



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY 2ND JUNE 2009,
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors Mrs. M. Bunker, S. R. Colella, Mrs. R. L. Dent,
Mrs. J. M. L. A. Griffiths, Mrs. C. J. Spencer and L. J. Turner

AGENDA

1. Election of Chairman
2. Election of Vice-Chairman
3. To receive apologies for absence
4. Declarations of Interest and whipping arrangements
5. To confirm the accuracy of the minutes of the meeting of the Overview Board held on 31st March 2009 (Pages 1 - 6)
6. Civil Parking Enforcement (verbal update by the Head of Street Scene and Community)
7. Verbal update on the progress of the Older People Task Group (Task Group Chairman: Councillor Mrs. M. Bunker) and to consider the following recommendation from the meeting of the Older People Task Group held on 12th May 2009 (Pages 7 - 8)
 - (a) that the Overview Board be requested to recommend the Cabinet to approve the promotion of the National Older People's Day on 1st October 2009 throughout the Council and via the Council's Communications Plan; and

- (b) that the Older People Task Group drives this promotion exercise to ensure a coordinated approach.
 - 8. Additional Task Group Member - Older People Task Group (Pages 9 - 12)
 - 9. PPG17 Out-turn / Sports Hub Provision
- Please could Members of the Board bring along (or have access to) the reports to be presented to the meeting of the Cabinet on 3rd June 2009 in connection with this item.**
- 10. Forthcoming Cabinet Decisions (verbal updates)
 - (a) Arts Strategy
 - (b) Contract and Procedure Rules
 - (c) Council House Accommodation
 - 11. Forward Plan of Key Decisions - 1st June to 30th September 2009 (Pages 13 - 28)
 - 12. Anticipated reports due to be considered by the Cabinet between October 2009 and June 2010 (Pages 29 - 38)
 - 13. Work Programme (Pages 39 - 42)
 - 14. 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
 - 15.

K DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

20th May 2009

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 31ST MARCH 2009

AT 6.00 P.M.

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

Invitees: Councillor Mrs. J. M. L. A. Griffiths and Mr. D. Balme
(Worcestershire County Council's Highways)

Observers: Councillor C. B. Taylor

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

45/08 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Miss D. H. Campbell JP.

46/08 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were received.

47/08 MINUTES

The minutes of the Overview Board meetings held on 3rd March 2009 and 12th March 2009 were submitted.

RESOLVED that the minutes of both meetings be approved as a correct record.

48/08 CABINET RESPONSE TO THE ANTI-SOCIAL BEHAVIOUR AND ALCOHOL FREE ZONES TASK GROUP REPORT

Councillor Mrs. J. M. L. A. Griffiths, Portfolio Holder for Street Scene and Community Safety, presented the Cabinet's response to the Anti-Social Behaviour and Alcohol Free Zones Task Group Report and answered the Board's questions relating to recommendations 3 and 4 regarding Fixed Penalty Notices (FPN) and CCTV.

On behalf of the Board, the Chairman thanked Councillor Mrs. Griffiths for attending the meeting and answering the Board's questions.

RESOLVED that the Cabinet's Response be noted.

49/08 **BIODIVERSITY ISSUES**

Ms. S. Lai, Planning Officer, was introduced to the Board and welcomed to the meeting.

Following the Board's request at the last ordinary meeting on 3rd March 2009 for more information, Mr. P. Street, Executive Director - Partnerships and Projects, tabled the Biodiversity Action Plan Actions together with an example of biodiversity training.

Officers referred to section 1(b) on page 3 of the Biodiversity Action Plan Actions which listed actions which could be taken by Bromsgrove District Council. Members were informed that a pro-forma would need to be completed to demonstrate that actions had been pursued.

It was noted that target dates varied as the Pledge included actions covering a 10 year period. It was explained that officers would need to identify the order in which actions were to be implemented and it was intended that initially, the focus would be on those actions with a deadline of 2010.

Members of the Board believed it was essential that the Council raised awareness of the West Midlands Biodiversity Pledge and Action Plan and officers agreed that necessary publicity would be issued to make certain members of the public were kept informed. It was anticipated that the work undertaken would be monitored by the Climate Change Working Group.

It was confirmed that where appropriate, other agencies would be involved (such as the Environment Agency, Worcestershire Wildlife Trust and Parish Councils). It was noted that such partnership work would also include voluntary sector organisations. However, Mr. Street made it clear that it was Bromsgrove District Council which was the lead authority and therefore was ultimately responsible for ensuring the actions were pursued.

RESOLVED that the update provided be noted.

50/08 **AIR QUALITY - LOW EMISSION ZONES**

Mr. D. Balme from Worcestershire County Council's Highways was welcomed to the meeting and the information he had supplied relating to Low Emission Zones (LEZ) was discussed.

The Board raised a number of questions such as how the scheme would be administered, the costs of such a scheme and appropriate enforcement arrangements.

Clarification was sought on the stages of the process and the Board was advised by Mr. Balme that the key stakeholders would first need to be consulted to find out if they would support the development of a LEZ for Bromsgrove. Depending on the outcome of discussions with key stakeholders, it was believed that the second stage would be for the District Council to apply to the County Council for certain roads to be included within a

LEZ and for both Councils to work together to develop the scheme, if it was decided that such a scheme was necessary and feasible.

There was concern expressed by some Members over the lack of a financial plan at an earlier stage particularly as it was unclear whether or not the scheme could be self-financing.

Mr. Street stated that a number of issues would need to be considered. He informed the Board that as there was no central government legislation, the Greater London authority which had developed a LEZ might have done so using a bylaw. He also advised the Board that when officers had discussed the proposal of developing a LEZ for the areas stated within the recommendation, it appeared it was likely there would be operational difficulties, particularly in relation to the trunk roads in Hagley. Monitoring and enforcement arrangements would also need to be considered carefully.

It was understood that as a local authority, the Council had an obligation to reduce carbon emissions which would include vehicle use, however, Mr. Street advised that the feasibility of a LEZ for Bromsgrove District needed to be tested and financial implications considered.

RESOLVED:

- (a) that, in order to progress the approved recommendation, key stakeholders be consulted to find out what level of support existed for the development of a LEZ within Bromsgrove District, should such a scheme be feasible; and
- (b) that the report be noted.

51/08 **SPONSORSHIP FUNDING - EQUALITIES IMPACT ASSESSMENT**

Members considered the draft Equalities Impact Assessment (EIA) relating to the Council's Sponsorship Policy which had been requested at the last ordinary meeting of the Board.

Mr. Street stated that undertaking an EIA had been a very useful exercise, however, he believed officers still needed to consider the Council's ethical stance. It was explained that at the present time there was a clause within each individual legal agreement relating to the types of adverts allowed. However, it was felt a more encompassing ethical policy was required, particularly as it was hoped that Council sponsorship activities would increase in the future.

It was understood that the current legal agreements clearly stated that certain sponsorship signs would be classed as unacceptable such as those offering or promoting the sale of tobacco or tobacco related products, offering or promoting services of a sexual nature, or in breach of the Council's duties under Equalities legislation. However, it was noted by officers that others had been overlooked which the Overview Board had commented on at its last ordinary meeting including promoting the sale of alcohol and promoting gambling.

It was also accepted that positive messages relating to such items should be allowed if it was of benefit to the community as a whole, for example, highlighting issues surrounding alcohol abuse.

As mentioned at the previous ordinary meeting, Mr. Street confirmed that the Council was exploring the suggestion of working with charities including running events in partnership. Members and officers agreed that it was important to develop the Council's relationship with the third sector with regards to sponsorship activities.

The Board considered whether it wished to put forward recommendations to the Cabinet, however, all Members were satisfied with the continuing work of officers.

RESOLVED that the report be noted.

52/08 **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.

Questions were raised regarding item number 10 which related to the commissioning of a countywide Home Improvement Agency (HIA) and the rollout of the Kick Start Equity Release scheme for home improvements to Worcestershire.

With regards to publicity, it was explained that there was a Countywide Project Management Group overseeing the work and there was a Service Design Sub-Group which would focus on issues of service and publicity. It was reported that the District Council would have a role to play in publicising the services and targeting those most in need of assistance. It was stated that this was likely to include publicity leaflets distributed across the County and information and appropriate links on the Council's website.

There was a brief discussion relating to the waiting times for home adaptations and it was explained that using EU procurement legislation, the process had been streamlined and the tendering phase had been removed. This had helped to halve the waiting time and it was continuing to decrease, however, it was accepted that waiting times needed to improve further. It was confirmed that there was a mechanism in place to try and ensure quality of work and value for money and the pre-qualification process for contractors was based on a scoring system with 60% based on price and 40% based on quality.

It was explained that consistency across the County would aim to make application for services as simple as possible. However, in relation to Kick Start, as this was an equity release scheme, it was essential that a lengthy and in depth explanation was given to the client to ensure they fully understood the implications and had sufficient time and opportunity to consider all alternatives available to them.

RESOLVED:

- (a) that, in relation to the Home Improvement Agency (item number 10), the Executive Director - Partnerships and Projects, be requested to inform the Board of the target waiting time from application referral to adaptation installation; and
- (b) that all items on the Forward Plan be noted.

53/08 **ANTICIPATED CABINET REPORTS - SEPTEMBER 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 September 2009 and April 2010.

Information was requested on Contract and Procedure Rules update (item number 9 under Financial Services), the new Council House accommodation (item number 3 under Legal, Equalities and Democratic Services) and the Arts Strategy (item number 5 under Street Scene and Community). In relation to the Arts Strategy, the Chairman believed there should be some link to reducing crime and anti-social behaviour.

With regards to the first item under Legal, Equalities and Democratic Services, it was explained that Councillor Call for Action (from the Local Government and Public Involvement in Health Act 2007) and Crime and Disorder Scrutiny (from the Police and Justice Act 2006) were due to come into force on 1st April 2009. However, due to relevant guidance being issued late, there was no expectation that local authorities would have appropriate systems and processes in place immediately. Members were informed that a report covering these issues would be considered at the next meeting of Full Council due to be held in April. With regard to managing petitions, it was confirmed that guidance had not yet been finalised.

The boundary review and front line Councillors item were a result of the Local Government and Public Involvement in Health Act 2007 and it was stated that the Head of Legal, Equalities and Democratic Services and Assistant Chief Executive were working together on these issues and would be presenting the information to all Members in due course.

RESOLVED:

- (a) that at the next meeting of the Board due to be held on 2nd June 2009, further information be provided verbally by the Executive Directors on the following items:
 - (i) Contract and Procedure Rules update (item number 9 under Financial Services);
 - (ii) New Council House accommodation (item number 3 under Legal, Equalities and Democratic Services); and
 - (iii) Arts Strategy (item number 5 under Street Scene and Community); and
- (b) that the anticipated Cabinet Reports for September 2009 to April 2010 be noted.

54/08 **WORK PROGRAMME**

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

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

The meeting closed at 7.00 p.m.

Chairman

FULL OF LIFE

Full of Life is a celebration of the opportunities, achievements, and aspirations of older people.

UK Older People's Day 2009

Following the success of last year's celebrations, 2009's Older People's Day will take place on 1 October. The day highlights the contribution older people make to our society and economy, and tries to tackle any negative attitudes and stereotypes by bringing different generations together to promote a more positive view of later life.

From allotment projects to tea dances, exercise classes to achievement awards, around 50,000 people took part in some 900 local events across the country in 2008.

This page will be updated in the coming months, so please check back for more information. We hope you will help us to make Older People's Day 2009 as successful and enjoyable as last year's.

Further information

To find more information for over 50s, click the link below, which will take you to the Over 50s section of the Directgov website. If you would like more details about Full of Life, click the second link to be taken to further information.

- ▶ For more information for Over 50s visit the [Directgov website](#)
- ▶ Find out more about Full of Life on the [Department for Work and Pensions website](#)



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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

15TH JUNE 2009

ADDITIONAL TASK GROUP MEMBER - OLDER PEOPLE TASK GROUP

Responsible Portfolio Holder	Councillor Mrs. M. A. Sherrey JP
Responsible Head of Service	Assistant Chief Executive

1. SUMMARY

- 1.1 To consider the additional membership form received in respect of the Older People Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to reconsider the membership of the Task Group in light of the receipt of an additional membership form.

3. BACKGROUND

- 3.1 At the meeting of the Overview Board held on 3rd March 2009, the terms of reference and membership of the Older People Task Group were confirmed. The agreed membership of the Task Group consisted of Councillors Mrs. M. Bunker, D. McGrath, D. L. Pardoe, C. J. Tidmarsh, L. J. Turner and a co-opted member from the Bromsgrove and Redditch Network (BARN) - Mrs. A. Sowton.
- 3.2 In the meantime, Councillor S. R. Colella has also submitted a membership form by way of a request to join the Task Group (attached at Appendix 1) and the Board is therefore required to formally approve his inclusion on the Task Group.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly related to this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications directly related to this report.

6. COUNCIL OBJECTIVES

- 6.1 This report does not directly link to any of the Council's Corporate Objectives.

7. **RISK MANAGEMENT**

7.1 There are no identifiable risk implications directly related to this report.

8. **CUSTOMER IMPLICATIONS**

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

9. **EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 There are no equality and / or diversity implications directly relating to this report.

10. **VALUE FOR MONEY IMPLICATIONS**

10.1 There are no Value For Money implications directly relating to the report.

11. **OTHER IMPLICATIONS**

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

12. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	No
Chief Executive	No
Corporate Director (Partnerships and Projects)	No
Corporate Director (Services)	No
Assistant Chief Executive	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**

13.1 All Wards.

14. **APPENDICES**

14.1 Appendix 1: Additional Membership Form.

15. **BACKGROUND PAPERS**

15.1 None.

CONTACT OFFICER

Name: Andy C. Stephens

email: a.stephens@bromsgrove.gov.uk

Tel: 01527 881410

TASK GROUP MEMBERSHIP FORM

Please complete the following:

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

➤ Name:

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

Bromsgrove District Council and its local communities need to prepare to meet the challenges ahead of an aging population. First we need to understand their needs now and in the future and compare these to the services already provided and what gaps exist.

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

Analytical.

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

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

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

Monday	Tuesday	Wednesday	Thursday	Friday
No	Yes	Yes	Yes	No

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

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

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

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

Once complete, **please return to:** Scrutiny Officer, Committee Section,
Legal, Equalities and Democratic Services, **no later than**

Email: scrutiny@bromsgrove.gov.uk



FORWARD PLAN OF KEY DECISIONS

1 JUNE 2009 TO 30 SEPTEMBER 2009

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

Key Decisions are those executive decisions which are likely to:

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

Key Decisions will include:

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

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

CABINET MEMBERSHIP

Councillor R. Hollingworth
Councillor G. N. Denaro

Councillor Dr. D. W. P. Booth
Councillor J. T. Duddy

Councillor Mrs. J. Dyer M.B.E.
Councillor Mrs. M. A. Sherrey
Councillor R. D. Smith
Councillor M. J. A. Webb
Councillor P. J. Whittaker

Leader of the Council and Portfolio Holder for the Improvement Plan
Deputy Leader and Portfolio Holder for Resources (including Financial Services, Legal, Equalities & Democratic Services, Human Resources and ICT)
Portfolio Holder for Street Scene and Project Management of the Town Centre
Portfolio Holder for Economic Development, Retail Regeneration and Revenue Generation (including Car Parking)
Portfolio Holder for Planning and Transport
Portfolio Holder for Vulnerable and Older People (including Lifeline)
Portfolio Holder for Youth, Sports, Recreation and Culture
Portfolio Holder for Community and Customer Engagement and Community Safety
Portfolio Holder for Strategic Housing, Environment and Climate Change

CONSULTATION AND REPRESENTATIONS

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

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

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. D. Smith	Final PPG17 report delayed by external consultants. Further delay from late April to June 09 to allow Overview Board to consider
2	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Sports Hub Provision	Key	Councillor R. D. Smith	Delayed due to the delay in the PPG17 report
3	Cabinet 3 June 2009		CPA - Final Report from the Audit Commission	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
4	Cabinet 3 June 2009	Cabinet 4 March 2009	Customer First and Access Strategy Review	Non-Key	Councillor M. J. A. Webb	Delayed due to staffing situation within Assistant Chief Executive's team
5	Cabinet 3 June 2009		Improvement Plan Exception Report – March 2009	Non-Key	Councillor R. Hollingworth	
6	Cabinet 3 June 2009		Health & Safety Roles and Responsibilities for Elected Members	Non-Key	Councillor G. N. Denaro	
7	Cabinet 24 June 2009 Special Meeting		Council Annual Report 2008/09	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council

8	Cabinet 1 July 2009	Cabinet 1 April 2009	Joint Waste Management Strategy	Key	Councillor Mrs. M. A. Sherrey	Delayed for further consideration to take account of a joint informal meeting with representatives of Redditch BC
9	Cabinet 1 July 2009		Review of Assets Sherwood Road <i>(this report will contain exempt information and be considered in private session)</i>	Key	Councillor G. N. Denaro	
10	Cabinet 1 July 2009	Cabinet 3 June 2009	Alternative System for Managing Excess Charge Notice System	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration
11	Cabinet 1 July 2009		CCTV /Lifeline Shared Service	Non-Key*	Councillor Mrs. M. A. Sherrey	* Cabinet will make recommendations to the full Council
12	Cabinet 1 July 2009		Change of Waste Collection from Council House to maximise Recycling (option to share service with Redditch BC)	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council
13	Cabinet 1 July 2009	Cabinet 4 March 2009	Economic Strategy and Priorities	Non-Key	Councillor J. T. Duddy	Delayed as needed to take further advice in light of discussions regarding Economic Development in North Worcestershire
14	Cabinet 1 July 2009		Improvement Plan 2009/10	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
15	Cabinet 1 July 2009		Improvement Plan Exception Report – April 2009	Non-Key	Councillor R. Hollingworth	

16	Cabinet 1 July 2009	Cabinet 1 April 2009	Modern.Gov (Paperless Project) – The Way Forward and Access to Exempt Information	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council. Delayed due to Leader's request for detailed impact assessment of the paperless proposals so the Cabinet can consider the recommendations in this context. Also a small officer group meeting to determine the generally accepted process within other authorities for restricting access to exempt information
17	Cabinet 1 July 2009		Travel Plan	Non-Key	Councillor P. J. Whittaker	
18	Cabinet 29 July 2009		Local Neighbourhood Partnerships - Terms of Reference and Business Case	Key	Councillor M. J. A. Webb	
19	Cabinet 29 July 2009	Cabinet 3 June 2009	Car Parking in Bromsgrove	Non-Key*	Councillor J. T. Duddy	* Cabinet will make recommendations to the full Council
20	Cabinet 29 July 2009		Final Outturn 2008/09	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
21	Cabinet 29 July 2009		Strategic Business Case for Joint Working/Shared Services (Serco Consulting report)	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council

22	Cabinet 29 July 2009		New Governance Arrangements (subject to new Regulations and Guidance)	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
23	Cabinet 29 July 2009		Improvement Plan Exception Report – May 2009	Non-Key	Councillor R. Hollingworth	
24	Cabinet 2 September 2009		Council Plan 2010/2013 Part 1	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
25	Cabinet 2 September 2009		Financial and Performance Monitoring – Quarter 1 2009/10	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
26	Cabinet 2 September 2009		Improvement Plan Exception Report – June 2009	Non-Key	Councillor R. Hollingworth	
27	Cabinet 2 September 2009	Cabinet 4 February 2009	Place Survey Results	Non-Key	Councillor M. J. A. Webb	Delayed as awaiting information from external source
28	Cabinet 2 September 2009		Update on timescales for move to co-mingled collection system	Non-Key	Councillor Dr. D. W. P. Booth	

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

KEY DECISION

Proposed to be made by the Cabinet on
3 June 2009

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

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

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

KEY DECISION

Proposed to be made by the Cabinet on
3 June 2009

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
1 July 2009

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH

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

KEY DECISION

Proposed to be made by
the Cabinet on
1 July 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor G. N. Denaro</p>	<p>ITEM Review of Assets Sherwood Road</p>	<p>WARDS AFFECTED Charford and All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of Director of Services</p> <p>REPORT AUTHOR Tony Beirne, Executive Director of Services</p>	<p>SUMMARY As part of the asset review consider the best way to manage the council's property assets in Sherwood Road</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards</p>

<p>CONSULTATION DETAILS</p> <p>Stakeholders N/A</p>	<p>Method of Consultation N/A</p>	<p>Consultation period or dates N/A</p>
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<p>DECISION TO BE MADE IN PARTNERSHIP WITH N/A</p>

KEY DECISION

Proposed to be made by
the Cabinet on
29 July 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor M. J. A. Webb</p>	<p>ITEM</p> <p>LOCAL NEIGHBOURHOOD PARTNERSHIPS - TERMS OF REFERENCE AND BUSINESS CASE</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Assistant Chief Executive</p> <p>REPORT AUTHOR</p> <p>Hugh Bennett Assistant Chief Executive 01527 881430</p>	<p>SUMMARY</p> <p>The report will set out the terms of reference and business case relating to Local Neighbourhood Partnerships.</p> <p>The report will outline a number of options for the Cabinet to consider relating to how we can engage the community and empower Members through use of delegated budgets.</p> <p>At this stage, the Cabinet will be requested to approve, in principle only, one of the options put forward. It will then be fed into the Medium Term Financial Planning process.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant effect on more than one Ward.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councillors County Councillors Parish Councillors</p>	<p>A Stakeholder event has already been held and all District, County and Parish Councillors were invited to attend.</p> <p>A specific event for the two new Local Neighbourhood Partnerships, due to be set up shortly for Charford and Hagley and Rural, was also held in December 2008.</p>	<p>Already taken place.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

SUPPLEMENTARY LIST OF FUTURE ITEMS – OCTOBER 2009+

CCPP Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor R. Hollingworth	Council Plan 2010/2013 Part 2	Strategic Direction for next three, budget priorities, detailed spending plans and key performance indicators.	February 2010		Consultation undertaken in Part 1 of Plan. Website consultation on detailed budget proposals.	-	
2	Councillor R. Hollingworth	Community Strategy Annual Report	Annual review of progress of Local Strategic Partnership Community Strategy.	November 2009		Published summary on Internet site.	-	
3	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 4)	Monthly updates on progress against plan.	October 2009		Not applicable.	-	
4	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 5)	Monthly updates on progress against plan.	November 2009		Not applicable.	-	
5	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 6)	Monthly updates on progress against plan.	December 2009		Not applicable.	-	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
6	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 7)	Monthly updates on progress against plan.	January 2010		Not applicable.	-	
7	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 8)	Monthly updates on progress against plan.	February 2010		Not applicable.	-	
8	Councillor M. J. A. Webb	Monthly Improvement Plan Report (Period 9)	Monthly updates on progress against plan.	March 2010		Not applicable.	-	
9	Councillors M. J. A. Webb and G. N. Denaro	Integrated Financial/Performance Report	Quarter 2 2009/2010 Financial and Performance update.	December 2009		Not applicable.	-	
10	Councillors M. J. A. Webb and G. N. Denaro	Integrated Financial/Performance Report	Quarter 3 2009/2010 Financial and Performance update.	March 2010		Not applicable.	-	
11	Councillor M. J. A. Webb	Customer Panel (Customer Satisfaction and Priorities)	Feedback from residents survey on their satisfaction with services tracking year on year performance. Views from residents on Council's future priorities.	February 2010		Customer Panel Survey of 1,500 residents and Survey also available to all residents on website.	-	Deferred from Sept 09 to allow survey to be undertaken after summer programme of events

Financial Services Departmental Cabinet Forward Plan

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

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

HROD Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
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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.

E-Government and Customer Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor G. N. Denaro	Information Management Strategy	Information Management Strategy	October 2009		CMT		
2	Councillor G. N. Denaro	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/ 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 G.N. Denaro	White Paper outcomes	Councillor Calls for Action Crime and Disorder Legislation Overview and Scrutiny Boundary reviews Front line Councillors Petitions	Spring/ Summer 2009		Yet to be confirmed within the regulations	Yet to be confirmed by the regulations	We are unable to provide much detail in relation to this item as the regs are yet to be published
2	Councillor G.N. Denaro	Equality Bill outcomes	Single Equality Legislation	Spring/ Summer 2009		Yet to be confirmed	Yet to be confirmed	We are unable to provide much detail in relation to this item as the regs are yet to be published
3	Councillor G.N. Denaro	New Council House Accommodation	Determine new Council House accommodation and time line for moving together with proposed disposal of site at Burcot Lane	December 2009				
4	Councillor G.N. Denaro	Officer Code of Conduct	Report to Cabinet on new Officer Code of Conduct for it to make a recommendation to Council	December 2009		Yet to be confirmed	Yet to be confirmed	We are unable to provide much detail in relation to this item as the regs are yet to be published

Street Scene and Community Services Departmental Cabinet Forward Plan

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor Dr. D. W. P. Booth JP	Summary report on green waste charging	Summary report to assess change in service provision from March 2009 which introduced charge for service	October 2009		Feedback from residents.	Report only	None
2	Councillor Dr. D. W. P. Booth JP	Operation of Recycling bank system	Report to consider different options for collection of recyclable materials from recycling centres	November 2009		County Council	Report Only	Completion of the MRF in Worcs may provide alternative methods of collection.
3	Councillor Dr. D. W. P. Booth JP	Options for shared service with Redditch particularly green waste and recycling collections	To consider opportunity from sharing the green waste collection operation from April 2010 when Redditch introduce a charge.	November 2009		RDC, County Council.	Potential report from officers in Redditch.	None
4	Councillor R. D. Smith	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

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
								over the next 3 years.

Planning and Environment Services Departmental Cabinet Forward Plan

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

OVERVIEW BOARD

WORK PROGRAMME

2ND JUNE 2009

This Work Programme consists of three sections: Items for future meetings (including updates); current Task Groups; and Task Group Reviews.

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) - <i>Permanent Items</i> -	Every Meeting of the Overview Board	The Forward Plan consists of Key Decisions which it is proposed will be taken over forthcoming months. Additional information is also supplied in relation to anticipated reports due to be considered by the Cabinet during 2009/10.
Recommendation Tracker - <i>Permanent Item</i> -	Quarterly	A quarterly report monitoring the implementation of overview recommendations. The next tracker report is due July 2009.
PPG17 Outturn	2nd June 2009	The Overview Board requested information relating to the PPG17 Outturn and Sports Hub Provision to come to a 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.

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

Subject	Date of Consideration	Other Information
Civil Parking Enforcement	2nd June 2009	Further information was requested on this item on 3rd March 2009. The Head of Street Scene and Community will be in attendance at the Board Meeting to answer any questions.
Contract and Procedure Rules update - Verbal update only -	2nd June 2009	At the last meeting held on 31st March 2009, Members requested further information to be presented to the Board by the Executive Director – Services. Contracts and Procedure Rules update is listed as an item that will be considered by the Cabinet in April 2010.
New Council House Accommodation - Verbal update only -	2nd June 2009	At the last meeting held on 31st March 2009, Members requested further information to be presented to the Board by the Executive Director – Services. New Council House Accommodation is listed as an item that will be considered by the Cabinet in December 2009.
Arts Strategy - Verbal update only -	2nd June 2009	At the last meeting held on 31st March 2009, Members requested further information to be presented to the Board by the Executive Director – Services. The Arts Strategy is listed as an item that will be considered by the Cabinet in December 2009.

CURRENT OVERVIEW TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Older People	6th October 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 Task Group meeting was 12th May 2009.

OVERVIEW TASK GROUP REVIEWS

Task Group	Date of Review (when Task Group is due to reconvene)
Anti-Social Behaviour and Alcohol Free Zones	March 2010

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