



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW BOARD**

**TUESDAY 31ST 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 meetings of the Overview Board held on 3rd March 2009 and 12th March 2009 (Pages 1 - 10)
4. Verbal Update on Biodiversity Issues
5. Air Quality - Low Emission Zones (Pages 11 - 18)
6. Sponsorship Funding - Equalities Impact Assessment (Pages 19 - 32)
7. Forward Plan of Key Decisions - 1st April 2009 to 31st July 2009 (Pages 33 - 54)
8. Anticipated reports due to be considered by the Cabinet between September 2009 and April 2010 (Pages 55 - 66)
9. Work Programme (Pages 67 - 70)

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

K DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

19th March 2009

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW BOARD

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

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

Officers: Mr. P. Street, Mrs. C. Felton, Mrs. S. Sellers and Ms. D. McCarthy

31/08 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. N. Blagg and Dr. G. H. Lord.

32/08 **DECLARATIONS OF INTEREST**

No declarations of interest or whipping arrangements were received.

33/08 **MINUTES**

The minutes of the meeting of the Overview Board held on 3rd February 2009 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

34/08 **SPONSORSHIP FUNDING**

Consideration was given to the report relating to Council sponsorship (policy and activities) which had been requested by the Board in order for it to undertake an overview and scrutiny exercise.

With regard to the Sponsorship and Advertising on Roundabouts Policy which had been approved and adopted by the Cabinet in July 2008, questions were raised regarding sponsorship price. It was noted that within section 9 of the policy, it stated that the sponsorship price was £12,000 per annum. However, it was clarified that in relation to road traffic islands, sponsorship price was no less than £4,000 per annum for each location and £12,000 referred to three locations. Officers accepted that the policy was unclear on this point and suggested that this was amended accordingly.

It had been reported to the Cabinet in July 2008 that it was intended that £80,000 in sponsorship would be generated in 2008/09, however, Mr. Street, the Executive Director – Partnerships and Projects, stated that £80,000 had perhaps been over ambitious for the timeframe and in-house resources. Details of sponsorship activity since July 2008 were referred to as outlined in appendix 2 of the report.

It was believed that Bromsgrove District Council was amongst the few local authorities to obtain commercial sponsorship funding on recycling vehicles and it had negotiated very competitive packages in the hope it would attract other businesses. Other sponsorship activities included four road traffic islands, the bandstand programme, Christmas lights switch-on event and donation of Christmas trees.

Mr. Street explained to Members that previously, a systematic approach had not been taken. However, it was reported that the Council was in the process of producing a sponsorship prospectus that would detail sponsorship opportunities in the District. It was anticipated that this would be circulated to a targeted selection of larger local businesses.

The flexibility of sponsorship duration was raised. It stated within section 6 of the policy that each agreement would be for a minimum of one year with an option to extend. However, it was questioned whether in some circumstances a period of 6 months could be offered.

Discussions with the West Midlands Regional Improvement and Efficiency Partnership (WMRIEP) were referred to during the meeting. It was reported that WMRIEP provided the Council with contact details of a company which dealt with sponsorship for other local authorities. Officers had investigated this option, however, due to the significant financial implications, it was believed that sponsorship should be dealt with in-house and this would also enable the Council to offer a more competitively priced service to local businesses.

In relation to the road traffic island located near to the Artrix and David Lloyd, Members were informed that it had not yet been adopted due to highways issues and therefore could not be used for sponsorship purposes. It was confirmed that the District Council had entered into an agreement with the County Council that five road traffic islands could be used for sponsorship purposes with the understanding that the Council would look to expand on this in the future (e.g. the roundabout in Wythall close to Becketts Farm). It was also noted that road safety considerations needed to be taken into account and that some road traffic islands belonged to the Highways Agency.

It was suggested that the Council could seek funding through sponsorship for high profile events (e.g. Older People Day national event). Officers agreed that this would be explored and could be added to the prospectus where viable. However, it was explained that officers were currently focusing on existing Council events and facilities. Other suggestions included play areas (e.g. planters and litter bins) and car park banners. However, it was noted that the Council would need to take any planning issues into consideration where necessary.

It was pointed out that there had been no impact assessment undertaken and although the ethicality of adverts was included within a legal agreement for sponsorship, the ethicality of advertisers had not been covered.

Attention was drawn to unacceptable sponsorship types referred to within the sample legal agreement at appendix 3, which included offering or promoting the sale of tobacco or tobacco relating products, however, it was noted that these did not include alcohol. Therefore, it was questioned whether there were other types of unacceptable sponsorship which should also be included.

The Head of Legal, Equalities and Democratic Services, Mrs. Felton, agreed with Members' suggestions and pointed out that an equalities impact assessment should have been undertaken before the policy was adopted.

It was also suggested that sponsorship for good causes could be included to try and support charities by donating a proportion of the funding raised. Mr. Street agreed and informed Members that officers were exploring the possibility.

**RESOLVED:**

- (a) that the Executive Director – Partnerships and Projects and the Head of Legal, Equalities and Democratic Services report the results of the Equalities Impact Assessment back to the Board at its next ordinary meeting; and
- (b) that the Overview Board discuss this item further at its next ordinary meeting and agree recommendations it would like to put forward to the Cabinet.

35/08 **BIODIVERSITY PLEDGE AND ACTION PLAN**

The Board considered the report relating to the West Midlands Biodiversity Pledge and revised Biodiversity Action Plan which summarised the Natural Environment and Rural Communities Act 2006 and the Guidance for local authorities on implementing the Biodiversity Duty produced by the Department for Environment Food and Rural Affairs (Defra).

Members believed that education and training were crucial, however, it was questioned whether the new shared Climate Change Officer post to deal with biodiversity issues would be sufficient. The Executive Director – Partnerships and Projects, Mr. Street, informed the Board that there was currently an officer undertaking some work related to this area (e.g. promoting Eco School Award Programme) and the Energy Efficiency Group had been re-titled the Climate Change Group. However, he agreed that the issues of climate change and biodiversity were a challenge.

It was noted that themes within the Worcestershire Local Area Agreement (LAA) included the outcome 'To protect and improve Worcestershire's natural environment/biodiversity' and it was questioned how this would be measured. Furthermore, queries regarding benchmarking were also raised. Mr. Street stated there was a Biodiversity Action Plan and guidance from Defra and it was anticipated that Worcestershire County Council would assist in measuring the delivery of outcomes and benchmarking.

**RESOLVED:**

- (a) that the report be noted; and

- (b) that the Executive Director – Partnerships and Projects report back to the next ordinary meeting of the Board clarifying the following:
- Plans relating to education/training on biodiversity issues
  - Further details on benchmarking and how the delivery of outcomes of the Biodiversity Action Plan would be measured.

36/08 **CCTV FUNDING**

The Executive Director – Partnerships and Projects, Mr. Street, informed Members that since the last meeting of the Board, officers had received a response to the Council's request for a contribution towards CCTV equipment. It was explained that the Police had also been requested by the Council to support the redevelopment of the Multi Agency Resource Centre (MARC). As the Police had limited funding, it was envisaged that the Council would look to use such funding for neighbourhood redevelopment.

**RESOLVED** that the verbal update be noted.

37/08 **AIR QUALITY**

**Recommendation 1 from the Air Quality Task Group**

At the last meeting, the Chairman had requested a progress update be provided in relation to the first recommendation contained within the Air Quality Scrutiny Report (approved by the Cabinet) which asked the Council to consider applying to Worcestershire County Council for certain roads to be made low emission zone (LEZ) roads therefore limiting access to certain types of vehicles which reduce air quality.

The Executive Director – Partnerships and Projects, Mr. Street, had contacted Mr. D. Balme from Worcestershire County Council's Highways who was the officer who had attended Air Quality Task Group meetings. Mr. Balme had responded that he had researched the LEZ in London and believed a meeting was required with representatives from the two Councils and West Mercia Police to explore the issues of implementing an LEZ in Bromsgrove District. However, it was noted by the Board that no timeframe had been provided.

Members were reminded that Mr. Street had informed Members at the last Board meeting that he had proposed a high level technical meeting between key interested parties. It was confirmed that such a meeting had since been arranged to explore air quality issues further and specifically the Air Quality Management Area (AQMA) at junction 1 of the M42.

**Homeworking and Carbon Emissions**

As requested by the Board, the Executive Director – Services, Mr. T. Beirne, provided information relating to the impact homeworking had on the Council's Carbon Footprint.

It was explained that on 3rd February 2009, due to severe weather conditions, 25 members of staff had worked from home. It was estimated that the average round trip was 20 miles which equated to 500 miles (25 staff x 20 miles) or 800 kilometres. It was stated that the measure of CO<sub>2</sub> (Carbon Dioxide) for cars was 180 grammes of CO<sub>2</sub> per kilometre travelled, therefore on the day in question, a total of 144,000 grammes (800km x 180g) or 144 kilograms of CO<sub>2</sub> were not produced due to homeworking. Comparisons were made to a return trip from London to Paris by plane which emitted 244kg of CO<sub>2</sub> per passenger. However, it was pointed out that officers had not been able to do an offset calculation for office heating and lighting against home use of heating and lighting.

In conclusion, the Board was informed that the very basic calculation showed that with an agreed corporate homeworking policy, there could be real opportunity to significantly reduce the Council's carbon emissions. The work of the Asset Management Working Group was also mentioned together with the results of the recent travel plan survey. Members were also reminded of the complexities surrounding homeworking including health and safety home checks and financial allowances.

**RESOLVED:**

- (a) that the verbal updates provided be noted; and
- (b) that Mr. D. Balme from Worcestershire County Council's Highways be invited to attend the next ordinary meeting of the Board due to be held on 31st March 2009.

38/08 **OLDER PEOPLE TASK GROUP**

At the last meeting, the Overview Board had established a new Task Group to look at the mental and physical wellbeing of the older population. Therefore, the Board considered the report which outlined options on the way forward for the Task Group.

**RESOLVED:**

- (a) that Councillor Mrs. M. Bunker be appointed as Chairman of the Older People Task Group;
- (b) that the Older People Task Group comprise the following Members: Councillors Mrs. M. Bunker (Chairman), D. McGrath, D. L. Pardoe, C. J. Tidmarsh and L. Turner;
- (c) that Ms. A. Sowton, Chairman of the Older People LSP Theme Group, be formally invited to become a co-opted Member of the Task Group;
- (d) that the Overview and Scrutiny Exercise Scoping Checklist, which included the terms of reference of the Older People Task Group, be approved;
- (e) that the Task Group be given 4 months, from the date of its first meeting, to complete its investigation; and
- (f) that the Task Group commences 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).

39/08 **FORWARD PLAN OF KEY DECISIONS**

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

With regard to the Civil Parking Enforcement report due to be considered by the Cabinet in June 2009, it was believed that officers were compiling a business case and project plan.

**RESOLVED:**

- (a) that the Head of Street Scene and Community be requested to attend the next ordinary meeting of the Overview Board to discuss civil parking enforcement; and
- (b) that all other items on the Forward Plan be noted.

40/08 **ANTICIPATED CABINET REPORTS - JULY 2009 TO APRIL 2010**

Members considered the list of anticipated reports which had been split into service areas and which were due to be considered by the Cabinet between July 2009 and April 2010.

**RESOLVED** that the anticipated Cabinet Reports for July 2009 to April 2010 be noted.

41/08 **WORK PROGRAMME**

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

The Chairman stated that he wished to call an extraordinary meeting on 12th March 2009 to discuss a proposal relating to the green belt which he hoped could be added to the Work Programme.

**RESOLVED:**

- (a) that the Overview Board's Work Programme be noted and updated as necessary;
- (b) that it be noted that an extraordinary meeting would be held on 12th March 2009; and
- (c) that the Head of Planning and Environment Services be invited to attend the extraordinary meeting on 12th March 2009.

The meeting closed at 7.15 p.m.

Chairman



**BROMSGROVE DISTRICT COUNCIL**

**EXTRAORDINARY MEETING OF THE OVERVIEW BOARD**

**THURSDAY, 12TH MARCH 2009 AT 6.10 P.M.**

PRESENT: Councillors L. J. Turner (Vice-Chairman, in the Chair), A. N. Blagg,  
Mrs. M. Bunker and S. R. Colella

Observers: Councillor D. L. Pardoe

Officers: Mr. T. Beirne, Mr. D. Hammond, Mrs. S. Sellers and  
Ms. D. McCarthy

42/08 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. M. McDonald, Miss D. H. Campbell and Dr. G. H. Lord.

43/08 **DECLARATIONS OF INTEREST**

No declarations of interest or whipping arrangements were received.

44/08 **OVERVIEW INVESTIGATION PROPOSAL**

Consideration was given to the proposal submitted by the Board Chairman, Councillor P. M. McDonald, which related to inappropriate development on Green Belt.

The Vice-Chairman (in the Chair) invited the Board to ask questions of Mr. D. Hammond, Head of Planning and Environment Services, and there was a lengthy discussion on various aspects around policy and Government guidance relating to development in the Green Belt.

It was understood that the aim of the proposal from Councillor McDonald was for an investigation to take place to develop a clear policy on this issue to assist the Planning Committee in making decisions on applications rather than using Government guidelines only.

When questioned, Mr. Hammond referred to PPG2 (appendix 2 to the report) which was the national policy and guidance on Green Belt. It was explained that the aim of the Green Belt policy was to prevent urban sprawl by keeping land permanently open and that under PPG2 there was a general presumption against inappropriate development in the Green Belt.

It was explained that at a local level under the old planning system, Green Belt was also covered within the existing Bromsgrove District Local Plan (adopted in 2004) and this was in accordance with the national planning guidance

PPG2. However, the new planning system was less prescriptive. Members were reminded that the Bromsgrove District Local Plan would be replaced by the Bromsgrove Local Development Framework (LDF) which was made up of a portfolio of documents, including the Core Strategy. It was expected by the Government that Core Strategies would not repeat national policy and therefore, Green Belt would not be covered at a local level under the Core Strategy as it would be covered under PPG2. PPG2 was issued in 1995 and officers were unaware of any plans by the Government to revise national Green Belt policy at the time.

It was stated that there was a presumption against development in the Green Belt unless the proposals fell within a defined list of appropriate development and this was covered under section 3 of PPG2. The Board was referred to paragraphs 3.4 to 3.10 of PPG2 which related to new buildings and re-use of existing buildings that could be deemed as appropriate development in the Green Belt.

The Board was informed that if a development was deemed to be inappropriate in the Green Belt, planning permission could only be granted if the applicant was able to show that there was 'very special circumstances' to justify it. There was a lengthy discussion on this point as Members contemplated what could be considered as very special circumstances rather than merely 'circumstances' or 'special circumstances'. It was explained that the very special circumstances must outweigh the harm caused by the inappropriateness of the development and in considering whether such circumstances applied, the decision would have to be based on the individual circumstances of the application, and was in effect, an opportunity for the decision maker to exercise a discretion it had been given by the planning regime.

Members questioned why a list of what could be classed as very special circumstances could not be compiled in order to assist the decision maker. It was explained that 'very special circumstances' could not be defined as they had to be unique situations that could not be repeated.

It was explained that each application had to be treated on its own merits. For example, all affordable housing could not be deemed as very special circumstances as it would depend on several factors (e.g. the need, location, numbers etc) as to whether there were very special circumstances or merely circumstances or special circumstances. It was pointed out that when considering applications that have gone to appeal, it had been impossible to compare similar applications from one area to another as the situations were different and therefore had been treated differently.

The Board was informed that case law had established that the test of very special circumstances had to be very strictly applied and consequently only genuinely unique and unusual situations should be deemed to be very special circumstances. Mrs. S. Sellers, Senior Solicitor, warned that if it was not strictly applied, the Council might be left in a position where its decision to grant permission might be legally challenged through judicial review in the High Court. Members were also informed that there had been an increasing

trend for the Local Government Ombudsman to investigate complaints about planning decisions under the broader heading of maladministration leading to possible compensation claims against the Council. Furthermore, as these planning issues rested on the individual facts of each case, the legal principle that a local authority must not confine its own discretion when taking a decision needed to be borne in mind. Therefore, from a legal perspective, to avoid pre-determination, if it was Members' intention to introduce any new policies on the Green Belt then careful consideration would need to be given to ensure that any such policies were not based on irrelevant legal consideration and that they were drafted in such a way that they did not require the Planning Committee to adhere to them in every case.

The Board asked what information was submitted to Planning Committee and it was stated that Members received reports presented in a clear and logical format based on policy, with a recommendation and reasons for the recommendation. It was stated that Case Officers compiled such reports and the Area Planning Managers approved them. If it was a large application, the Head of Planning and Environment Services was also involved to sign off such a report prior to consideration by Members. It was then up to the decision maker to decide whether there were very special circumstances and reasons justifying the decisions were recorded. The Board was informed that generally, with regard to Planning Committee overturning decisions, it tended to be overturning recommendations for refusal and allowing the development rather than the reverse.

It was confirmed that there was compulsory planning training for all Planning Committee Members (including substitutes). It was reiterated that the exceptions policy in the Local Plan allowed small scale development to meet the needs of the area and this was the responsibility of the local authority and RSL (Registered Social Landlord) partners. It was pointed out that Bromsgrove District was 91% Green Belt.

The Board enquired about the West Midlands Regional Spatial Strategy (RSS) which would inform the Core Strategy. It was confirmed that the West Midlands RSS would have implications for the Green Belt for Bromsgrove and neighbouring local authorities as it suggested restricted growth within Bromsgrove District and significant growth for Redditch. It was explained that all issues would be discussed through the Examination in Public of the West Midlands RSS between April and June 2009 and this Council would be fighting against the proposals.

Members of the Board went through the proposal form one section at a time and considered the evidence. For example, it stated that it was a key interest to the public and indicated there could be low levels of satisfaction. However, Members present were unaware of any evidence to support this view. Whilst close consideration was given to the completed proposal form, it was noted by all Board Members that as the proposer was not present at the meeting, it made it more difficult for the Board to be clear exactly what outcomes were expected, particularly as there was national policy in place which should not be repeated at a local level.

The Board raised concerns over the lack of understanding Members might have in relation to this topic and the option of training and briefing reports were discussed as a possible way forward. It was suggested that Parish Councils might also benefit from such training and the Board was informed that briefing sessions were already available to Parish Councils via the Parish Council Forum and CALC (County Association of Local Councils).

**RESOLVED** that the report including the proposal and background information be noted and no further action be taken in terms of an investigation by the Overview Board or a Task Group.

**RECOMMENDED** that the Modern Councillor Steering Group be requested to include planning training for all Members within the Modern Councillor Programme to cover the Green Belt policy and related issues.

The meeting closed at 7.00 p.m.

Chairman

## BROMSGROVE DISTRICT COUNCIL

### OVERVIEW BOARD

31ST MARCH 2009

#### AIR QUALITY – LOW EMISSION ZONES

|                              |   |
|------------------------------|---|
| Responsible Portfolio Holder | Councillor P. J. Whittaker  |
| Responsible Head of Service  | Executive Director – Partnerships and Projects<br>Head of Planning and Environment Services |

#### 1. SUMMARY

- 1.1 At the last Board Meeting held on 3rd March 2009, it was agreed that Mr. David Balme from Worcestershire County Council's Highways should be invited to the next ordinary meeting of the Board to discuss the progress of implementing recommendation 1 put forward by the Air Quality Task Group. Mr. D. Balme has also supplied some written information attached at Appendix 1.

#### 2. RECOMMENDATION

- 2.1 Members' views are requested and the information provided should be noted.

#### 3. BACKGROUND

- 3.1 In February 2009, the Overview Board undertook a review to find out what progress had been made over the past 12 months in relation to the recommendations from the Air Quality Task Group investigation which were approved by the Cabinet in January 2008.
- 3.2 At that meeting, the Chairman of the Board (who had also been the Chairman of the Air Quality Task Group) 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 to be made low emission zone roads. It was reported by the Board Chairman that Mr. D. Balme from County Council's Highways, who had attended Task Group Meetings, had stated that this was an option. Therefore, it was questioned why this had not been moved forward.
- 3.3 Due to the Chairman's concerns, the Executive Director – Partnerships and Projects, Mr. P. Street, was requested to provide Members with a progress update the following month.

3.4 On the 3rd March 2009, Mr. Street informed the Board that he had been in contact with Mr. Balme who had researched the Low Emission Zone (LEZ) in London. Mr. Balme believed that the next stage was for a meeting to be arranged with key stakeholders to explore the issues of implementing an LEZ in Bromsgrove District. At that time, Members were reminded that a high level technical meeting between key interested parties had been proposed and had since been arranged. Such a meeting is due to place March/April 2009.

3.5 As requested at the meeting held at the beginning of this month, Mr. Balme was invited and will be in attendance at the Board meeting on 31st March 2009, together with Mr. Street, to answer any questions from Members. Mr. Balme has also provided some information which can be found at Appendix 1 to this report.

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

4.1 There are no direct financial implications arising out of this report. However, the implementation cost, charges and future management of LEZ would need to be considered as part of the investigations to assist the Council in deciding whether or not an LEZ should be implemented within Bromsgrove District.

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

5.1 There are no direct legal implications arising out of this report. However, as part of the investigations into Low Emission Zones (LEZ), all legal implications would need to be identified and considered before any action is taken.

#### **6. COUNCIL OBJECTIVES**

6.1 The report links to the Council's objectives Environment and Improvement.

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

7.1 All risks associated with LEZ will need to be identified and considered as part of the investigations into recommendation 1 referred to in this report.

#### **8. CUSTOMER IMPLICATIONS**

8.1 All customer implications associated with LEZ will need to be identified and considered as part of the investigations into recommendation 1 referred to in this report

## **9. EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 An Equalities Impact Assessment would need to be undertaken if, after investigating and considering the option, the Council took the decision to implement an LEZ.

## **10. VALUE FOR MONEY IMPLICATIONS**

10.1 All value for money implications associated with LEZ will need to be identified and considered as part of the investigations into recommendation 1 referred to in this report

## **11. OTHER IMPLICATIONS**

As part of the investigations, any other implications would need to be identified and taken into consideration.

|   |
|---|
| 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 - the topic “air quality” is environmental so there are environmental implications. |

## **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 - Information provided by Mr. D. Balme (Worcestershire County Council's Highways) on LEZ

Appendix 2 - Recommendation 1 and Cabinet Response.

**15. BACKGROUND PAPERS**

None

**CONTACT OFFICER**

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## LOW EMISSION ZONES

### Background

Modern vehicles have much lower emissions due to European vehicle emissions legislation ('Euro standards'). The legislation was initially introduced in 1993 (Euro 1) and were tightened in 1996-1997 (Euro 2), in 2001 (Euro 3), in 2006 (Euro 4) and in 2009 (Euro5). Euro6 should be introduced from 2012. The faster adoption of cleaner road vehicles therefore offers opportunity for reducing emissions.

However to speed up the benefits from the new emission standards a **Low Emission Zone** could be introduced. This is a defined area that can only be entered by specified vehicles meeting certain emissions criteria or standards, e.g. certain Euro standards. An LEZ prohibits older vehicles from operating in an area and so accelerates the turnover of the vehicle fleet (or requires operators of older vehicles to fit abatement equipment to their vehicles). Although traffic volumes do not necessarily change, vehicles travelling in an area have lower emissions, and this leads directly to air quality improvements.

### London scheme

**Area:** The London Low Emission Zone includes all of the Greater London area.

**Vehicles:** The scheme targets Lorries, buses and coaches. These vehicles have disproportionately high emissions per vehicle and targeting those produces greatest emissions reductions for least cost. However, in future the zone could be extended to include vans (subject to further investigation of the socio-economic effects of such a scheme on small companies/owner drivers) and taxis (though taxis should be addressed earlier through the licensing process).

**Legislation and Enforcement:** The Low Emission Zone is enforced using fixed and mobile cameras, which read vehicle's registration number plates as they drive within the zone. The registration plate is then checked against a database of registered vehicles, which meet the emissions standards, are exempt or are registered for a discount. If the vehicle does not meet the standards or qualify for an exemption or discount then it has to pay the daily charge.

**Charge:** The charge for bring a non compliant Lorries, buses or coaches into the Low Emission Zone is £200. The charge for heavy vans and minibuses is £100.

**Emission Criteria:** There are four agreed phases of the London zone. By the listed dates all vehicles should comply with the criteria or pay the charge.

|                               |  |
|-------------------------------|--|
| 4 <sup>th</sup> February 2008 | Euro3 for particulate matter for Lorries over 12tonnes                                     |
| 7 <sup>th</sup> July 2008     | Euro3 for particulate matter for Lorries between 3.5tonnes and 12tonnes, buses and coaches |
| 4 <sup>th</sup> October 2010  | Euro3 for particulate matter for larger vans and minibuses                                 |
| 3 <sup>rd</sup> January 2012  | Euro4 for particulate matter for Lorries over 3.5tonnes and buses or coaches over 5tonnes  |

The changes expected in October 2010 have been postponed following the recent change of Mayor in London.

**Exemptions:** The following are exempt: Tractors, Mowing Machines, Agricultural and Farming machinery, mobile cranes, road and building construction machinery, Historic vehicles (pre 1973), Military vehicles and Showman's vehicles that have been custom built and are permanently fitted with equipment forming part of a show.

**Bromsgrove:** The following would need to be addressed in the development of a Low Emission Zone for Bromsgrove:

### Decision

- Is this a policy tool that all the Councils agree is worth investigating for Bromsgrove
- Does it have the support of the key stakeholders (e.g. Both County Councils, West Mercia Police, Chamber of Commerce, other parties need identifying)

### Structure

- The aims and objectives of the Low Emission Zone
- The area to be covered by the Low Emission Zone
- The measuring of the current situation in the area proposed
- Which authority would take the decision to implement the Low Emission Zone?
- Which authority would be responsible for implementation?
- Which authority would be responsible for future management?

### Operation

- The vehicles that would be exempt
- How to encourage operators using the zone to comply with the measures
- The measures that would be taken against those breaking the terms of the zone

### Day to day management

- How would use of the zone be monitored?
- Which authority would be responsible for policing the zone?
- Which authority would deal with those found breaking the terms of the zone?
- Monitoring of the success of the zone in meeting the aims and objectives
- Monitoring of the success of the zone as a policy tool

David Balme  
Worcestershire County Council

### Recommendation 1 - Low Emission Zones

This Council considers applying to Worcestershire County Council for certain roads to be made low emission zone roads therefore limiting access to certain types of vehicles which reduce air quality. Specifically, the Task Group believe the following roads/areas should be low emission due to high NO<sub>2</sub> levels:

- Approximately a 2 mile radius around Bromsgrove town centre
- A38 Bypass in Rubery
- All roads in Rubery with a weight restriction
- A456 in Hagley
- A491 in Hagley

Initially, the Cabinet resolved that this recommendation be deferred until further information was available regarding the results of the scheme which is shortly to be introduced in London. The Cabinet felt they did not have enough information regarding how such a scheme would operate in practice and how the results would be monitored. In addition it was felt that the impact on the surrounding road network as a result of motorists attempting to avoid the Low Emission Zones could make the situation worse.

However, Members of the former Scrutiny Steering Board questioned how the Cabinet could come to that conclusion with no supporting evidence and therefore requested the Cabinet to reconsider its response.

The Cabinet did reconsider its response in March 2008 and agreed:  
“that the relevant Portfolio Holder, in conjunction with the Chairman of the Air Quality Task Group (should the Task Group Chairman so wish), take this matter forward with the appropriate officers of the County Council...”

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## BROMSGROVE DISTRICT COUNCIL

### OVERVIEW BOARD

31ST MARCH 2009

#### SPONSORSHIP POLICY – EQUALITIES IMPACT ASSESSMENT

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

#### 1. SUMMARY

- 1.1 As Members requested, the Draft Equalities Impact Assessment is provided for the Board's consideration.
- 1.2 The Draft Equalities Impact Assessment has been completed by Mr. P. Street (Executive Director – Partnerships and Projects) with support from Ms. F. Scott (Equalities Officer). In due course it will be considered and finalised by officers on the Celebratory and Sponsorship Group.

#### 2. RECOMMENDATION

- 2.1 Members' views are requested on the Draft Equalities Impact Assessment at Appendix 1.
- 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 At the last meeting of the Overview Board, Members considered a report relating to the Council sponsorship (policy and activities) which had been requested by the Board in order for it to undertake an overview and scrutiny exercise.
- 3.2 It was pointed out at that meeting that there had been no impact assessment undertaken. Officers concurred that an equalities impact assessment should have been undertaken before the policy was adopted and agreed to report back to the Board, at this meeting, the results of such an assessment. As promised, the Draft Equalities Impact Assessment is attached.

- 3.3 At the meeting other areas which were questioned included:
- Although the ethicality of adverts is covered within a legal agreement for sponsorship, it was questioned whether there was a need to address the ethicality of advertisers too
  - The need to revise the unacceptable sponsorship types within a legal agreement (e.g. to include promotion of alcohol)
  - The sponsorship price stated within the policy needs to be clarified to avoid any misunderstanding (i.e. no less than £4K per location per annum)
  - The flexibility of sponsorship duration was questioned (e.g. possibility of allowing 6 months rather than a minimum of 1 year, if it was feasible at particular locations)
  - Possibility of seeking funding through sponsorship for high profile events at some point in the future
  - Sponsorship for good causes to be included to try and support charities by donating a proportion of the funding
- 3.4 Further details of the discussions are contained within the minutes of the meeting held on 3rd March 2009.
- 3.5 Members now need to consider the Draft Equalities Impact Assessment at Appendix 1 which is due to be finalised by officers on the Celebratory and Sponsorship Group.
- 3.6 Using the information within this report and information considered at the last meeting, the Board needs to decide what recommendations it would like to make in relation to the sponsorship policy.

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

- 4.1 There are no direct financial implications arising out of this report. However, 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. However, the legal implications of sponsorship activity generally can be found in Appendix 1 to the previous report considered by the Board at its last meeting held on 3rd March 2009.

#### **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 The results of the Draft Equalities Impact Assessment are contained within the attached appendix.

## **10. VALUE FOR MONEY IMPLICATIONS**

- 10.1 There are no direct value for money implications arising out of the report. However, 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, however, 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 - DRAFT Equalities Impact Assessment on the Sponsorship Policy

Appendix 2 - Press Release "Promoting Yourself" issued on 11th March 2009 for Members information.

**15. BACKGROUND PAPERS**

None

**CONTACT OFFICER**

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



# Equalities Impact Assessment Completion Form

**1. What is the name of the service, policy, procedure or project to be assessed?**

Sponsorship of road islands

**2. Briefly describe the aim of the service, policy, procedure or project. What needs or duties is it designed to meet?**

**When completing an assessment, keep a document file with notes when a policy is being replaced or reviewed.**

1. To generate income for Bromsgrove District Council through sponsorship
2. To raise the profile of private companies through Bromsgrove District Council assets

**3. List your customers/ stakeholders**

Private companies and others, for example the Voluntary and Community Sector, the Primary Care Trust – e.g. for health awareness campaigns.

There are unacceptable sponsorship types (included within the legal agreement) which the Council will not approve such as sponsorship signs of political significance, religious significance, in breach of the Council's duties under Equalities legislation or any other material which the Council considers to be unreasonable. (A full list can be found within section 11 of individual legal agreements.)

**4. How do you know who they are?**

The Council advertises the opportunities through a prospectus of sponsorship opportunities and all and any applicants are considered through discussion with the Celebratory and Sponsorship group within the Council.

The initial invitation to take up this opportunity was sent to the 50 largest companies in Bromsgrove which of itself means that some quite small companies will be included.

So far BAME (Black, Asian and Minority Ethnic) businesses and women owned/ managed businesses have not been specifically sought. The main criterion is based on the economic scale of the business and does not discriminate in relation to who takes up the sponsorship opportunity.

### 5. Do any of your customers/ stakeholders come from the following Equality Groups?

| Equality Group                      | Yes | No | Further Evidence Needed |
|-------------------------------------|-----|----|-------------------------|
| Race / Minority Ethnic Groups       | √   |    |                         |
| Disability                          |     |    | √                       |
| Gender ( Male/ Female )             | √   |    |                         |
| Gender Re-assignment (Trans-sexual) |     |    | √                       |
| Marital Status                      |     |    | √                       |
| Sexual Orientation                  |     |    | √                       |
| Religion/ Belief                    |     |    | √                       |
| Age                                 | √   |    |                         |
| Income group                        | √   |    |                         |
| Rural/Urban mix                     | √   |    |                         |
| None of these                       | N/A |    |                         |

### 6. What activities have you undertaken to establish the information to answer questions 4 and 5?

This assessment is based on what has become known through the Celebratory and Sponsorship group.

**Who have you consulted and what methods have you used?  
(Examples might be consultation exercise, research activities, feedback from surveys etc.)**

No formal consultation activities have been undertaken at this time.

### 7. Is there evidence that any groups are being treated unfairly, directly or indirectly?

| Equality Group                      | Yes | No | Further Evidence Needed |
|-------------------------------------|-----|----|-------------------------|
| Race / Minority Ethnic Groups       |     | √  |                         |
| Disability                          |     | √  |                         |
| Gender ( Male/ Female )             |     | √  |                         |
| Gender Re-assignment (Trans-sexual) |     | √  |                         |
| Marital Status                      |     | √  |                         |
| Sexual Orientation                  |     | √  |                         |
| Religion/ Belief                    |     | √  |                         |
| Age                                 |     | √  |                         |
| Income group                        |     | √  |                         |
| Rural/Urban mix                     | √   |    |                         |
| None of these                       | N/A |    |                         |

Potentially, there could be some adverse impact on the ability to participate as this depends on the ability to pay but this is not a deliberate disadvantage.

**8. Please detail the information you have gathered to support the answers to question 7.**

Companies have been approached on the basis of being businesses, not on the basis of ethnicity, gender etc.

| <b>Equality Group</b>               | <b>Evidence gathered</b>                            |
|-------------------------------------|---|
| Race / Minority Ethnic Groups       | No race specific information gathered               |
| Disability                          | No disability specific information gathered         |
| Gender ( Male/ Female )             | No gender specific information gathered             |
| Gender Re-assignment (Trans-sexual) | No trans-gender specific information gathered       |
| Marital Status                      | No marital status specific information gathered     |
| Sexual Orientation                  | No sexual orientation specific information gathered |
| Religion/ Belief                    | No religion/ belief information gathered            |
| Age                                 | No age specific information gathered                |
| Income group                        | No income group specific information gathered       |
| Rural/Urban mix                     | No rural/ urban mix specific information gathered   |
| None of these                       | N/A   |

**9. Is there any justification for any unfairness identified in question 7 - for example, disproportionate cost? Describe the supporting evidence.**

Without the scheme being more targeted we cannot say that we are acting in a discriminatory manner.

**10. If you have identified any area of unfairness that cannot be justified, how will you eliminate or minimize this?**

The sponsorship opportunity is open to anyone who wants to participate. They will compete for the spaces on the same basis as everyone else.

**11. The results of your research and any justifications must be easily available to the public. When, where and how will you publish this information?**

The Celebratory and Sponsorship group holds a portfolio of information and will publish details of a review of business ownership.

**12. In support of the Inclusive Equalities Scheme, you are required to regularly monitor all policies and services for fairness. What plans do you have to monitor this particular service, policy, procedure or project?**

We will do our best to identify business ownership to help us acquire more information about the diverse backgrounds of the business owners.

**13. Your findings now need to be managed through your Departmental 3 Year Rolling Equality Action Plan. Please complete the final section of this form.**

| <b>Action Required</b>  | <b>By Whom</b>                                  | <b>By When</b> | <b>Signed when completed</b> | <b>Priority</b> | <b>How has this Promoted Equality?</b> |
|---|---|----------------|------------------------------|-----------------|--|
| Identify ethnic and gender composition of business ownership through existing contacts such as Women In Rural Enterprise, Business Start-up Schemes | Phil Street and the Celebratory and Sponsorship | April 2010     |                              | Medium to Low   |  |

**Equality Impact Assessment undertaken by ..... ( Signed )**

**Full name (in capitals please) .....**

**Position in the council .....**

**Date .....**

**When you have completed this form, please retain a copy and give a copy to your Equalities Champion, so that they can report to the Head of Service and the Equality Officer in Legal, Equalities and Democratic Services.**

# Glossary

## Adverse impact

- where one or more group of people is disadvantaged by a policy or procedure.

## Direct discrimination

- Treating someone less favourably than someone else in the same circumstances, egg:
  - Racist or sexist banter, derogatory comments and innuendo
  - Failure to treat grievances seriously
  - Failure to investigate grievances effectively
  - Inconsistent, irrational and subjective behaviour by employer
  - Failure to train staff and managers.

## Indirect discrimination

- Where an unjustifiable condition, e.g. in the provision of a service or job specification, has the effect of excluding a particular group. Even if this is unintentional, it can still be unlawful, egg:
  - Unnecessary height restrictions
  - Refusing training for promotion to part-timers
  - Fluency in language
  - Not allowing wearing of religious clothing
  - Word of mouth recruitment
  - Qualification requirements being too demanding for the level of the job.

## Policy, Practices and Services

- refers to any activity the council does, be that a service we provide, an initiative we run, a policy we write or a procedure we observe.
- It may refer to the way we do things which are customary
- It may refer to activities we undertake such as meetings, focus groups or publications we produce

## Equality Groups

- all equality groups referred to in the assessment can be broken down into further sub groups as follows
  - Race/ Minority Ethnic Groups - consider all the categories in the Census
    - Consider issues around race, colour, nationality, national or ethnic origin
    - Ethnic origin legally applies to Jews, Gypsies, Sikhs Irish and Scottish Travellers
    - White British
    - White Irish
    - Any other White Background
    - Black Caribbean
    - Black African
    - Any other Black background
    - Pakistani
    - Indian
    - Any other Asian Background
    - White & Black Caribbean
    - White & Black African
    - White & Asian
    - Any other Mixed Background
    - Chinese
    - Any other Ethnic Group
  - Disability - consider all types of impairment, physical and mental, sensory, visible and hidden
    - People with learning disabilities
    - Disabled children
    - Young disabled people
    - Parents of disabled children
    - People with mobility impairments
    - Wheelchair users
    - Mental health system users/ survivors
    - People with HIV/ Aids
    - People with visual impairments
    - Deaf or hearing impaired people
    - People with hidden impairments
    - People with cancer
  - Gender ( Male/ Female ) - consider whether something has a different impact on men or women - particularly if its more of an impact on women, consider the impact if they have carer responsibilities whether its childcare or other types of care
  - Gender Re-assignment ( Trans-sexual )
    - Consider all stages of re-assignment, before, during and after

- Marital status
  - Consider all marital statuses
  - Married, widowed, divorced, separated, co-habiting, civil partnership
- Sexual orientation
  - Consider orientations
  - Gay – usually refers to men with sexual orientation towards other men although sometime refers to women with sexual orientation towards other women
  - Lesbian – refers to women with sexual orientation towards other women
  - Bisexual – refers to men and women with sexual orientation to either their own sex or the opposite sex
  - Heterosexual refers to men and women with sexual orientation towards the opposite sex
- Religion/ Belief – for more detailed information refer to the Acas Booklet – Religion or Belief in the Workplace - consider the main and the minority religions
  - Christianity
  - Hinduism
  - Islam
  - Judaism
  - Sikhism
  - Baha'i
  - Buddhism
  - Jainism
  - Paganism
  - Parsi or Zoroastrianism
  - Rastafarianism
- Consider beliefs e.g.
  - Atheism
  - Agnosticism
  - Humanism
- Age - consider all age groups
  - Children pre school and school age
  - Teenagers
  - Young adults
  - Middle aged adults
  - The elderly

- Income group - consider all income groups
  - Those in employment
  - Those on high incomes
  - Those on low incomes
  - Those on benefits
- Rural/ urban mix
  - Consider all types of location in the district
  - Wholly rural areas
  - Villages
  - Towns
  - Urban fringe areas
- None of these

DRAFT





**Appendix 2**

**News Release**

Issued 11 March 2009 for immediate release

***Promote Yourself***

Businesses across the District are invited to promote themselves and at the same time make Bromsgrove look smarter than ever.

As part of its Promote Yourself campaign, the Council is offering businesses and organisations the opportunity to sponsor a range of items.

From hanging baskets and roundabouts to recycling trucks and events, there's a host of ways to advertise your details.

The Council's Promote Yourself organiser Julie Heyes said: "This is the perfect way for local businesses, shops and organisations to raise their profile and at the same time enhance the appearance and events in our district.

Businesses that have already signed up to sponsoring include Regal, Toyota, and BestofBromsgrove who have sponsored Road Islands and Webbs of Wychbold who have sponsored a recycling vehicle. Christmas sparked this year as Little Heath nurseries also donated trees for Bromsgrove and Rubery and the lights were sponsored by Webbs.

Speaking about the latest sponsorship project of the recycling vehicle, Webbs Executive Chairman Ed Webb said, "We are very pleased to be supporting this recycling initiative. Webbs is a firm believer in recycling making good sense both for business and the environment."

If you interested in finding out more about sponsorship opportunities with the Council please e-mail [promoteyourself@bromsgrove.gov.uk](mailto:promoteyourself@bromsgrove.gov.uk) or call Julie on 01527 881377

ENDS

**Notes to Editors**

You are invited to send a reporter and/or photographer to Webbs of Wychbold at 12 noon on Monday March 16 for a photograph of the recycling vehicle with representatives from the Council and Webbs

Anne Marie Darroch, Communications and Customer First Manager: 01527 881651  
The Council House, Burcot Lane, Bromsgrove B60 1AA

Picture below was uploaded on to the Council's website with the press release wording overleaf:





## FORWARD PLAN OF KEY DECISIONS

APRIL 2009 TO JULY 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 April 2009 to 31 July 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](mailto:k.firth@bromsgrove.gov.uk)

| Item No. | Decision Taker & Expected Date of Decision | Original Expected Date of Decision | Proposed Decision  | Type of Decision<br>(Key or Non-Key) | Lead Councillor/<br>Portfolio Holder | Comments   |
|----------|--|------------------------------------|--|--------------------------------------|--------------------------------------|--|
| 1        | Cabinet<br>1 April 2009                    | Cabinet<br>4 March 2009            | Homelessness Grants – Outturn Expenditure 2008/09 and Bids for 2009/10 and 2010/11   | Key                                  | Councillor<br>P. J. Whittaker        | Delayed by officers for further consideration  |
| 2        | Cabinet<br>1 April 2009                    |                                    | Bromsgrove Rovers Football Club Lease<br><i>(this report will contain exempt information and be considered in private session)</i> | Key                                  | Councillor<br>R. Hollingworth        |  |
| 3        | Cabinet<br>1 April 2009                    |                                    | Bromsgrove Museum – Closure  | Non-Key*                             | Councillor<br>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 |
| 4        | Cabinet<br>1 April 2009                    | Cabinet<br>3 Dec 2008              | Business Continuity Plan   | Non-Key                              | Councillor<br>Mrs. J. Dyer M.B.E.    | Delayed for further consideration by officers  |
| 5        | Cabinet<br>1 April 2009                    |                                    | Capital Programme Increase – Sanders Park Twin MUGAs   | Non-Key*                             | Councillor<br>R. Hollingworth        | * Cabinet will make recommendations to the full Council  |
| 6        | Cabinet<br>1 April 2009                    |                                    | Capital Programme Increase – Play Area Enhancements, Swanslength, Alvechurch   | Non-Key*                             | Councillor<br>R. Hollingworth        | * Cabinet will make recommendations to the full Council  |
| 7        | Cabinet<br>1 April 2009                    |                                    | Improvement Plan Exception Report – January 2009   | Non-Key                              | Councillor<br>M. J. A. Webb          |  |

|    |                          |                         |   |            |  |  |
|----|--------------------------|-------------------------|---|------------|--|--|
| 8  | Cabinet<br>1 April 2009  |                         | Longbridge Area Action Plan<br>(to receive recommendations from the<br>LDF Working Party)   | Non-Key*   | Councillor<br>Mrs. J. Dyer M.B.E.        | * Cabinet will make<br>recommendations to<br>the full Council  |
| 9  | Cabinet<br>1 April 2009  |                         | West Midlands Biodiversity Pledge and<br>Revised Biodiversity Action Plan   | Non-Key    | Councillor<br>P. J. Whittaker            |  |
|    |                          |                         |   |            |  |  |
| 10 | Cabinet<br>29 April 2009 |                         | Commissioning of a Countywide Home<br>Improvement Agency and roll out of the<br>Kick Start Equity Release Scheme for<br>Home Improvements | <b>Key</b> | Councillor<br>P. J. Whittaker            |  |
| 11 | Cabinet<br>29 April 2009 |                         | Private Sector Housing Strategy Review  | <b>Key</b> | Councillor<br>P. J. Whittaker            |  |
| 12 | Cabinet<br>29 April 2009 | Cabinet<br>4 March 2009 | Economic Strategy and Priorities  | Non-Key    | Councillor<br>R. Hollingworth            | Delayed by officers<br>for further work  |
| 13 | Cabinet<br>29 April 2009 |                         | Improvement Plan Exception Report –<br>February 2009  | Non-Key    | Councillor<br>M. J. A. Webb              |  |
|    |                          |                         |   |            |  |  |
| 14 | Cabinet<br>3 June 2009   |                         | Civil Parking Enforcement and ANPR  | <b>Key</b> | Councillor<br>Mrs. J. M. L. A. Griffiths |  |
| 15 | Cabinet<br>3 June 2009   | Cabinet<br>5 Nov 2008   | Preferred Planning Guidance (PPG)17 -<br>Outturn  | <b>Key</b> | Councillor<br>R. Hollingworth            | Final PPG17 report<br>delayed by external<br>consultants. Further<br>delay from late April<br>to June 09 to allow<br>Overview Board to<br>consider |
| 16 | Cabinet<br>3 June 2009   | Cabinet<br>5 Nov 2008   | Sports Hub Provision  | <b>Key</b> | Councillor<br>R. Hollingworth            | Delayed due to the<br>delay in the PPG17<br>report   |

|    |  |                            |   |            |  |   |
|----|--|----------------------------|---|------------|--|---|
| 17 | Cabinet<br>3 June 2009                     | Cabinet<br>1 April 2009    | Joint Waste Management Strategy                                 | <b>Key</b> | Councillor<br>Mrs. M. A. Sherrey         | Delayed for further consideration at a joint informal meeting with representatives of Redditch BC |
| 18 | Cabinet<br>3 June 2009                     |                            | Alternative System for Managing Excess Charge Notice System     | Non-Key    | Councillor<br>G. N. Denaro               |   |
| 19 | Cabinet<br>3 June 2009                     |                            | CPA - Final Report from the Audit Commission                    | Non-Key*   | Councillor<br>R. Hollingworth            | * Cabinet will make recommendations to the full Council   |
| 20 | Cabinet<br>3 June 2009                     | Cabinet<br>4 March 2009    | Customer First and Access Strategy Review                       | Non-Key    | Councillor<br>M. J. A. Webb              | Delayed due to staffing situation within Assistant Chief Executive's team                         |
| 21 | Cabinet<br>3 June 2009                     |                            | Financial and Performance Monitoring Report – Quarter 4 2008/09 | Non-Key    | Councillors G. N. Denaro & M. J. A. Webb |   |
| 22 | Cabinet<br>3 June 2009                     |                            | Improvement Plan Exception Report – March 2009                  | Non-Key    | Councillor<br>M. J. A. Webb              |   |
| 23 | Cabinet<br>3 June 2009                     |                            | Health & Safety Roles and Responsibilities for Elected Members  | Non-Key    | Councillor<br>R. D. Smith                |   |
| 24 | Cabinet<br>3 June 2009                     | Cabinet<br>4 February 2009 | Place Survey Results  | Non-Key    | Councillor<br>M. J. A. Webb              | Delayed as awaiting results from external company   |
|    |  |                            |   |            |  |   |
| 25 | Cabinet<br>24 June 2009<br>Special Meeting |                            | Council Annual Report 2008/09                                   | Non-Key*   | Councillor<br>R. Hollingworth            | * Cabinet will make recommendations to the full Council   |
| 26 | Cabinet<br>24 June 2009<br>Special Meeting |                            | Statement of Accounts 2008/09                                   | Non-Key*   | Councillor<br>G. N. Denaro               | * Cabinet will make recommendations to the full Council   |
|    |  |                            |   |            |  |   |

|    |                         |                         |  |          |   |   |
|----|-------------------------|-------------------------|--|----------|---|---|
| 27 | Cabinet<br>1 July 2009  |                         | CCTV /Lifeline Shared Service  | Non-Key* | Councillor<br>Mrs. J. M. L. A.<br>Griffiths | * Cabinet will make<br>recommendations to<br>the full Council   |
| 28 | Cabinet<br>1 July 2009  |                         | Change of Waste Collection from Council<br>House to maximise Recycling (option to<br>share service with Redditch BC) | Non-Key* | Councillor<br>Mrs. M. A. Sherrey            | * Cabinet will make<br>recommendations to<br>the full Council   |
| 29 | Cabinet<br>1 July 2009  |                         | Improvement Plan 2009/10   | Non-Key* | Councillor<br>M. J. A. Webb                 | * Cabinet will make<br>recommendations to<br>the full Council   |
| 30 | Cabinet<br>1 July 2009  |                         | Improvement Plan Exception Report –<br>April 2009  | Non-Key  | Councillor<br>M. J. A. Webb                 |   |
| 31 | Cabinet<br>1 July 2009  | Cabinet<br>1 April 2009 | Modern.Gov (Paperless Project) – The<br>Way Forward and Access to Exempt<br>Information                              | Non-Key* | Councillor<br>Dr. D. W. P. Booth            | * Cabinet will make<br>recommendations to<br>the full Council.<br>Delayed due to<br>Leader’s request for<br>detailed impact<br>assessment of the<br>paperless proposals<br>so the Cabinet can<br>consider the<br>recommendations in<br>this context. Also a<br>small officer group<br>meeting to determine<br>the generally<br>accepted process<br>within other<br>authorities for<br>restricting access to<br>exempt information |
|    |                         |                         |  |          |   |   |
| 32 | Cabinet<br>29 July 2009 |                         | New Governance Arrangements (subject<br>to new Regulations and Guidance)   | Non-Key* | Councillor<br>R. D. Smith                   | * Cabinet will make<br>recommendations to<br>the full Council   |



|    |                         |  |   |         |                             |  |
|----|-------------------------|--|---|---------|-----------------------------|--|
| 33 | Cabinet<br>29 July 2009 |  | Improvement Plan Exception Report –<br>May 2009 | Non-Key | Councillor<br>M. J. A. Webb |  |
|----|-------------------------|--|---|---------|-----------------------------|--|

NOTE: There will be no Cabinet meetings in May or August 2009

**KEY DECISION**

Proposed to be made by  
the Cabinet on

**1 April 2009**

|  |  |  |
|--|--|--|
| <p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b><br/>Peter Whittaker</p>  | <p><b>ITEM</b><br/>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><b>WARDS AFFECTED</b><br/>All Wards</p>   |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b><br/>Report of Strategic Housing Manager</p> <p><b>REPORT AUTHOR</b><br/>Andy Coel</p> | <p><b>SUMMARY</b></p> <p><b>Since the Homelessness Act 2002 the Government has allocated grant funding to local authorities to prevent and tackle homelessness.</b></p> <p><b>The Council was awarded Homelessness Grant totally £80k per annum for a three year period from April 2008 until March 2011.</b></p> <p><b>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.</b></p> | <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b><br/>The performance of grant funded schemes to be noted and approval of funding for 2009/10.</p> |

| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>                        | <b>Consultation period or dates</b>         |
|--|--|---|
| <b>Stakeholders</b><br><b>Homelessness Strategy</b><br><b>Steering Group</b> | <b>Homelessness Strategy Steering Group meetings</b> | 30 <sup>th</sup> 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  
**29 April 2009**

|   |   |  |
|---|---|--|
| <p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Peter Whittaker</p>   | <p><b>ITEM</b></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><b>WARDS AFFECTED</b></p> <p>All</p>  |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Planning and Environment</p> <p><b>REPORT AUTHOR</b></p> <p>Strategic Housing Manager</p> | <p><b>SUMMARY</b></p> <p>The report brings forward for approval a proposal to commission a Countywide Home Improvement Agency for all of Worcestershire.</p> <p><b>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.</b></p> <p><b>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.</b></p> | <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></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><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor Peter Whittaker</p>   | <p><b>ITEM</b></p> <p>PRIVATE SECTOR HOUSING STRATEGY AND REVIEW OF ASSISTANCE AND ENFORCEMENT POLICY.</p>  | <p><b>WARDS AFFECTED</b></p> <p>All</p>   |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Planning &amp; Environment</p> <p><b>REPORT AUTHOR</b></p> <p>A.M. Coel – Strategic Housing Manager</p> | <p><b>SUMMARY</b></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><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant affect upon all wards.</p> |

| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>  | <b>Consultation period or dates</b> |
|--|--|-------------------------------------|
| <p><b>Stakeholders</b></p> <p>PCT<br/>           BDHT &amp; partner RSL's<br/>           Supporting People<br/>           Social Services<br/>           Occupational Therapy Service<br/>           Age Concern<br/>           Service users<br/>           Private landlords<br/>           Private Tenants<br/>           Members</p> | <p>Two stakeholder consultation events were held on the 26<sup>th</sup> 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><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor<br/>Mrs. J. M. L. A. Griffiths</p>   | <p><b>ITEM</b></p> <p>Civil Parking Enforcement and ANPR</p>   | <p><b>WARDS AFFECTED</b></p> <p>All</p>   |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Street Scene and Community</p> <p><b>REPORT AUTHOR</b></p> <p>Steve Martin</p> | <p><b>SUMMARY</b></p> <p><b>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.</b></p> | <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Report has the potential to affect all Wards within the Councils area.</p> |



| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>                      | <b>Consultation period or dates</b>                  |
|--|--|--|
| <p data-bbox="201 177 421 212"><b>Stakeholders</b></p> <p data-bbox="201 252 577 323">Town centre businesses.<br/>Town centre users.</p> | <p data-bbox="696 217 931 252">Not yet agreed.</p> | <p data-bbox="1525 217 1760 252">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><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Roger Hollingworth</p>   | <p><b>ITEM</b></p> <p>PREFERRED PLANNING GUIDANCE 17 (PPG17) –<br/>         OUT TURN REPORT</p>  | <p><b>WARDS AFFECTED</b></p> <p>All Wards</p>   |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION MAKER</b></p> <p>Report of the Head of Street Scene &amp; Community</p> <p><b>REPORT AUTHOR</b></p> <p>John Godwin<br/>         Deputy Head of Street Scene &amp; Community<br/>         01257 881730<br/>         j.godwin@bromsgrove.gov.uk</p> | <p><b>SUMMARY</b></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 &amp; Pitches provision and Inc potential areas for redevelopment, removal and/or disposal.</p> | <p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>This report will result in:</p> <ul style="list-style-type: none"> <li>• The Council incurring additional expenditure in excess of £50,000.</li> </ul> <p>Further more it may result :</p> <ul style="list-style-type: none"> <li>• In the disposal of a Council asset with a value over £50,000</li> <li>• In the identification of a proposal to cease the delivery of a service.</li> </ul> |

| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>  | <b>Consultation period or dates</b> |
|--|--|-------------------------------------|
| <p><b>Stakeholders</b></p> <p>Elected members<br/>SMT &amp; CMT<br/>Planning Officers<br/>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<br/>District &amp; County Council Officers<br/>Parish Council<br/>Residents Inc Children &amp; Young People<br/>User Groups<br/>WCC Officers<br/>Sport England<br/>Community Sports Network (BECAN)</p> | <p>N/A</p>                          |

**DECISION TO BE MADE IN PARTNERSHIP WITH**

N/A

**KEY DECISION**

Proposed to be made by the Cabinet on  
**3 June 2009**

|  |   |  |
|--|---|--|
| <p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Roger Hollingworth</p>   | <p><b>ITEM</b></p> <p>SPORTS HUB PROVISION</p>  | <p><b>WARDS AFFECTED</b></p> <p>All Wards</p>  |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Street Scene &amp; Community</p> <p><b>REPORT AUTHOR</b></p> <p>John Godwin<br/>                 Deputy Head of Street Scene &amp; Community<br/>                 01257 881730<br/>                 j.godwin@bromsgrove.gov.uk</p> | <p><b>SUMMARY</b></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><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>This report will result in:</p> <ul style="list-style-type: none"> <li>• The Council incurring additional expenditure in excess of £50,000.</li> <li>• A significant effect on communities living or working in an area comprising of two or more wards in the district.</li> </ul> |

| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>  | <b>Consultation period or dates</b> |
|--|--|-------------------------------------|
| <p><b>Stakeholders</b></p> <p>Elected members<br/>SMT &amp; CMT<br/>Planning Officers<br/>Sports development Officers<br/>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<br/>District &amp; County Council Officers<br/>Parish Council<br/>Residents Inc Children &amp; Young People<br/>User Groups<br/>WCC Officers<br/>Sport England<br/>Community Sports Network (BECAN)</p> | <p>N/A</p>                          |

**DECISION TO BE MADE IN PARTNERSHIP WITH**

N/A

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**3 June 2009**

|  |   |   |
|--|---|---|
| <p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr M Sherrey</p>  | <p><b>ITEM</b></p> <p>REFRESH OF WASTE MANAGEMENT STRATEGY DOCUMENT</p>   | <p><b>WARDS AFFECTED</b></p> <p>All</p>   |
| <p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of Head of Street Scene and Community</p> <p><b>REPORT AUTHOR</b></p> <p>Michael Bell</p> | <p><b>SUMMARY</b></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><b>REASONS FOR BEING ON THE FORWARD PLAN</b></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> |



| <b>CONSULTATION DETAILS</b>  | <b>Method of Consultation</b>                 | <b>Consultation period or dates</b> |
|--|---|-------------------------------------|
| <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.



# SUPPLEMENTARY LIST OF FUTURE ITEMS – SEPTEMBER 2009+

## CCPP Departmental Cabinet Forward Plan

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

| Item No. | Portfolio Holder/<br>Lead Member<br>Responsibility | Subject   | Details of Proposed<br>Decision                             | Expected<br>Date of<br>Decision | Original<br>Expected<br>Date of<br>Decision | Principal Groups<br>or Organisations<br>to be consulted<br>and date and<br>method of<br>consultation | Documents to<br>be considered<br>in relation to<br>the Decision | Comments |
|----------|--|---|---|---------------------------------|---|--|---|----------|
| 6        | Councillor M. J.<br>A. Webb                        | Monthly<br>Improvement<br>Plan Report<br>(Period 5) | Monthly updates on<br>progress against plan.                | <b>November<br/>2009</b>        |   | Not applicable.  | -   |          |
| 7        | Councillor M. J.<br>A. Webb                        | Monthly<br>Improvement<br>Plan Report<br>(Period 6) | Monthly updates on<br>progress against plan.                | <b>December<br/>2009</b>        |   | Not applicable.  | -   |          |
| 8        | Councillor M. J.<br>A. Webb                        | Monthly<br>Improvement<br>Plan Report<br>(Period 7) | Monthly updates on<br>progress against plan.                | <b>January<br/>2010</b>         |   | Not applicable.  | -   |          |
| 9        | Councillor M. J.<br>A. Webb                        | Monthly<br>Improvement<br>Plan Report<br>(Period 8) | Monthly updates on<br>progress against plan.                | <b>February<br/>2010</b>        |   | Not applicable.  | -   |          |
| 10       | Councillor M. J.<br>A. Webb                        | Monthly<br>Improvement<br>Plan Report<br>(Period 9) | Monthly updates on<br>progress against plan.                | <b>March 2010</b>               |   | Not applicable.  | -   |          |
| 11       | Councillors M.<br>J. A. Webb and<br>G. N. Denaro   | Integrated<br>Financial/Perfo<br>rmance Report      | Quarter 1 2009/2010<br>Financial and<br>Performance update. | <b>September<br/>2009</b>       |   | Not applicable.  | -   |          |
| 12       | Councillors M.<br>J. A. Webb and<br>G. N. Denaro   | Integrated<br>Financial/Perfo<br>rmance Report      | Quarter 2 2009/2010<br>Financial and<br>Performance update. | <b>December<br/>2009</b>        |   | Not applicable.  | -   |          |

| Item No. | Portfolio Holder/<br>Lead Member<br>Responsibility | Subject   | Details of Proposed<br>Decision   | Expected<br>Date of<br>Decision | Original<br>Expected<br>Date of<br>Decision | Principal Groups<br>or Organisations<br>to be consulted<br>and date and<br>method of<br>consultation              | Documents to<br>be considered<br>in relation to<br>the Decision | Comments  |
|----------|--|---|---|---------------------------------|---|---|---|---|
| 13       | Councillors M.<br>J. A. Webb and<br>G. N. Denaro   | Integrated<br>Financial/Perfo<br>rmance Report                    | Quarter 3 2009/2010<br>Financial and<br>Performance update.   | <b>March 2010</b>               |   | Not applicable.   | -   |   |
| 14       | Councillor M. J.<br>A. Webb                        | Customer<br>Panel<br>(Customer<br>Satisfaction<br>and Priorities) | Feedback from<br>residents survey on<br>their satisfaction with<br>services tracking year<br>on year performance.<br>Views from residents on<br>Council's future<br>priorities. | <b>February<br/>2010</b>        |   | Customer Panel<br>Survey of 1,500<br>residents and<br>Survey also<br>available to all<br>residents on<br>website. | -   | Deferred<br>from Sept<br>09 to allow<br>survey to be<br>undertaken<br>after<br>summer<br>programme<br>of events |

# Financial Services Departmental Cabinet Forward Plan

| Item No. | Portfolio Holder/<br>Lead Member<br>Responsibility | Subject   | Details of Proposed<br>Decision  | Expected<br>Date of<br>Decision | Original<br>Expected<br>Date of<br>Decision<br>Cabinet<br>(Leaders) | Principal Groups<br>or Organisations<br>to be consulted<br>and date and<br>method of<br>consultation | Documents<br>to be<br>considered<br>in relation to<br>the Decision | Comments |
|----------|--|---|--|---------------------------------|---|--|--|----------|
| 1        | Councillor G. N. Denaro                            | Council Tax Base                                    | To approve the new tax base for 2010/11                                  | <b>December 2009</b>            |   | 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 | <b>November 2009</b>            |   | 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 | <b>December 2009</b>            |   | 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                | <b>January 2010</b>             |   | 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    | <b>March 2010</b>               |   | 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              | <b>March 2010</b>               |   | Focus Group, Customer Panel  | Budget Bids, medium term plan report, ICT strategy                 |          |

| Item No. | Portfolio Holder/<br>Lead Member<br>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 Council's 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 /<br>Nov 09 /<br>March 10 /<br>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/<br>Lead Member<br>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 were no known HR reports at the time of writing the HR and OD 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/<br>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   |  |  |
| 2        | Councillor Dr. D. W. Booth JP                   | E-Government Strategy           | E-Government Strategy           | October 2009              | June 2008                          | CMT   |  | Initially delayed to early 2009 and then further delayed due to feasibility study around an ICT Shared Service |

# Legal, Equalities and Democratic Services Departmental Cabinet Forward Plan

| Item No. | Portfolio Holder/<br>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<br>Crime and Disorder Legislation<br>Overview and Scrutiny<br>Boundary reviews<br>Front line Councillors Petitions | <b>Spring/<br/>Summer<br/>2009</b> |                                    | 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   | <b>Spring/<br/>Summer<br/>2009</b> |                                    | 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                     | <b>December<br/>2009</b>           |                                    |   |  |   |
| 4        | Councillor R. D. Smith                          | Officer and Member Code of Conduct | Report to Cabinet and Council on new Codes of Conduct   | <b>Spring<br/>2009</b>             |                                    | 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/<br>Lead Member<br>Responsibility | Subject  | Details of Proposed<br>Decision  | Expected<br>Date of<br>Decision | Original<br>Expected<br>Date of<br>Decision | Principal Groups or<br>Organisations to be<br>consulted and date<br>and method of<br>consultation | Documents<br>to be<br>considered<br>in relation<br>to the<br>Decision | Comments  |
|----------|--|--|--|---------------------------------|---|---|---|---|
| 1        | Councillor Mrs.<br>M. A. Sherrey<br>JP             | Change in<br>recycling<br>service to co-<br>mingled<br>collection  | Update on timescales for<br>move to co-mingled<br>collection system  | <b>September<br/>2009</b>       |   | County Council.<br>Waste Collection<br>staff.   | Report Only   | Finance for<br>vehicles and<br>equipment<br>detailed in<br>2009/09<br>budget<br>round.          |
| 2        | Councillor Mrs.<br>M. A. Sherrey<br>JP             | Summary<br>report on<br>green waste<br>charging  | Summary report to assess<br>change in service provision<br>from March 2009 which<br>introduced charge for<br>service                       | <b>October<br/>2009</b>         |   | Feedback from<br>residents.   | Report only   | None  |
| 3        | Councillor Mrs.<br>M. A. Sherrey<br>JP             | Operation of<br>Recycling<br>bank system.  | Report to consider different<br>options for collection of<br>recyclable materials from<br>recycling centres                                | <b>November<br/>2009</b>        |   | County Council  | Report Only   | Completion<br>of the MRF<br>in Worcs<br>may provide<br>alternative<br>methods of<br>collection. |
| 4        | Councillor Mrs.<br>M. A. Sherrey<br>JP             | Options for<br>shared<br>service with<br>Redditch<br>particularly<br>green waste<br>and recycling<br>collections | To consider opportunity<br>from sharing the green<br>waste collection operation<br>from April 2010 when<br>Redditch introduce a<br>charge. | <b>November<br/>2009</b>        |   | RDC, County<br>Council.   | Potential<br>report from<br>officers in<br>Redditch.                  | None  |

| Item No. | Portfolio Holder/<br>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 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/<br>Lead Member<br>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   | <b>November 2009</b>      |                                    | 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 | <b>As required</b>        |                                    | As required by the Regulations  | Various  |          |

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## OVERVIEW BOARD

### WORK PROGRAMME

31ST 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 and Anticipated Cabinet Reports (Split into 2 items)<br>- <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<br>- <i>Permanent Item</i> -  | Quarterly  | A quarterly report monitoring the implementation of overview recommendations. The next tracker report is due July 2009.   |
| Biodiversity   | 31st March 2009<br><br>(First considered 3rd March 2009)                                       | A report on the West Midlands Biodiversity Pledge and Revised Biodiversity Action Plan was considered by the Board on 3rd March 2009. Further information on this topic (specifically training and benchmarking) will be considered at the next meeting.  |
| Air Quality Update - LEZ   | 31st March 2009<br><br>(Considered at previous meetings: 3rd February 2009 and 3rd March 2009) | Following the Air Quality Task Group Review in February and a verbal update on the progress of implementing recommendation 1 (relating to LEZ) at the last meeting, Members requested that Mr. David Balme from Worcestershire County Council's Highways be invited to attend the next meeting to discuss this issue further. |

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

| <b>Subject</b>            | <b>Date of Consideration</b>                             | <b>Other Information</b>   |
|---------------------------|--|--|
| Sponsorship Funding       | 31st March 2009<br><br>(First considered 3rd March 2009) | Overview Members commenced its investigation relating to 'sponsorship funding' at its last meeting and requested information relating to the Equalities Impact Assessment to come to the following meeting. Members will consider this information and put forward recommendations to help ensure the policy is fit for purpose.   |
| 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.  |
| Civil Parking Enforcement | 2nd June 2009  | Further information was requested on this item at the last meeting on 3rd March 2009. However, due to the limited amount of information available for the meeting at the end of March, it was agreed with the Chairman, a more substantial amount of information would be provided at the following meeting and the Head of Street Scene and Community will be in attendance at the Board Meeting to answer any questions. |

## CURRENT OVERVIEW TASK GROUPS

| Current Task Groups                          | Date Report Due  | Other Information   |
|--|--|---|
| Anti-Social Behaviour and Alcohol Free Zones | 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                                 | To be confirmed – will commence no later than the end of May 2009  | Task Group established on 3rd February 2009. In March 2009, Councillor M. Bunker appointed as Task Group Chairman. Membership, terms of reference also agreed at same meeting. Ms. A. Sowton, Chairman of the Older People's LSP Theme Group invited to be a co-opted Member of the Task Group. Date of first meeting to be arranged shortly. |

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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