambling Principles for 2010 - 2013	November 2009		Statutory Consultees, Licence Holders	Summary of responses received during consultation period; Revised Statement of Gambling Principles	
2	Councillor Mrs. J. Dyer M.B.E.	Various Planning reports	The Local Development Framework working party will need to be convened to approve / or be informed various elements of LDF production throughout the year although the exact requirements are unknown at the moment	As required		As required by the Regulations	Various	

OVERVIEW BOARD

WORK PROGRAMME

3RD MARCH 2009

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 (Split into 2 items) <i>- Permanent Items -</i>	Every Meeting of the Overview Board	The Forward Plan consists of Key Decisions which it is proposed will be taken over forthcoming months. Additional information is also supplied in relation to anticipated reports due to be considered by the Cabinet during 2009/10.
Recommendation Tracker <i>- Permanent Item -</i>	Quarterly	A quarterly report monitoring the implementation of overview recommendations.
Sponsorship Funding	3rd March 2009	Overview Members to investigate the topic 'sponsorship funding' with the intention of ensuring the policy is fit for purpose.
Biodiversity	3rd March 2009	At the last meeting, further information was requested on the report for Cabinet relating to the West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan.

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

Subject	Date of Consideration	Other Information
CCTV Update	3rd March 2009	As requested, the Executive Director – Services will provide a second verbal update on the current situation in relation to the Council’s request that the Police consider making a financial contribution towards CCTV equipment.
Air Quality Update - LEZ - Homeworking	3rd March 2009	At the last meeting, verbal updates were requested in relation to: (a) progress of the first recommendation from the Air Quality investigation on low emission zones (LEZ); and (b) information on the Council’s carbon footprint in relation to homeworking early February 2009.
PPG17 Outturn	2nd June 2009	The Overview Board requested information relating to the PPG17 Outturn and Sports Hub Provision to come to its meeting in March 2008. However, the final PPG17 report has been delayed further by external consultants and as there are no Overview Board or Cabinet meetings in May 2009, information will come to the Overview Board on 2nd June 2009 before it is considered by the Cabinet on 3rd June 2009.
Sports Hub Provision	2nd June 2009	Please see item above. This is linked to the PPG17 report which has been delayed by external consultants.

Note: Information was requested at the last meeting on the following but has not been included on the work programme for the reasons stated below:

- Housing Strategy 2006-2011 Mid Term Review – As a decision was taken on this matter by the Cabinet on 3rd February 2009 (as stated on the Forward Plan), it is no longer a ‘pre-decision’ item and therefore not appropriate for the Overview Board. (However, general information has been provided to Members by the Strategic Housing Manager.)
- Place Survey – As this will be discussed by the Performance Management Board (PMB), to avoid duplication, this has not been included. However, if necessary, PMB may decide to refer relevant issues to the Overview Board.

CURRENT OVERVIEW TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Anti-Social Behaviour and Alcohol Free Zones	To be considered by the Cabinet on 4th March 2009 and Portfolio Holder to present response to the Board on 31st March 2009	Task Groups 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. The Task Group was given an extension and the report was considered and approved by the Overview Board on 3rd February.
Older People	TBC	Task Group established following consideration of the scrutiny proposal from Councillor Mrs. M. Bunker at the last Board meeting on 3rd February 2009. Membership, terms of reference and length of investigation is yet to be agreed. Task Group Chairman to be appointed.

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 shortly. (Members will be advised of other Overview and Scrutiny training directly, as and when necessary.)

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