



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY 2ND FEBRUARY 2010, AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors S. R. Colella (Chairman), Mrs. M. Bunker (Vice-Chairman), Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, D. L. Pardoe, Mrs. C. J. Spencer and L. J. Turner

AGENDA

1. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview Board held on 3rd November 2009 (Pages 1 - 8)
4. Review of Procurement Arrangements (Pages 9 - 60)
5. Implementation of the Civil Parking Enforcement Proposals - verbal update
6. Older People Task Group Report (Pages 61 - 122)
7. Community Involvement in the Democratic Process Task Group Membership and Terms of Reference (Pages 123 - 126)
8. Overview Recommendation Tracker (Pages 127 - 132)
9. Forward Plan of Key Decisions - 1st February to 31st May 2010 (Pages 133 - 152)
10. Work Programme (Pages 153 - 168)
11. 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

22nd January 2010

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

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

PRESENT: Councillors S. R. Colella (Chairman), Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, Mrs. C. J. Spencer and L. J. Turner

Officers: Mr. T. Beirne, Mr. P. Street, Mr. H. Bennett, Mr. M Bell, Mrs C. Felton, Ms A. Darroch, Mr. M. Carr, Mrs. A. Scarce.

30/09 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

31/09 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

No declarations of interests or whipping arrangements were received.

32/09 **MINUTES**

The minutes of the meeting of the Overview Board held on 1st September 2009 were submitted.

RESOLVED that the minutes be confirmed as a correct record.

33/09 **THE COMMUNICATIONS STRATEGY REVIEW 2009**

The Overview Board considered a report of the Assistant Chief Executive (Mr. H. Bennett) on the 2009 Communications Strategy Review of the Council. The Board was asked to consider any immediate recommendations for its further development for submission to the Cabinet on 4th November 2009 and to identify the key linkages of the strategy to the proposed Scrutiny Board Task Group on Improving Residents' Satisfaction.

The Assistant Chief Executive introduced the report and summarised the development and review of the Communications Strategy. He explained that the Communications Strategy had been originally written in 2006 and was reviewed annually. He noted the link between the Communications Strategy and the Improving Residents' Satisfaction Task Group due to be considered by the Scrutiny Board. He was of the view that the Communications Strategy would help to further improve residents' satisfaction and noted that although residents' satisfaction needed to be further improved it was not very low when compared to other councils' performance in this area.

Questions and comments were received from Members of the Overview Board. It was recognised that the Communications Strategy of the Council could be even further enhanced if there were resources available but that this was not possible in the current financial context. The Assistant Chief Executive indicated that the implementation of the strategy was a "long game"

of delivering the key messages to residents through stealth and cost effective targeted delivery mechanisms.

It was highlighted that Bromsgrove (BDC) and partner agencies ran stalls in town centres focused around popular events and there was a Bromsgrove District Housing Trust (BDHT) information bus, which engaged directly with residents in community centres. It was pointed out that elected councillors also have a role in engaging in a two way dialogue with residents and building a positive relationship with the public. It was proposed that more focus be given on communications to local neighbourhoods, including communities outside the town centres, including schemes such as the stalls at popular community events and similar initiatives to the BDHT bus, to ensure that BDC communications reached all sections of the community across the District.

The Assistant Chief Executive pointed out that a lot of the complaints received by members of the public were built on misinformation, and were often satisfied through a proper dialogue and corrective information. The Executive Director of Services (Mr. T. Beirne) pointed out that a lot of communications work was defensive in nature, responding to bad press or incorrect information.

The idea of a "fridge magnet" or other handy, easy to read quick reference guide summarising the key contact numbers for Council services was considered, but it was thought that the costs would not offer value for money. It was nevertheless pointed out that the advertising of key dates of events and services (e.g. refuse collections dates) would be very useful for many residents.

It was proposed that there should be delivery mechanisms to relate key messages to local residents at key times of the year, e.g. when residents received their Council Tax bill. The Assistant Chief Executive pointed out that the Place Survey had highlighted some key areas for improving communications, including on *value for money*.

The Assistant Chief Executive was asked about the Mosaic system. *Mosaic UK* was a marketing tool that classified all consumers in the United Kingdom into 61 types, aggregated into 11 groups, using over 400 data variables and updated annually and it profiled UK consumers in terms of demographics, socio-economics, lifestyles, culture and behaviour. It was proposed that the Mosaic system be employed to inform targeted messages to different groups of residents across the District.

The Head of Street Scene and Community (Mr. M Bell) was asked if he thought services' communications acted independently or through the corporate centre. He reported that key communications messages were delivered through the Communications Team. The Assistant Chief Executive advised that the Communications Team identified key projects and key messages throughout the council to incorporate them into the key corporate messages and the delivery of the Communications Strategy.

It was pointed out that some parts of the District (specifically in Wythall and Hagley) did not receive the popular newspapers that the Council used to deliver the key communications with residents. The Communications & Customer First Manager (Ms A. Darroch) advised that it was intended to set up focus groups in Wythall and Hagley to find out the best ways to communicate with them and also to make sure that residents in these areas received the Together Bromsgrove Council magazine. There were also plans to continue to “piggy back” on popular events around the District as a means to take communications out to residents in different areas.

It was asked if the communications budgets were allocated jointly with Redditch under shared services or were still separate for each Council. The Assistant Chief Executive advised that at that moment these were two separate budgets but that it was one of the issues that would be reviewed under the roll out of shared services and that there would have to be mechanisms introduced for recharging between the two Council budgets and between services. It was proposed that defined strategic communications processes be established to enhance and facilitate appropriate communications for shared services, including appropriate shared costs and service to service arrangements.

The Chairman proposed that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics and particularly in relation to the proposed Task Group topics being considered and asked that any proposals that arise from this process could be fed into the development and review of the Communications Strategy and actions plans.

RECOMMENDED:

- i. that the Mosaic system be employed to inform targeted messages to different groups of residents across the District;
- ii. that a simple easy to read breakdown of BDC’s responsibilities and service provision be provided periodically at key times of the year to residents to communicate how BDC allocates spending according to residents’ priorities and BDC budget allocations, emphasising value for money;
- iii. that more focus be given on communications to local neighbourhoods and communities outside the town centre, including schemes such as the events stalls in town centres and similar to the Bromsgrove District Housing Trust bus, to ensure that BDC communications reach all sections of the community across the District;
- iv. that linkages are enhanced between the Communications Strategy and council services communications needs and other strategic service plans to ensure that council services communications are fully supported through the Communications Strategy and vice versa;
- v. that defined strategic communications processes are established to enhance and facilitate appropriate communications for shared services, including appropriate shared costs and service to service arrangements.

RESOLVED that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics.

34/09 **IMPLEMENTATION OF THE CIVIL PARKING ENFORCEMENT PROPOSALS**

The Head of Street Scene and Community updated the Overview Board on the implementation of the Civil Parking Enforcement proposals and the agency agreement with Worcestershire County Council. He advised that a proposed agency agreement had been sent to the County Council and that the Council was awaiting a response. The agency agreement governed the way in which funding and income generation from parking enforcement worked. When an agreement had been reached with the County Council over the agency agreement, BDC would be able to put together a business case for parking enforcement in the District. It was anticipated that that this would take about 12 months, taking into account the negotiations over the agency agreement with the County Council, putting together a business case and rolling out the service provisions.

Questions and comments were received from Members of the Overview Board to the Head of Street Scene and Community. He was asked how many other district authorities in Worcestershire had followed a similar path, to which he responded that he knew of four that had and two that had not. He felt that the problem with the current arrangements was that they were ambiguous in some important respects as to the responsibilities of the County Council and this could be very costly to the District. Members were informed that it was necessary to reach an agreement and clarification on the allocation of responsibilities and the resultant costs so that a proper robust business case could be put together.

The Head of Street Scene and Community was also asked if he had communicated with the other authorities that had reviewed their agency agreement with the County Council. He replied that he had and that the BDC needs from such an agreement had been identified. Advice had been taken from other district authorities on the prospects for income generation, but there was a need to have an agency agreement that suited the particular needs of BDC. The business case would run over a 5 year period and it was anticipated that after 3 years BDC should anticipate a return on its investments.

In response to a query as to whether the parking enforcement strategy was District wide, the Head of Street Scene and Community responded that it was, but that the town centres were inevitably the focus of much of the parking enforcement measures as these areas were where the problems were.

With regards to the workings of parking enforcement, Members were informed that most of the parking restrictions were already in place, including signage and road marking. It was noted that the County Council were ultimately responsible for highways and therefore restriction measures on the highway.

During the discussion it was suggested that there was a need in some wards for residential parking and that consideration should be given for the introduction of residential parking schemes in some parts of the District. In response, Members were informed that when the agency agreement had been agreed it would be possible to consider the introduction of residential parking schemes in the future.

The Chairman thanked the Head of Street Scene and Community for his contribution.

35/09 **VERBAL UPDATE ON PROGRESS OF THE OLDER PEOPLE TASK GROUP**

This item was deferred to the next meeting of the Overview Board.

36/09 **FORWARD PLAN OF KEY DECISIONS 1ST NOVEMBER 2009 TO 28TH FEBRUARY 2010**

Members of the Board gave consideration to the Forward Plan which referred to the key and non-key decisions which were due to be made by the Cabinet during the period 1st November 2009 to 28th February 2010. The Chairman asked Members of the Board if they wished to consider any items from the Forward Plan.

Some items from the Forward Plan were considered but it was clarified that those items were already scheduled on the Scrutiny Board Work Programme.

37/09 **ANTICIPATED REPORTS DUE TO BE CONSIDERED BY THE CABINET FROM MARCH 2010**

Members of the Board gave consideration to the anticipated reports due to be considered by the Cabinet from March 2010.

38/09 **REPORT FROM THE QUARTERLY MEETING BETWEEN THE LEADER AND CHAIRMAN OF THE OVERVIEW BOARD**

The Chairman gave a verbal report back to the Board on a recent meeting between the Chairmen of the Overview Board and the Scrutiny Board and the Leader of the Council. The Chairman reported that the Leader was very positive and generally very encouraged by the approach taken so far by the Overview and Scrutiny boards and that the Leader had been highlighted the Local Strategic Partnership (LSP) as a potential area for scrutiny. It had been agreed with the Leader that the LSP was an important body for Overview and Scrutiny as it brought together local partnerships and local organisations, including the council and that Overview and Scrutiny could play an important role in improving the effectiveness of partnership working. The Chairman reported that the Chairman of the Scrutiny Board had also briefed the Leader on the progress and anticipated timescales for the scrutiny investigation into Hot Food Takeaways, which was due to report to the Scrutiny Board on 24th November 2009.

39/09 **OVERVIEW BOARD WORK PROGRAMME 2009-2010**

Members of the Board considered a report of the Head of Legal, Equalities and Democratic Services (Mrs C. Felton) on the Overview Board Work Programme 2009-2010. The report presented the new Overview Board Work Programme arising from the Overview and Scrutiny Work Planning Workshop held on 6th October 2009 and outlined the process and rationale for the Overview and Scrutiny Work planning process for 2009-2010. The Chairman introduced the report, outlined the process that had been followed to develop the work programme and explained that the topics selected and prioritised by all Overview and Scrutiny Members had been allocated between the Overview Board and the Scrutiny Board. The topics for the Overview Board were listed in priority order on the updated Overview Board Work Programme for final agreement.

The Chairman invited the Board to identify any key evidence, witnesses or site visits they would like to include as part of the Overview Board investigations, so that this could be planned out. The Bromsgrove Planning Policy topic was discussed and the Executive Director of Partnerships & Projects (Mr. P. Street) explained that the planning peer review group was due to report within about a fortnight. It was considered that it would be a good idea to receive the report of the peer review as evidence to consider this topic and to invite a member of the peer review group to attend the Overview Board. The Executive Director of Partnerships & Projects explained the peer review process and advised that four representatives from the Improvement and Development Agency (IDeA) had visited the Council from 13th – 15th October to review the planning service. Their brief included; the relationships with elected councillors, the relationships with customers and the interpretation of policy. This was not an inspection but a detailed independent review. The review body would report back and deliver recommendations that would inform an action plan. It was also suggested that members of the Planning Committee also be invited to the Overview Board when it considered this topic on 5th January 2010. It was explained that this topic had been linked to licensing because many of the same issues were perceived to be involved in relation to licensing.

The proposed Task Group topic on Community Involvement in the Democratic Process was discussed. The Head of Legal, Equalities and Democratic Services explained that this topic could include some important duties of the council including the duty to promote local democratic arrangements, the duty to involve residents, consultation on the new executive arrangements and options and Democracy Year running up to the 2011 elections. It was reported that the Head of Legal, Equalities and Democratic Services was due to meet with the proposed Chairman of the Task Group on 11th November 2009 to advise on the technical and operational aspects of the topic and the approach for the Task Group investigation. It was suggested that the voice of the general public / local residents should somehow be considered as part of the evidence for this topic. Councillors Mrs J. M. L. A. Griffiths and Mrs C. J. Spencer expressed an interest in joining the Task Group.

The Board considered the other topics on the draft Overview Board Work Programme and it was clarified that the Head of Financial Services would be presenting a report to the Overview Board on Council Procurement on 5th January 2010. The importance of requesting the attendance of Councillor Mrs M. A. Sherrey – Cabinet Member for Vulnerable and Older People for the topic on The Worcestershire Older Peoples Strategy was expressed.

In addition to the formal meetings of the Overview Board the Chairman announced two events as part of the Rough Guide to Overview and Scrutiny series: the Overview and Scrutiny seminar on 19th November 2009 at 6pm *The Keys to Success* and the Overview and Scrutiny conference *Into the Future* on 10th December 2009 at 6pm. The first event on 19th November would provide an opportunity to plan out Overview and Scrutiny topics in detail and consider the best ways to approach a successful scrutiny investigation, with the expert guidance of Dr Andrew Coulson from the Institute of Local Government (INLOGOV) at the University of Birmingham. The second event on 10th December would consider the future for Overview and Scrutiny, including the development of the role of the scrutiny in the light of recent legislation and the development of the scrutiny function locally. The Chairman stressed that it was important for all Overview and Scrutiny Members to attend and said that all Members of the Council were invited. Members were asked to confirm their attendance or non-attendance to the Scrutiny Officer as soon as possible.

RESOLVED:

- (a) that the Overview and Scrutiny work planning process for 2009-2010 be noted;
- (b) that the Overview Board Work Programme for 2009-2010 (as set out in Appendix 3 of the report) be agreed;
- (c) that the evidence identified in the consideration of each item on the draft Overview Board Work Programme be included in the plan of future agenda items;
- (d) that the Task Group proposal for Community Involvement in the Democratic Process (as set out in Appendix 4 of the report) be agreed,
- (e) that Councillor L. Turner be elected Chairman for the Task Group, and
- (f) that the Chairman of the Overview Board write to invite all non-executive Members of the Council to apply to join the Task Group and write to the group leaders to notify them of the establishment of the Task Group.

40/09 **OVERVIEW RECOMMENDATION TRACKER**

The Board considered the Overview Board Recommendation Tracker, a report to monitor implementation progress against recommendations approved by Cabinet. The Board noted those recommendations that had been reported as implemented.

The meeting closed at 8.08 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2ND FEBRUARY 2010

REVIEW OF PROCUREMENT ARRANGEMENTS

Responsible Portfolio Holder	Councillor Geoff Denaro
Responsible Head of Service	Jayne Pickering – Head of Financial Services

1. SUMMARY

- 1.1 To inform Members of the current procurement arrangements and practices in place across the Council to support the delivery of Value for Money.

2. RECOMMENDATION

- 2.1 That the Overview Board note the current arrangements in place in relation to procurement and the relevant regulations
- 2.2 That the Overview Board undertake a more detailed review of the procurement activities of the Council once the additional information is consolidated as referred to in this report to identify further opportunities for collaborative procurement across the County.

3. BACKGROUND

- 3.1 'Procurement' is the term used for the full range of goods and services Bromsgrove District Council requires and funds. From the identification of a need to provide the service to sourcing and appointment of the service provider and thereafter, the management of those services or goods provided
- 3.2 It is anticipated that a significant element of the Government efficiency targets are delivered through collaborative procurement and improved practices within Authorities. The public sector achieved a record £1.4bn savings from procurement collaboration schemes, the Office of Government Commerce (OGC) has revealed in its annual statement.
- 3.3 Since 2006 the Council has had a procurement advisor whom we share with Redditch Borough Council in the delivery and advice of procurement activities across the 2 Councils.
- 3.4 A procurement code and procurement strategy have been developed to ensure a consistent approach and to provide appropriate levels of internal control when procuring goods and services. These documents are appended to this report.

3.5 Since the establishment of a joint officer the following actions have been undertaken:

- Letting an Aboricultural Framework Contract for Culture & Community which will deliver savings including formulating specific framework documentation/agreements etc.
- Contract for Fitness Equipment (Total saving £29K on budget)
- Letting a Framework Agreement for Disabled Access Works (Level Access Showers) which will deliver efficiencies as it is no longer necessary to get three quotations for each individual client's requirements. Is should also deliver cashable savings.
- Developing the contract and specification for the re-furbishment of the Town Centre Public Toilets
- Assisting on arrangements for the Community Transport vehicle
- Transferring the planning notices to a new supplier
- Supporting and participating in the RIEP led Districts Insurance Contract
- Work and support for the Contract for Abandoned Vehicles
- Promotion and introduction of TNT Post as an alternative to Royal Mail to establish level of savings available through the OGCbs contract
- Working with HR to introduce Comensura to effect savings on temporary staff.
- Working with the other Districts who are members of the Procurement Group to outline the practitioners preferred option to the WETT shared service opportunity
- Running sessions to date of the Modern Councillor Training Programme
- Delivered training sessions to officers to improve procurement practices
- Presenting supplier seminars to contractors across the District to raise awareness and understanding of trading with the Council
- On-line ordering and payment of invoices implemented
- Use of Government Procurement Cards (GPC) across the Council to reduce the number of invoices and minimise payments being made

3.6 The Use of Resources framework includes a focus on procurement and a number of the key lines of enquiry specifically identify improvements to Value for Money that can be delivered through procurement opportunities. The Council currently scores 2 (out of 4) on these areas. They include:

- **Does the organisation commission and procure quality services and supplies, tailored to local needs, to deliver sustainable outcomes and value for money?**
 - understands the supply market and seeks to influence and develop that market
 - evaluates different options (internal, external and jointly with partners) for procuring services and supplies

3.7 Officers are currently preparing a self assessment in relation to the Use of Resources for 2009/10 which will include the improvements to procurement and identify areas of concern. This assessment could form part of additional information for Scrutiny when it is available in the Spring if the Board decide to review the area further.

3.8 In addition a County wide exercise has been undertaken, funded by the Regional Improvement Agency, to identify the supplier base across the County. It is anticipated that this information can be used to drive collaborative working and encourage renegotiation with suppliers. The report in relation to this information is currently being prepared and could also be used by Scrutiny in future reviews.

4. FINANCIAL IMPLICATIONS

4.1 None other than those already included in this report.

5. LEGAL IMPLICATIONS

5.1 The Council has a statutory responsibility under Section 151 of the Local Government Act 1972 to 'make arrangements for the proper administration of their financial affairs' this includes securing effective arrangements for effective procurement and contracting arrangements

6. COUNCIL OBJECTIVES

6.1 By ensuring a robust procurement framework is in place the Council supports all its objectives in delivering Value for Money in the service we provide.

7. RISK MANAGEMENT

7.1 The Financial Services risk register includes the controls in place to ensure an effective framework of procurement is in place. These include:

- Qualified procurement adviser in place
- Contract and procedure rules updated regularly
- Regular training delivered to officers
- Regular monitoring of the procurement activities to ensure compliance and delivery of agreed outcomes

8. CUSTOMER IMPLICATIONS

8.1 The delivery of Value for Money to the customer is inherent in the procurement practices undertaken by the Council.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 The supplier seminars and the contract and procedure rules support the Councils equality and diversity policy together with the Councils expectation of the equality standards of the suppliers we work with.

10. VALUE FOR MONEY IMPLICATIONS

10.1 Effective procurement is fundamental to the delivery of Value for Money across the Council

11. OTHER IMPLICATIONS

Procurement Issues: None other than those included in this report
Personnel Implications: None
Governance/Performance Management: None
Community Safety including Section 17 of Crime and Disorder Act 1998: None
Policy: None
Environmental: None

12. OTHERS CONSULTED ON THE REPORT

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

13. WARDS AFFECTED

All wards

14. APPENDICES

Appendix A – Procurement Code
Appendix B – Procurement Strategy

15. BACKGROUND PAPERS

None

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CONTRACTS PROCEDURE RULES

(March 2008)

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APPENDICES;

EXPLANATION OF TERMINOLOGY USED IN THIS DOCUMENT

- APPENDIX "A" - EXAMPLE OF FORM OF WAIVER
- APPENDIX "B" - QUICK REFERENCE DIAGRAM OF PROCUREMENT PROCEDURES (HOW WE BUY THE THINGS WE NEED)
- APPENDIX "C" - CURRENT CORPORATE CONTRACTS
- APPENDIX "D" - CURRENT CORPORATE FRAMEWORK CONTRACTS
- APPENDIX "E" - EQUALITIES & DIVERSITIES SUPPLIER/CONTRACTOR QUESTIONNAIRE

1. Introduction

- 1.1 These rules are the Council's procedure rules for buying for the Council ("the Rules"). They do not apply to internal purchases or service provision, only where you need to buy something from outside the Council.
- 1.2 They are the rules by which we spend money on the supplies, services and works we need to deliver our services. The Rules are part of the Council's Constitution and have been produced as part of our approach to the way we buy things.
- 1.3 The difference between supplies, works and services is explained in the Glossary of terms at the end of the Rules.
- 1.4 The Rules apply to any contract that results in a payment being made by the Council as well as to some types of contracts where a service is being provided for the Council which results in some income being generated for the Council.
- 1.5 The Rules also apply to the disposal of surplus goods and to concession contracts.
- 1.6 The Rules do not cover grants which the Council may receive or make (unless the grant is part of a contract for services).
- 1.7 The Rules do not apply to the purchasing of property.
- 1.8 If you are in any doubt about whether the Rules apply, you must always check with the Procurement Manager/Head of Legal, Equalities and Democratic Services
- 1.9 The Council's "best value duty" is very important. It means that we must always consider how each procurement is consistent with the Council's duty to secure continuous improvement in what we do having regard to value for money. We therefore need to question whether we should be buying anything at all and if we do, whether we can do it best ourselves, or jointly, or rely on someone else to get better value.
- 1.10 Government and EU public procurement policy require that the Council must permit, and be seen to be permitting, freedom of opportunity to trade with the Council and to be open and transparent about how we do things.
- 1.11 If we fail in this duty, a supplier or contractor may have cause for a complaint against us and in the worse case may be able to claim damages.
- 1.12 The most important principles are transparency, openness and fair competition. Whenever we are buying things for the Council we must always act to promote competition.
- 1.13 Our Rules have three main purposes:**
 1. to comply with the obligations that govern the spending of public money such as the EU procurement regime;
 2. to obtain Best Value in the way we spend money, so that we may in turn offer better and more cost effective services to the public; and
 3. to protect people who follow the Rules.

1.14 The Rules are:

- written in plain English; and
- reflect the fact that the great majority of our spending is carried out by front-line services so the Rules help decisions to be made by the right people at the right level in the Council.
- Reflect the focus that the Council has on providing and demonstrating Value for Money in the provision of services to our residents

This document contains rules and refers to guidance. The Rules should be read alongside the Council's Procurement Guidance and Financial Regulations.

2. Context

- 2.1 The Procurement Manager is responsible for keeping the Rules under review and the Audit Department will monitor compliance.
- 2.2 The European Union sets down (through a Treaty) what the obligations are on us at the Council when we are buying things. The key principle is to ensure "competition" and an appropriate degree of advertising to make sure that everyone in the marketplace who could provide the goods, supplies, works or services to the Council is able to do so if they wish.
- 2.3 Our Rules also need to be flexible for the future. We all now need to think about, for example, e - auctions, e - tendering, Dynamic Purchasing Systems or setting up a framework. Increasingly Councils are collaborating through joint procurements, this Council already works with other authorities in Worcestershire and the wider sector to let Contracts where synergy exists.
- 2.4 If you are buying larger or costly goods, works or services, the Rules for higher value orders and contracts are stricter than for those of lower value. This is so that the benefits of a more thorough, complex process are not outweighed by cost relative to the value of the supplies, services or works in question.
- 2.5 At the highest end of the value scale, we must follow full EU Public Procurement Directives, requiring us to observe certain additional procedures. In these cases you must consult with the Procurement Manager before you start buying what you need.

3. Before We Start

3.1 The Competitive Process

- 3.1.1 EU law and Government policy says that we must always make sure that we are offering the opportunity to provide supplies works or services to the Council to the whole market to ensure competition.
- 3.1.2 The value of a contract means the estimated total monetary value over its full duration, including any extension options (**not the annual value**).
- 3.1.3 Where the duration of a contract is indeterminate, this should be taken to be the estimated value of the contract over a period of four years. Contracts should not be artificially split to avoid the values.
- 3.1.4 The thresholds at which the different rules apply are summarised in the Guidance.

3.2 Who can buy things

- 3.2.1 The Procurement Manager can provide you with a document which details limits within which Budget Holders and their authorised Officers may buy things for the Council. These limits must not be exceeded.
- 3.2.2 Budget Holders should ensure that procurement is undertaken by their procurement professionals or, where departments or functions have no specialist capability, by authorised Officers who can demonstrate skills and knowledge appropriate to the task supported and guided by the Procurement Manager. These Officers should already have authority under the Council's Constitution, if not, then they need to be granted authority from the relevant person or body.
- 3.2.3 Each Head of Service must keep a list of authorised Officers who can buy things on his/her behalf, specifying a maximum financial limit for each transaction against each name.
- 3.2.4 The list must be copied to the Procurement Manager
- 3.2.5 Before starting a procurement process, we need to make sure that we have carefully identified the need and fully assessed the options for satisfying it. Before you start, you **must** consider:
- I. what is important to the Council in this procurement? Do you just need the supplies, works or services? Or are there other things you want to bring about (for example, improved environmental performance). In certain cases the procurement regime could help achieve these objectives but you must consult with the Procurement Manager;
 - II. can you buy what you need with another department or another Council? If you think you could save the Council money or achieve other advantages if you bought what you need with someone else, consider if there is an existing framework arrangement or contract which you can use. This framework or contract could be one already set up by the Council, another Council, a joint purchasing body, Consortia or run centrally by Government (examples being OGC Buying Solutions, Eastern Shires Purchasing Organisation "ESPO", Yorkshire Purchasing Organisation "YPO").
 - III. alternatively, there may be some kind of recognised purchasing consortia in place whereby members of the consortia may utilise the purchasing arrangements in order to procure goods and/or services. Note that where there is a consortia in place, you do not have to comply with these Rules, however, strictly only the goods and/or services that are the subject matter of the consortia arrangements may be procured. Where the goods and/or services are outside the scope of the consortia arrangements you must utilise some other method of procurement in accordance with these Rules. The Procurement Manager can advise you further on this; and
 - IV. will you or your partners be buying the same thing more than once? If so, it might be better to create a framework agreement so you can set up suppliers to provide you with the supplies, works or services you need when you need them. Again, could you set up a framework with other departments or Councils or is there already a joint purchasing organisation which could supply your needs?

3.2.6 If following consideration of alternative buying solutions, a joint procurement or other form of collaborative procurement is to be used with another Council, the conduct of the procurement should be on terms no less rigorous than the requirements of these Rules for any Council procurement. The Procurement Manager/Head of Legal, Equalities and Democratic Services of the lead authority must certify in writing to all participating Councils and organisations that no less rigorous a process has been undertaken, prior to the contract start date.

3.2.7 Should you decide that the goods and/or services are likely to be required in the future by the Council, it may be that the best way in which to buy the goods and/or services is by setting up a framework agreement. There are many types of contracts which will be suited to a framework arrangements and it is important that you see the Procurement Manager before commencing the procurement to ensure that the type of contract being used is most suitable.

3.3 Defining the Need

3.3.1 As a minimum, you must clearly and carefully specify the supplies, services or works to be supplied, the agreed programme for delivery and the terms for payment together with all other terms and conditions that are agreed. You also need to ensure that you will have the funds in the budget to pay for them.

3.3.2 This means you must decide in advance of the competitive process the size, scope, and specification of the supplies, service or works required. If you are buying with someone else, you must decide this scope with your partners first.

3.3.3 You should always consider the Procurement Guidance and you must refer to and abide by any other Council policies which could apply to what you want to buy. If in doubt, you must check with the Procurement Manager

3.4 Purchase Strategy

3.4.1 Once the need is determined, you must determine a contract strategy by which the supplies, works or services will be acquired.
This means taking a step back from the traditional procurement process and assessing the options particularly to the provision of services.

3.4.2 Under Best Value legislation, you must consider options for the delivery of supplies, works or services. The options for supplies, works or services are:

- I. not buying the supplies, having the works done or providing the services at all;
- II. providing the goods, works or services ourselves (for example, by taking surplus supplies from another department or using their staff);
- III. getting someone else to provide the ongoing supplies, works or service (“outsourcing”/ provision by the private, voluntary, “third” sectors or another local authority or public body);
- IV. providing the supplies, works or services in partnership with someone else (with the private, voluntary, “third” sectors or another local authority or public body);
- V. by commissioning jointly with another Council; and / or

- VI. shared service delivery with another Council i.e. by delegating our functions to another Council, setting up a Joint Committee or setting up a new company to deliver the services for us or with other authorities jointly.

4. How We Buy the Things We Need

4.1 Full Tender Procedures (not over the EU thresholds)

- 4.1.1 For purchases valued at over £50,000 a full and formal tender process must be conducted in the manner outlined below and prior approval of the proposed tender process must be sought from the Procurement Manager. A full suite of standard documents to be used, including the relevant Council Terms and Conditions, is available on the Intranet under 'Procurement' and 'Tender Documentation'
- 4.1.2 The procedure to be followed must be determined prior to advertising and must be one of the following:
- I. open tender (all interested contractors submit a tender in response to an advertisement);
 - II. restricted procedure (expressions of interest from interested contractors in response to an advertisement, with a selection of those contractors being invited to submit a tender);
 - III. negotiated procedure (expressions of interest from interested contractors in response to an advertisement, with a selection of those contractors being invited to negotiate); or
 - IV. where a Framework arrangement (including approved lists) exists in respect of the subject matter, tenders shall be invited using the Framework arrangement from capable contractors having regard to the principles of Best Value.

The minimum number of Bidders to be invited will depend upon the type of contract to be let and this will be advised by the Procurement Manager

4.2 Intermediate-value transactions

- 4.2.1 For transactions valued over **£10,000 below £50,000**, at least three written quotations must be invited before a purchase order or contract is issued, specifying the supplies, services or works and setting out prices, terms and conditions of contract and terms of payment.
- 4.2.2 Emailed quotations are acceptable in these cases but copies must be retained on the relevant file.
- 4.2.3 If only one quotation is received you **must** to seek some more quotations or obtain an **exemption** from the Rules in accordance with section 9 (Form of Waiver). Receipt of two comparable quotations will be sufficient.

4.3 Lower value transactions

- 4.3.1 For transactions valued at **between £5,000 and £10,000** at least three written quotations must be obtained from a supplier before a formal purchase order is issued specifying the supplies, services or works and setting out prices and terms of payment unless a framework already exists. If a framework already exists then you **must** follow the procedure set out in that framework.

- 4.3.2 For purchases up to the value of **£5,000** you must, unless you are purchasing from an existing Corporate Contract (**see current list at Appendix “C”**) provide evidence of competitive enquiries being undertaken with details of your final selection criteria recorded and retained on file.

4.4 In all cases

- 4.4.1 Your purchase order **must** contain the standard form of terms and conditions of contract between the Council and the supplier. A quotation and a purchase order will create a legally binding contract. The purchase order is used to formalise the terms of the contract.
- 4.4.2 Emailed quotations are acceptable for lower value purchases but copies must be retained on the relevant file.

SEE ALSO Appendix "B" - Visual Procurement Procedure's for a quick reference guide

4.5 Framework agreements

- 4.5.1 Framework agreements for supplies and services must be used where they exist, regardless of value. A list of current Corporate Framework Contracts is available at Appendix “D”
- 4.5.2 Framework agreements are agreements with suppliers for the provision of supplies, works or services on agreed terms for a specific period for estimated quantities against which orders may be placed if and when required during the contract period. They offer benefits of bulk-buying, improved service and reduced administration costs over the period of the arrangement.
- 4.5.3 A framework agreement may have the option for you to hold a “mini - competition” with all of the suppliers on the framework when you come to buy for the Council.
- 4.5.4 You must investigate whether call-off contracts or frameworks are relevant in your own case as you could get better value for the Council by using an existing framework (and if relevant the central Government agreements) and that you can properly use them.
- 4.5.5 If there is not a framework already in place (or if one does not exist with partners which you can use) then you **must** consider if it would be better value to set up a framework. This is likely where you are going to need to buy the same or similar things again in the future. Guidance on how to set up a framework is in the Procurement Guidance and you should liaise with the Procurement Manager

4.6 Electronic Procurement

- 4.6.1 An approved Purchasing Card should always be used in preference to paper purchase orders wherever appropriate.
- 4.6.2 Electronic procurement (or “e-procurement”) systems should always be used in preference to paper transactions.

4.7 Concession Contracts

- 4.7.1 A Concession Contract is used where the Council wishes to engage a party to provide a service within the Council area, consideration for which is in the form of

the party (“the concessionaire”) being given a right to charge the public for the services being provided.

- 4.7.2 The EU procurement rules do not apply to public works concessions for which the estimated value is under the relevant EU threshold and there are a number of exemptions where a public works concession contract is proposed.
- 4.7.3 Where the concessionaire intends to sub-contract the performance of services the concessionaire may in certain circumstances fall within the scope of the EU procurement rules. In all cases, where the concessionaire is procuring goods and/or services as a part of the concession contract, any procurement should be carried out in accordance with these Rules.
- 4.7.4 Advice from the Procurement Manager must be sought before engaging in any procurement relating to a concession contract.

5. The EU Directives

5.1 Additional requirements for transactions valued over EU thresholds

Contract values (excl. VAT) above which procedures governed by the EU Directives apply are currently (applicable from 1st January 2008):

For supplies and services (including goods and consultancy services):	£139,893
For works:	£3,497,313

(Please note that these thresholds are amended bi-annually in January and you must refer to the Procurement Manager to check the latest thresholds)

5.2 Aggregation

- 5.2.1 We must never deliberately split the value of contracts.
- 5.2.2 Wherever possible, the Council should make its purchases in the form of a single large contract in preference to a series of smaller contracts this to obtain maximum benefit in terms of prices/costs obtained
- 5.2.3 We must calculate the value of the separate contracts of the same type over a short period together for the purpose of determining if the value of the contract falls within the threshold. (See also 3.3 and 3.4 above).

5.3 Procedures governed by the EU Directives

- 5.3.1 If your contract has a value over this threshold you must consider whether you must procure under the Public Contracts Regulations 2006.
- 5.3.2 The Regulations contain provisions relating to submitting of notices and other documents electronically.
- 5.3.3 Your contract must be tendered under the Open, Restricted, Competitive Dialogue (for particularly complex contracts) or, in exceptional circumstances, the Negotiated procedure.

- 5.3.4 The EU Directives and UK Regulations are very long and only the principal requirements can be given here. If in doubt, refer to the Guidelines and advice should be sought from the Procurement Manager
- 5.3.5 For each contract, except where indicated below, a Contract Notice must be published in the Supplement to the Official Journal of the European Union (OJEU). Advertisements published additional to this:
- Must not appear in any form before a Contract Notice is transmitted to OJEU; and
 - Must not contain any information additional to that contained in the Contract Notice in OJEU.
- 5.3.6 Minimum timescales relating to tender procedures governed by the EU Directives are shown in the Guidance and these must always be followed.
- 5.3.7 Where a Prior Information Notice (PIN) announcing a forthcoming Contract Notice has been sent to OJEU between 52 and 365 days before the Contract Notice is sent, reduced timescales may apply.

5.4 Use of the Competitive Dialogue Procedure governed by EU Directives

- 5.4.1 Advice must be sought from the Procurement Manager at the earliest opportunity before commencing a tender process governed by EU Directives particularly when using either the Competitive Dialogue or the Negotiated Procedure.
- 5.4.2 Under EU Directives, the Competitive Dialogue Procedure may be used for contracts valued at or over EU thresholds in certain circumstances where:
- I. we wish to award a particularly complex contract and think that the use of the open or restricted procedures will not allow the award of that contract; or
 - II. the contract is for a service and the precise nature of the service required cannot be clearly specified or accurately priced (e.g. some PFI or PPP contracts, bespoke software applications, insurance services, intellectual and artistic services).

5.4.3 The Negotiated Procedure should not now be used (except in very specific circumstances) for the procurement of particularly complex projects.

- 5.4.4 If in doubt, you must contact the Procurement Manager/Head of Legal, Equalities and Democratic Services

5.5 Contract Award Notice

- 5.5.1 For all contracts tendered under EU Directives, a ten-day 'standstill period' must be observed between the decision to award and contract conclusion. Once the decision to award a contract is made, each tenderer must be notified in writing on the outcome of the tender process. This notification must include:
- √ details of the contract award criteria;
 - √ where practicable the score the tenderer obtained against those award criteria;

√ where practicable the score the winning tenderer obtained; and

√ the name of the winning tenderer.

5.5.2 There must be a minimum of 15 calendar days between the despatch of this notification and the conclusion of the contract. Special rules apply where a tenderer requests a de-brief on the tender process. Even if a tenderer asks for a de-brief outside of the standstill period we are still obliged to provide this.

5.5.3 In this instance, advice must be sought from the Procurement Manager at the earliest opportunity. All contracts awarded under EU Directives must be announced by means of a Contract Award Notice in OJEU transmitted no later than 48 calendar days after the date of award.

6. Integrating Equality and Diversity into Procurement

6.1 Why include equality and diversity in procurement?

6.1.1 Bromsgrove District Council wants to make Bromsgrove a cohesive, multi-cultural society in which all differences are valued and celebrated. To achieve this we have committed ourselves to the principles of fairness and valuing diversity for everyone who lives, works, studies, invests in or visits Bromsgrove. We operate an Inclusive Equality Scheme which sets out the details of this commitment. This includes:

- Our principles, values and standards
- Our strategic aims and objectives
- Our structures
- Our goals in employment

6.1.2 The public sector, in general, and local government in particular are increasingly involved in joint working with partner organisations from the public, private and voluntary sectors.

6.1.3 The Council's responsibilities for leadership within the district and for the provision of quality services which are responsive to individual and community needs underline the importance of working with partner organisations and contractors to promote the values for which we stand and bring about our vision of valuing diversity.

6.1.4 In particular we commit ourselves to:

- Working with and influencing our partner organisations to make Bromsgrove a place where diversity is valued and celebrated.
- Requiring all contractors to comply with the Council's Standing Orders / Contract Procedure Rules / Constitution relating to contracts.
- Assisting partner organisations and contractors to become organisations which understand and oppose all forms of institutional discrimination.

6.2 The Role of Procurement in Promoting Equality

- 6.2.1 The Council provides a wide range of services to the community and businesses in the district. In some cases these are provided directly by the Council, in other cases on our behalf by contractors and partners.
- 6.2.2 Each year the Council can enter into contracts worth many thousands of pounds for buying goods, works and services on behalf of the Bromsgrove community. Therefore, the services provided to the community should be geared towards their diverse needs and requirements.
- 6.2.3 Spending by the Council sustains and maintains a significant number of jobs within the district. The Council has a statutory duty to ensure that public money is spent in a way that ensures value for money and does not lead to unfair discrimination and social exclusion.
- 6.2.4 The promotion of equality in procurement will help the Council to:
- Improve the overall value for money for the Council in terms of the goods, works and services they purchase
 - Improve the quality, responsiveness and appropriateness of our services.
 - Ensure that public money is not spent on practices which lead to unfair discrimination to sections of the district.
 - Create a diverse and integrated workforce.
 - Deliver more responsive and flexible services in combating social exclusion and building stronger and cohesive communities.
 - Encourage other organisations to promote and practice the Council's policies on equality.

7. Tender Procedures

7.1 Receiving and opening tenders

- 7.1.1 Every response to an invitation to tender for a transaction valued over £50,000 should be delivered:
- √ no later than the time specified for submission of tenders in the invitation to tender (and addressed to the person at the place specified in the invitation to tender (or e-mail address));
 - √ on CD ROM, or via email (depending on your procurement approach) (or provided in hard copy as a last resort); and
 - √ with no labelling or other markings on the CD ROM or packet that identifies the tenderer.
- 7.1.2 The Head of Service must keep the tenders secure until the time specified for their opening. Two officers must open all tenders at the same time, one of whom must work in another department, section or unit. All pages from each tender detailing prices or costs must be initialled and dated by the officers opening the tenders or bids.

The opened tenders must be recorded on the list of tenders invited.

email: Tenders/Bids must be sent to e-tenders@bromsgrove.gov.uk which is a secure facility

email: Quotations must be sent to e-quotations@bromsgrove.gov.uk which is also a secure facility

Both can only be opened at the appropriate time by nominated Officers

7.2 Evaluating tenders

7.2.1 Where written quotations are invited for contracts valued over then the bidder submitting the lowest price compliant bid must be awarded any resulting contract, unless alternative pre-determined criteria are detailed in the document used to invite bids awarded on that basis.

7.2.2 For contracts valued over £50,000 and for all contracts governed by EU Directives, a more complex Best Value tender evaluation procedure based on the identification of the Most Economically Advantageous Tender (“MEAT”) should be used. There are some situations, however, where MEAT will not be an appropriate method of evaluation - usually where the only discerning factor between products and/or solutions will be that of price (e.g. where you are buying stationery or other standard items). It is unlikely that providers for Services or Works could be selected on price alone as these will often require more subjective evaluation techniques. While criteria for evaluation is at the discretion of the Council care needs to be taken that using a lowest price method of evaluation rather than using MEAT is appropriate for the procurement.

7.2.3 This evaluation involves scoring tenders objectively by a panel of three or more officers and/or independent experts using criteria which must:

- √ be pre-determined and listed in the invitation to tender documentation in order of importance;
- √ be based on an offer made against either a performance or output based specification of the goods or services required
- √ be strictly observed at all times throughout the tender process;
- √ reflect the principles of Best Value;
- √ include price;
- √ consider whole-life costing, particularly in the case of capital equipment where the full cost of maintenance, decommissioning and disposal should be taken into account;
- √ be capable of objective assessment;
- √ be weighted according to their respective importance;
- √ include, where applicable, the quality of the tenderers’ proposals to accept a transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE); and

- √ avoid discrimination or perceived discrimination on the basis of nationality, or other cause contrary to any of the Council's policies.

7.2.4 Where this evaluation methodology is used, any resulting contract must be awarded to the tenderer which submits the most economically advantageous tender, i.e. the tender that achieves the highest score in the objective assessment. This protects the Council from any 'challenges' which potentially could result in prosecution or fines.

7.3 Awarding contracts

7.3.1 IT IS A MANDATORY REQUIREMENT BEFORE ANY PROPOSED CONTRACT IS FINALLY SIGNED THAT IT BE PASSED TO THE LEGAL DEPARTMENT FOR CLEARANCE AND FINAL APPROVAL

7.3.2 The results of the tender evaluation process must be recorded in writing.

7.3.3 A contract must only be awarded and signed by a person authorised to do so, who must ensure that the appropriate budget holder has the funds in place to sustain the contract prior to award.

7.3.4 Budget Holders should ensure that proper records of all procurement activity are retained in electronic or hard-copy format as appropriate.

7.3.5 For all transactions valued at or over £50,000, brief details must be passed to the Procurement Manager

7.4 Contract Management

7.4.1 When preparing the specification for the contract it is important to ensure that consideration is given to what performance information will be required from the supplier. Performance information will be required in order to measure whether the supplier is meeting the service levels and targets as specified in the contract. In addition it may be necessary for the supplier to provide performance information to enable the Council to meet statutory requirements, such as the need to provide performance information to the Audit Commission each year for the National Indicator set of measures. The specification should set out not only what is required but also the frequency and timeliness on which the performance information is required. In the tender response the tenderers should be invited to demonstrate how they will ensure that performance data they supply is of adequate quality, such as information about quality processes and procedures used and quality standards achieved

7.4.2 It is essential to good contract management that a realistic set of Key Performance Indicators (KPI's) is built into the Specification upon which the contract is to be let. This allows Officers to hold regular meetings with contractors throughout the life of the contract to monitor and manage the supplier/contractor against the KPI's to ensure that they deliver what the Council has contracted for consistently in terms of quality, cost and benefit.

Letting the contract is just the first step.

8. Conditions of Contract

- 8.1 It is important to Contract only under the Councils relevant Conditions of Contract (unless you receive permission not to do so from the Procurement Manager or the Head of Legal, Equalities and Democratic Services Officers must use an appropriate model form of contract approved by the Procurement Manager, which is available on the Intranet under "Procurement"
- 8.2 For all contracts for services where the services are of an unusual or complex nature, the Head of Legal, Equalities and Democratic Services must be consulted to produce a suitable set of conditions of contract (with external advisors if necessary) before inviting tenders.
- 8.3 Where a contract is considered to be of a strategically important or politically sensitive nature or where the extended **limitation period** would be of value, the contract must be in writing and executed under seal.
- 8.4 The Procurement Manager will:
- I. keep a record or list of all model sets of terms & conditions of contract that gives details of when the conditions were last updated, who is responsible for their updating and contact references;
 - II. review all current conditions of contract, at least every 12 months, or when new legislation is introduced;
 - III. monitor and review conditions of contract issued by other organisations from time to time;
 - IV. keep a record of all framework arrangements and joint working arrangements with other departments Councils and other organisations and update this record on a regular basis and no less than twice per year;
 - V. maintain the Procurement information and documentation set out in the relevant section on the intranet;
 - VI. ensure that information is circulated to and appropriate access for Heads of Service/Budget Holders are updated with any new or revised local or joint framework arrangements and/or call-off contracts

9. Parent Company Guarantees

- 9.1 The person buying for the Council must consult the Procurement Manager on all tenders where the total value exceeds £100,000 to determine if a bond, parent company guarantee or other security is required.

10. Exemptions from the Rules

- 10.1 Exemptions from these Rules must be obtained utilising a completed 'Form of Waiver' (see Appendix "A") **in advance** in accordance with the following procedure.
- 10.2 An exemption **cannot** be given for an EU procurement (for more information see section 13).

- 10.3 An exemption may be agreed by the appropriate person on receipt of a completed Form of Waiver if they are satisfied that the exemption is justified.
- 10.4 A signed copy of the Form of Waiver must be sent to the Head of Finance
- 10.5 You must follow the Procurement Guidance if you do not follow the Rules. If you do not follow the Guidance and enter into a contract on behalf of the Council this could be a disciplinary offence.

See also Appendix “A” – Example of Form of Waiver to be used to obtain exemptions

11. Transfers of Contracts

- 11.1 In appropriate circumstances the Council may agree to transfer a contract.
- 11.2 This decision must be taken by the CMT for contracts of a value in excess of £100,000 (one hundred thousand) and by the relevant Head of Service for contracts of a value up to £100,000 (one hundred thousand).
- 11.3 The Procurement Manager must hold a complete record of all exemptions and transfers and submit a quarterly report to the Head of Finance.

12. Conflicts of Interest

- 12.1 Any interest which may affect the award of a contract under these Rules must be declared. Every officer entitled to buy supplies services or works must make a written declaration of interests and update it immediately when an interest changes.
- 12.2 The Procurement Manager must either certify such interests as being acceptable or take any necessary action in respect of potential conflicts of interest and the officer should take no part in the award of a contract by the Council.
- 12.3 No gifts or hospitality should be accepted from any tenderers to any contract being let by the Council and to do so is a disciplinary offence. You must inform the Procurement Manager if you are dealing with a contract for the Council and have been offered such a gift or hospitality.

13. Variations and extensions

- 13.1 Subject to any statutory restrictions and compliance with these Rules, a Head of Service may authorise the following extensions and variations to an existing contract either:
- an extension for a particular period provided for within the terms and conditions of the contract (but subject to satisfactory outcomes of contract monitoring); or
 - a single extension of the contract by up to six months, or half the contract term (whichever is less); and
 - any other variation, and if relevant a consequent change in price, determined in accordance with the contract terms.
- 13.2 In any other circumstances the Head of Service may vary or extend a contract providing that to do so is consistent with the provisions of Financial Regulations.

13.3 Contracts procured under the EU Regulations must not be extended or varied without consulting the Procurement Manager.

14. Impact on other Council Policies

14.1 When you are buying anything for the Council you **must** consider the importance and Impact of the other policies of the Council on what you are buying (e.g. Sustainability, Environmental or Equalities & Diversities policies).

14.2 Details of the current Council Policies in all areas can be found on the Intranet under 'Procurement'

15. Terminology/Glossary

15.1 A **public supply contract** is a contract:

For the purchase of "goods" ("Goods" do not include land "or the product of an activity"), or The hire of "goods" with or without the siting or installation of those "goods" .

15.2 A **public works contract** is a contract:

For the carrying out of a "work" or works, under which the authority engages a person to procure a work "by any means" (see below for definition).

A "**work**" is defined as including:

- Building and civil engineering work
- Construction of office blocks, hospitals or other buildings;
- Civil engineering construction of roads, bridges, railways;
- Installation work of, for example, heating and electric equipment;
- Completion work such as tiling and papering;
- Maintenance of buildings.

The following activities may also be regarded as a **works contract**:

- A contract where an authority engages a provider to act as agent for the authority in letting contracts
- An agreement where a developer constructs a building on its own land (according to an authority's needs) and undertakes to transfer the land and structure to the authority upon completion or at a later date.

15.3 A **public services contract** is one under which the authority "engages a person to provide services". The Services Regulation divides services into two categories: "Part A services" and "Part B services"

Part A services are listed in Part A of Schedule I to the Services Regulation. Contracts for Part A services are subject to the Regulation, including tendering procedural rules, specifications, pre-qualifications, etc.

"Part B services" are subject only to limited provisions - rules on technical specifications, contract award notices and submission of statistical reports. Part B services are all those services set out in Part B of Schedule I to the services Regulation. In addition they include all those services that fall outside of Part A.

Where a contract involves both Part A and Part B services, its classification is determined by the service that has the greatest value of the contracts. See the Guidance for detailed lists of Part A and Part B services

15.4 **Open Procedure**

This means an advert will be placed in OJEU and the relevant press and trade journals. The tender will be open to anyone who expresses an interest.

15.5 **Restricted Procedure**

This means an advert will be placed in OJEU the relevant press and trade journals.

Organisations which express an interest will be required to complete a Pre-Qualification Questionnaire (PQQ). The Council will evaluate the PQQ's and

produce a shortlist of suitable organisations which will then be invited to tender (ITT).

15.6 Competitive Dialogue Procedure

This is used when the Council is unable to provide a precise specification and where there is scope to negotiate about what services they can provide. The purpose of this procedure is to negotiate on the specification of the project and not on the price.

An advert is placed in the relevant trade journals, press and where appropriate in the Official Journal of the European Union (OJEU). The advert contains details of the scheme and instructions for downloading the tender documents and Pre-Qualification Questionnaire (PQQ).

Organisations will then submit a completed tender and PQQ via the website or submit a hard copy in the envelope provided.

Regardless of whether it is submitted electronically or in paper format, the tender and PQQ must be submitted before the deadline.

15.7 Electronic Procurement

This means procurement using the internet including on line e-auctions and buying portals. You can take advantage of reduced minimum time periods when you procure your contract under the EU procurement regime and submit your documents electronically.

BROMSGROVE DISTRICT COUNCIL

Contract ref (if any):

PRO-FORMA REQUEST FOR THE WAIVERING OF TENDERING/QUOTATION PROCEDURES

In accordance with the Bromsgrove District Council Contracts (BDC) Procedure Rules (March 2008) tendering/quotation procedures may be waived when the work/services is of an urgent nature or other special circumstances as described in Section A and may only be actioned on the written authority of the appropriate Head of Service for Contracts valued up to £49,999 OR a Corporate Director for Contracts valued over £50,000.

SECTION A - TO BE COMPLETED BY THE PERSON MAKING THE REQUEST:

Directorate/Department:

Item of Equipment/Services:

Estimated/Actual Cost (including delivery, maintenance, training, etc. if applicable):

Please indicate in the space provided below why the goods/services available from: are the only goods/services which meet your requirements:

If it is essential that the goods/services be purchased from the Supplier nominated above rather than as the result of competitive tendering or any existing approved source please give reasons: (Refer to Guidance Notes (below) stating the reason which best describes your course of action):

Signed

.....
.....

Designation

Date.....

IN SIGNING THIS FORM I DECLARE THAT I DO NOT HAVE A PECUNIARY OR OTHER INTEREST IN THE COMPANY INVOLVED IN THE SUPPLY OF THE ITEMS/SERVICES LISTED ABOVE.

SECTION B - TO BE COMPLETED BY THE APPROVING OFFICER

REQUEST *ACCEPTABLE/UNACCEPTABLE (*delete as appropriate)

COMMENTS (if any)

.....
.....
.....
.....
.....

SIGNED DATE
.....

IF ACCEPTABLE PLEASE FORWARD IMMEDIATELY TO REQUISITIONER FOR ACTION (with The Procurement Unit).

IF UNACCEPTABLE PLEASE RETURN TO THE ORIGINATOR OF THIS REQUEST WITH COMMENTS AS APPROPRIATE.

N.B. In Both cases a copy MUST be sent to the Corporate Procurement Unit

Guidance Notes

Formal tendering procedures may be waived by officers to whom powers have been delegated by BDC's Scheme of Delegations without reference to an Approving Officer (except in (c) to (f) below) where:

- a) the estimated expenditure or income does not, or is reasonably expected to, exceed the financial limits laid down by BDC; or
- b) where the supply is proposed under special arrangements negotiated by the OGC/OGCbs in which event the said special arrangements must be complied with;
- c) the timescale genuinely precludes competitive tendering. Failure to plan the work properly is not a justification for a single tender;

- d) specialist expertise is required and is available from only one source;
- e) the task is essential to complete a project, and arises as a consequence of a recently completed assignment and engaging different consultants for the new task would be inappropriate;
- f) there is clear benefit to be gained from maintaining continuity with an earlier project . However, in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering;

The limited application of the single tender rules should not be used to avoid competition or for administrative convenience or to award further work to a consultant originally appointed through a competitive procedure.

Where it is decided that competitive tendering is not applicable and should be waived by virtue of (c) to (f) above the fact of the waiver and the reasons should be documented and reported by the BDC Finance Director on a monthly basis.



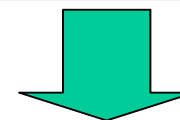
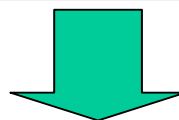
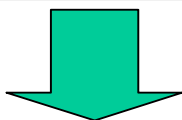
QUICK REFERENCE PROCUREMENT PROCEDURES

(Extracted from 'Contracts Procedure Rules')

VALUE - This must be the aggregated total spend over life of any contract/agreement



MINIMUM ACTION REQUIRED



Use approved Corporate Contracts or Frameworks first (if available)

Use approved Corporate Contracts or Frameworks first (if available)

Use approved Corporate Contracts or Frameworks first (if available)

OR

OR

OR

There must be evidence of competitive enquiries being undertaken with details of final selection criteria recorded and retained for one year from date of purchase (this can be in electronic form e.g. email)

You must obtain a minimum of three (3) written quotations and obtain the written approval of the Budget Holder prior to placing an official Purchase Order

You must obtain a minimum of three (3) written quotations and obtain the written approval of the relevant Head of Service prior to placing an official Purchase Order

QUICK REFERENCE PROCUREMENT PROCEDURES

(Extracted from 'Contracts Procedure Rules')



VALUE - This must be the aggregated total spend over life of any contract/agreement

£50,000
to
£144,000

OJEU
£139,893
plus
Supplies

£3,497,313
Works

MINIMUM ACTION REQUIRED

A full Tender process must be undertaken using standard approved documentation and with the support and guidance of Procurement and Legal (where applicable) The number of Bidders to be invited will depend upon the type of contract to be let and this will be decided on a case by case basis. Adequate advertising to ensure Competition will be necessary

Seek advice & guidance from Procurement at Planning stage

Subject to check if full EU Regulations for Supplies and Services apply – Also check if a Bond is required

Seek advice & guidance from Procurement at Planning stage

Subject to check if full EU Regulations for Works Contracts apply – Also check if a Bond is required. Approval by CMT

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Do not take risks - consult Procurement/Legal

A. Haslam Jan 2008

Appendix “C” – Current Corporate Contracts

Goods/Services Provided	Supplier Name	Contract Expires
Stationery – Core Items (Excl Copier Paper And Furniture)	Office Depot	

Appendix “D” – Current Corporate Framework Contracts

**Goods/Services
Provided**

Supplier Name

Contract Expires

Appendix “E” – Equalities & Diversity

Equalities Questionnaire

Section A – Compulsory Questions

To be completed by all those suppliers/contractors invited to tender

Section A of this questionnaire must be completed satisfactorily in order for any company to be considered for any Approved List or to tender for any Council contract. The equality legislation consists of the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 2005, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion/Belief) Regulations 2003, the Employment Equality (Age) Regulations 2006, all amendments to these Acts and all relevant regulations made under them.

[Please tick appropriate box to answer questions and if you wish to provide additional information please attach supplementary sheets, but keep this to a minimum]

1. Do you have policies in place to ensure that you as an employer and as a service provider comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which you employ staff?

Yes

No

2. Accordingly, do you have policies in place to ensure that you do not discriminate directly or indirectly in breach of equality legislation which applies in Great Britain and legislation in the countries in which you employ staff:

- In relation to decisions to recruit, select, remunerate, train, transfer and promote employees?

Yes

No

- In relation to delivering services?

Yes

No

3. Do you have a written equality policy?

Yes

No

4. Does your written equality policy cover:

- Recruitment, selection, training, promotion, discipline and dismissal?

Yes

No

- Victimisation, discrimination and harassment making it clear that these are disciplinary offences?

Yes No

- The identity of the senior position for responsibility for the policy and its effective implementation?

Yes No

5. Is your policy on equality set out:

- In documents available and communicated to employees, managers, recognised trade unions or other representative groups?

Yes No

- In recruitment advertisements or other literature?

Yes No

- In materials promoting your services?

Yes No

If you answered NO to any part of questions 4 or 5 please provide list evidence to show how you promote equality in employment and service delivery

--

If you answered YES to any part of questions 4 or 5, detail list evidence that can support your answers below

--

6. In the last three years, have any findings of unlawful discrimination been made against you or your firm by the Employment Tribunal, the Employment Appeal Tribunal or any other court or in comparable proceedings in any other jurisdiction?

Yes

No

7. In the last three years, has any contract with you or your firm been terminated on grounds of your failure to comply with:

- Legislation prohibiting discrimination?

Yes

No

- Contract conditions relating to equality?

Yes

No

8. If the answer to question 6 or 7 is YES please provide details below and specify what steps you or your firm have taken as a result (continue on an additional sheet if required)

9. In the last three years, have you or your firm been the subject of formal investigations by the Equality and Human Rights Commission, (or its predecessors the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission) or a comparable body, on grounds of alleged unlawful discrimination?

Yes

No

10. If the answer to question 9 is YES please provide details below and specify what steps you or your firm have taken as a result (continue on an additional sheet if required)

11. If you are not currently subject to UK employment law please supply details of how you or your firm comply with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity (continue on an additional sheet if required)

Section B – Additional Equalities Questions
To be completed when equality is considered a core requirement or if the contract value is £1M or more.

12. Are members of your staff with managerial responsibilities required to receive equalities training?

Yes

No

If you have answered YES to question 12, please provide a list of such training (continue on an additional sheet if required)

13. Do you issue your written equality policy to managers and supervisors concerned with recruitment, selection, remuneration, training and promotion?

Yes

No

14. Do you have procedures in place to protect members of your staff from unlawful discrimination by other members of staff or by members of the public?

Yes

No

If you have answered YES please list the procedures below (continue on an additional sheet if required)

For firms who sub-contract

15. Do you require sub-contractors to demonstrate evidence of their equality policies and practices?

Yes

No

If you have answered YES, please provide details of what kind of evidence sub-contractors are required to submit (continue on additional sheet if required)

If you have any other information regarding your policies on equality and practices that you wish to be considered, including information on work you have done in previous or existing contracts, and references, which cover equalities please detail below (continue on additional sheet if required)

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Bromsgrove
District Council
www.bromsgrove.gov.uk

Bromsgrove District Council

Corporate Procurement Strategy 2008/11

April 2008



- V5.0 AVH September 2008

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List of Appendices

Appendix A – Glossary of terms

1. Introduction

- 1.1 Bromsgrove District Council procures goods and services worth many millions of pounds each year. The process of procurement involves the acquisition from third parties of all goods, services and construction projects. The Council is committed to procure Best Value for money supplies, services and construction works by:
- Adopting a 'whole life' approach to acquisition of assets or contracts
 - Applying effective and up to date procurement procedures
 - Ensuring procurement helps deliver the Council's key corporate objectives
- 1.2 Corporate procurement will therefore meet the Council's key corporate objective Two – Improvement
- 1.3 Key to the continuing success of this strategy is maintaining the Council approach to procurement at a strategic level and optimising the advantages of a corporate approach to supply chain management.
- 1.4 This Corporate Procurement Strategy defines the role of procurement in the delivery of the Council's strategic objectives and sets out key policies in the procurement field.
- 1.5 This strategy should be considered as a fluid and dynamic document. It will be developed on a continuing basis and will be subject to a formal annual review.

1.6 What is Procurement

- 1.6.1 Procurement concerns the whole process of acquisition from third parties and covers all goods, services and construction projects.
- 1.6.2 This process spans the whole life cycle from the initial concept and definition of business needs through to the end of the useful life of an asset or end of a service contract.
- 1.6.3 You can find more information about how to business with the Council on the dedicated procurement pages of the Bromsgrove District Council Website www.bromsgrove.gov.uk

2. Organisation for Procurement at Bromsgrove District Council

- 2.1 Implementation of this strategy requires clear functional responsibility to be assigned to procurement at both Member and Officer Level.
- 2.2 An outline of the responsibilities of Members and Officers is as follows:

The Cabinet

- 2.2.1 The Cabinet has overall responsibility at member level for procurement. Procurement falls within the remit of the Cabinet member with responsibility for Finance.

Corporate Procurement Unit

- 2.2.3 This exists to provide The Cabinet, Corporate Management Team and Officers responsible at operational level with a source of professional, experienced public sector procurement expertise to assist in ensuring that all procurement actions undertaken by the Council are transparent, auditable and comply with all relevant local, national and European legislation thus ensuring the Council is exposed to minimum risk in this area.

Officer Responsibilities

- 2.2.4 Within the framework of control all other tasks relating to procurement and the management of contracts are the responsibility of departments in accordance with the scheme of officer delegation.
- 2.2.5 Heads of Service are also responsible, within this framework of control, for management arrangements within their service areas, including the nomination of approved officers for the purposes of entering into contracts and placing orders.
- 2.2.6 The balanced management arrangements above should provide for:-
- Strategic management of procurement at the corporate level;
 - A corporate approach to the management of major procurement projects;
 - Economies of scale in purchasing with other members of the Worcestershire Procurement Partnership or other suitable partners and through corporate framework agreements;
 - Decentralisation of specialist procurement to service areas where it can be carried out more effectively close to the customer; and
 - Delegation of authority to order goods, work and services to Approved Officers.

3. Strategic Framework

3.1 The Council's strategic objectives are:

1. REGENERATION - Priorities:
 - Town Centre
2. IMPROVEMENTS - Priorities:
 - Customer Service
3. SENSE OF COMMUNITY & WELL BEING - Priorities:
 - Sense of Community
4. ENVIRONMENT - Priorities:
 - Clean Streets & Recycling

3.2 The current Corporate Plan (2007 - 2010) sets out how the Council and its key partners will play a leading role in the future of Bromsgrove District. It is part of the approach to supporting the Council on its journey towards excellence.

3.3 The Corporate Procurement Strategy is aligned with the strategic aims and objectives set out in the Community Plan and Corporate Plan and with the other corporate and service strategies, plans and procedures forming part of the Council's Strategic Framework.

4. Strategic Objectives for Procurement

4.1 The Council's strategic objectives for its procurement spend are as follows:

- Procurement must continue to contribute to the realisation of the Council's vision and support the achievement of strategic objectives;
- Best Value must continue to be obtained from the Council's procurement spend through the evaluation and improvement of current procurement practices to achieve better value for money and to ensure customer/client needs are met;
- All procurement projects shall be professionally managed so that they are successful and the intended benefits are realised. Officers Procurement activities should therefore follow the Councils procurement planning and project management methodology and therefore be planned, monitored and reviewed effectively;
- Partnering should be regarded as the preferred procurement strategy for all major projects
- Good practice examples must be identified and applied consistently across the organisation in line with the Contract procedure Rules and the Councils preferred project management methodology
- There must continue to be a successful transition to e-commerce in the widest sense as part of the Council's local e-government strategy;
- All procurement activity undertaken by the Council will promote equality of opportunity for everyone: employees, the public and businesses

5. Key Policies

5.1 A number of key policies have been put in place to enable the Council's strategic objectives for procurement to be realised.

- Best Value

5.2 This procurement strategy forms part of the arrangements the Council has made under Part 1 of the Local Government Act 1999 (Best Value) to secure continuous improvement in the performance of its services in terms of economy, efficiency and effectiveness.

5.3 All procurement of goods, works and services shall be based on best value, having due regard to propriety, regularity and the Council's legal obligations.

5.4 Best value as a contract award criterion is defined for the purposes of the Contract Procedure Rules as the 'optimum combination of whole life cost and quality (or fitness for purpose) to meet the customer's requirement' consistent with government procurement policy.

- Efficiency Agenda

5.5 This strategy will contribute to the overall efficiency agenda of the Council, to achieving nationally required cost savings (Gershon Agenda) and towards ensuring the cost efficient and effective delivery of all Council services.

- Customer Focus

5.6 The Council will take full account of Equalities and Diversities within the wider community, the needs of customers, both in the community and within the authority in purchasing goods, works and services.

5.9 The requirement, including any specific level of quality or standard of service, must, however, be tested against the best value criterion (as stated above).

- Ethics and Probity

5.10 In all their dealings, members and officers must preserve the highest standards of honesty, integrity, impartiality and objectivity.

5.11 This includes compliance with the Council's Financial Standing Orders, Financial Regulations, the Members Code of Conduct and the Employees Code of Conduct and any other guidance/codes of practice issued from time to time.

- Competitive Procurement

5.12 The Council promotes economy, efficiency, and effectiveness in its expenditure. This will be achieved through competitive procurement. Competition will also contribute to the competitiveness of suppliers, contractors and service providers. All goods, works and services must be acquired in accordance with the Council's Contract Procedure Rules.

- Contract Leakage (Off Contract spending)

5.13 This is to be stopped by all staff engaged in procuring goods or services on behalf of the Council by adhering strictly to the requirement that they must utilise any Corporate contracts let by the Procurement Unit

- Standards

5.14 The Council shall establish standards of competency in procurement, contract management and change management and shall take steps to ensure that officers and members receive the training and development they need to operate to the relevant standard.

- Financial Regulations

5.15 Corporate Procurement will be carried out in accordance with the Council's financial regulations. The process of procurement will be those laid down in the Corporate Procurement Manual, which will be produced following the adoption of this strategy. Both of these documents will follow CIPFA (Chartered Institute of Public Finance Accountancy) guidelines and are intended to be complementary.

- Mixed Economy

5.16 The Council is committed to the promotion of a "mixed economy" of service provision on the basis that this is most likely to deliver best value for the citizens of Bromsgrove district. This will ensure that the basis for commissioning service providers in the public, private, voluntary and community sectors delivers best value to the customer.

5.17 Procurement advice to Best Value Reviews will be essential to ensure that best service delivery option is chosen that can meet the current and future needs of local communities and provide value for money.

- 5.18 When undertaking a Best Value Review of a service the Council will wish to form a rounded, evidence-based view of the performance of that service in terms of the four Cs (comparison, consultation, competitiveness and challenge). The Council recognises that the competitiveness of its services is a key dimension to be addressed in reviews.
- 5.19 In so far as practicable the reviews will consider competitiveness in terms of cost, quality, customer satisfaction and added value. The assessment of competitiveness will be carried out in a fair, auditable and transparent manner.
- 5.20 If challenge to the existing model of service delivery suggests that significant change is required an options appraisal will be carried out culminating in the preparation of a business case (see below). This will identify whether a procurement project is required to deliver the solution.
- Options Appraisal
- 5.21 Before embarking on any change project designed to introduce a new model of service delivery, a business case will be prepared for consideration by the Senior Officers of the Council. This would include, but not be limited to, a change project flowing from a Best Value Review.
- 5.22 The business case will include an evaluation of the principal options available to deliver the change that is required and supporting evidence. A recommended option will be set out in an action plan to be approved by the Council.
- 5.23 The option recommended for Member approval will be the one that scores highest against the following criteria –
- Strategic fit
 - Partnering/Shared Services
 - Affordability need to add and saving achieved
 - Achievability
 - Commercial viability
 - Lowest risk
 - Environmental Sensitivity
 - External Funding
 - Equal access
- Partnering/Shared Services
- 5.24 The Council recognises the importance the Government places on working in partnership with other public, private and voluntary sectors who can share and deliver the goals of the Council. The Council, in developing procurement continues to seek to find other partners to consult and work with.
- 5.25 The Council is involved with the Regional Centre of Excellence established for the West Midlands in terms of procurement and project management and will continue to seek collaborative opportunities with neighbouring councils for joint procurement opportunities, shared commissioning and/or delivery of services.
- 5.26 Partnering shall be regarded as the Council's preferred procurement strategy for major projects. What about testing the private sector? This issue needs to be addressed
- 5.27 The Council will also work with our main suppliers to develop good working relationships to enhance service provision and ensure that they can help us to deliver this strategy. Workshops are being held (predominantly for SMEs) to ensure all potential suppliers understand how the Council purchases and the rules and

requirements that apply to public sector procurement thus helping them to bid more effectively for our business.

- Continuous Improvement

5.28 Procurement shall be used intelligently to encourage contractors, service providers and suppliers (supply chains) to reduce costs and continuously improve performance. Appropriate standards, targets and monitoring methods will be included in contracts. This strategy is subject to continuous review and improvement.

- Project Management

5.29 All major procurement projects are to be managed according to the principles of the Councils preferred project management methodology and scaled to fit the project. The Project management process adopted by the Council will be based on a modified version of the Prince 2 National Standard.

- Staff Involvement

5.30 The Council is committed to being a good employer and to developing a quality, well-motivated workforce fully enabled to deliver effective services to the customer. Where appropriate, staff will be consulted at all relevant stages of a procurement project and especially in situations likely to involve transfer of staff.

5.31 The TUPE regulations apply to transfer situations and in such situations the Council will use its best endeavours to secure broadly comparable terms and conditions of employment.

- Staff Training and Development

5.32 The key to delivery of effective public sector procurement requires people who are suitably trained and qualified to provide the necessary “professional” input. The Council will ensure a structured approach to education, training and development for all officers with procurement responsibilities.

- Electronic Commerce

5.33 The Council is committed to a modular approach to the introduction of electronic commerce, including optimising use of BACS and CHAPS payments, and appropriate use of procurement cards and electronic tendering. As set out in the Local E-Government Strategy the Council’s target is to implement electronic procurement (the full order-to-payment cycle) corporately during 2008/09.

- Sustainability (key principle)

5.34 The aim of sustainable procurement is to integrate environmental and social considerations into the purchasing process with the goal of reducing adverse impacts upon health, social conditions and the environment, thereby saving valuable costs for public sector organisations and the community at large. Sustainable procurement forms a key part of an overall push for sustainable development by the public bodies. When purchasing assets, supplies or services we will take into account a number of factors including:

- The entire life cycle of products
- Environmental aspects; the effects on the environment that the assets, supplies and/or services have over the whole lifecycle (Green Procurement)

- Social aspects; effects on issues such as poverty eradication, inequality in the distribution of resources, labour conditions, human rights and fair-trade
 - Sustainable or recycled materials/products
- 5.35 Sustainability has been incorporated into the whole of the procurement processes pursued by the Council; defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post contract management and supplier/contractor guidance.
- Risk Management
- 5.36 Best practices in risk management, which will be set out in the Council's Procurement Manual, must also be observed.
- 5.37 The Corporate Procurement Unit will assess the financial and service risk to the Council in changing providers or choosing a particular procurement route. The Council will identify risks, evaluate their potential consequences, consider possible opportunities, and manage those risks effectively, at every stage of the process.
- 5.38 Key points where risk assessment will be important include:-
- Following Best Value reviews where alternatives to existing provisions have been identified
 - During tender evaluation
 - Whenever a major procurement change is proposed.
- Health & Safety
- 5.39 The Council recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all its employees.
- 5.40 The Council's Health and Safety manual 'Safety Management of Contract Work' outlines some of the health and safety issues to be considered when contracting goods, works and services.
- Freedom of Information
- 5.41 The Council recognises and accepts its responsibilities and obligations under the Freedom of Information Act 2000 and will make information relating to contracts available upon request, in accordance with the legislation and subject to the exemptions included in it.
- 5.42 The Council will ensure that appropriate clauses are included in all contracts in order to fulfill its obligations under the Freedom of Information Act and it will not enter into contracts that include terms, which purport to restrict the disclosure of information held by the Council, beyond the restrictions permitted by the Act.
- Integrating Equality and Diversity into Procurement
- 5.43 Spending by the Council sustains and maintains a significant number of jobs within the district. The Council has a statutory duty to ensure that public money is spent in a way that ensures value for money and does not lead to unfair discrimination and social exclusion.
- 5.44 The promotion of equality in procurement will help the Council to:

- Improve the overall value for money for the Council in terms of the goods, works and services they purchase
- Improve the quality, responsiveness and appropriateness of our services.
- Ensure that public money is not spent on practices which lead to unfair discrimination to sections of the district.
- Create a diverse and integrated workforce.
- Deliver more responsive and flexible services in combating social exclusion and building stronger and cohesive communities.
- Encourage other organisations to promote and practice the Council's policies on equality.

6. Key Procurement Objectives at BDC

6.1 The Council will seek to continually improve and innovate its procurement methods.

6.2 Key areas for the next three years by:

- Becoming More Strategic

6.3 A key aim for the Corporate Procurement Unit is to be strategic in the decisions it makes on what to do directly and what it will assist/guide/mandate others to do.

6.4 This will include reducing the amount of tendering and reduce the number of suppliers we deal with in favour of aggregating contracts and developing partnerships. Becoming strategic will also mean mandating departments to carry out specific parts of procurement activity but within corporately set rules and policies. These rules and policies will then form the foundation of a "tight/loose" framework where managers are expected to make and implement appropriate decisions. The underlying principle will be enabling freedom of action necessary to deliver services within a framework of overall control of procurement practices and procedures.

- Modernisation of procurement methods

6.5 The Council will to continue to improve its current procurement methods by:

- Providing Management Information (MI) systems on what is spent, where and by whom including how much is spent on external contractors and what contracts are in place;
- Continuing to reduce the volume of low value invoices from suppliers;
- Continuing rationalisation of suppliers and developing more suitable partnership arrangements;
- Enforcing existing minimum entry standards, standardised across all departments, for all contractors undertaking work for Bromsgrove District Council (or providing services and supplies)
- Ensuring all engagements of Consultants comply with Council rules and regulations
- Further establishing Framework contracts for all appropriate areas of spend;
- Continuing improving basic procurement practice;
- Continually reviewing this strategy and market developments in procurement.

- Procurement Manual

6.6 A comprehensive manual has been developed which incorporates all of the practices, procedures, guidance, rules and regulations within the corporate framework of procurement for the Council. This will be available in both electronic and hard copy format.

- Training and Development
- 6.7 The implementation of this strategy will require the assessment of training needs across the Council (Members and Officers) for procurement, contract management and change management, developing competency frameworks, and instituting an appropriate training and development programme;
- Contract Letting and Management
- 6.8 A performance management regime for the procurement and contract management functions has been formulated and introduced.
- Standard Project Management
- 6.9 The Council has adopted a preferred Project Management methodology for implementing a best practice programme for procurement based on PRINCE 2 methodology. This will also include risk management and reviews, utilising the OGC “Gateway Methodology” for large or high-risk projects.
- Options appraisal and business case development
- 6.10 Developing and implementing a best practice options appraisal process for all major procurement decisions.
- Partnering
- 6.11 Partnering and Shared Service models are the preferred option of the Council for all appropriate procurement projects.
- Supplier Management
- 6.12 Ongoing review of the supply base, rationalising the number of suppliers and focussing on the management of relationships with key suppliers; working with key suppliers to (a) consolidate invoices, deliveries and payments to reduce processing costs, and (b) eliminate costs, improve quality and environmental performance, and generate new solutions all along the supply chain;
- Corporate Contracts
- 6.13 Wherever appropriate the Council is optimising the use of corporate contracts and framework agreements to obtain volume discounts and deploying strategies to eradicate inappropriate off-contract/framework (“maverick”) purchasing;
- Collaborative Procurement
- 6.14 Within the framework of Partnering and Shared Services, the Council will pursue opportunities for collaborative procurement and will adopt this option where appropriate;
- Small to medium-sized enterprises (SME's)
- 6.15 The Council has published a “How to do business with Bromsgrove District Council” guide which with application forms for potential suppliers to register their interest in supplying the Council, which is available on the Council’s website – this will help target small and medium-sized enterprises alongside notification of tendering opportunities, and other capacity-building measures for local SMEs, third sector and community organisations. It also arranges free Seminars to help small business’s understand

better how the Council procures goods and services, the rules that apply, also providing an understanding of Public Sector Procurement regulations and how to win business from same.

- E-commerce

6.16 The Council has been and continues to implement appropriate all electronic commerce solutions such as Electronic Purchase Order processing and the utilisation of the Government Procurement Card (GPC) this designed to increase efficiency, drive down processing costs and ease the process of procurement.

Appendix "A"

Glossary of Terms

Procurement Forward Plan

The procurement forward plan sets out information on current contracts and contracts to be awarded in the period covered by the plan (normally three years in total).

Contract Procedure Rules

Contract Procedure Rules are set procedures to ensure that value for money is obtained, statutory requirements are met in terms of UK and EU law, and the Council's affairs are properly controlled and prudently managed.

Procurement Manual

The Procurement Manual is the guidance document incorporating all the Council's relevant procurement information to enable a purchasing officer to ensure that the Council procures the best value for money supplies, services and works and complies with the Council's Contracts Procedure Rules.

Partnering

Partnering is the creation of a mutually advantageous and flexible relationship between the Council and its partner based on openness and trust and the sharing of risks and rewards and continuous improvement. The partner may be in the public, private or voluntary sector.

Gateway Methodology

This is based on the Office of Government Commerce (OGC) model for 'testing' projects at various stages of the project this by external examiners, thus greatly reducing the risk of projects continuing past each stage (or 'Gateway') if the risks or any other factors mean that it will be eventually unsuccessful

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2ND FEBRUARY 2010

OLDER PEOPLE TASK GROUP

Responsible Portfolio Holder	Councillor Mrs. M. A. Sherrey JP
Responsible Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Task Group Chairman	Councillor Mrs. M. Bunker

1. SUMMARY

- 1.1 To consider the findings and recommendations contained within the attached report relating to the overview investigation undertaken by the Older People Task Group.

2. RECOMMENDATIONS

- 2.1 Members are requested to:
- (a) consider and approve the attached report and the recommendations contained within it; and
 - (b) submit the attached report to the Cabinet for approval.

3. BACKGROUND

- 3.1 At the Meeting of the Overview Board on 3rd February 2009, it was decided a Task Group would be established to scrutinise issues relating to older people and that Councillor Mrs. M. Bunker would be appointed as Chairman.
- 3.2 The full terms of reference were approved by the Overview Board at its meeting held on 3rd March 2009 when membership of the Task Group was also agreed. The full terms of reference are attached at **Appendix A**.
- 3.3 At the Meeting of the Overview Board on 22nd June 2009, an additional Task Group member was agreed, Councillor S. R. Colella.
- 3.4 The Assistant Chief Executive and Task Group Chairman presented the 'draft' recommendations to the Older Peoples Forum meeting on 8th December 2009 and the Equality and Diversity Forum meeting on 10th December 2009 for comment.

4. FINANCIAL IMPLICATIONS

- 4.1 The recommendations supporting an Ageing Well Scheme and an Older Person's Services Directory both have revenue funding implications. Since the Task Group agreed its report, the recommendations for the necessary funding in respect of these items were approved by the full Council on 20th January 2010 as part of the Medium Term Financial Plan for 2010/11 -2012/13.

5. LEGAL IMPLICATIONS

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

6. COUNCIL OBJECTIVES

- 6.1 This report links to the Council's Objectives of Sense of Community and Well Being and Regeneration and the Priorities in relation to Town Centre and Housing.

7. RISK MANAGEMENT INCLUDING HEALTH AND SAFETY CONSIDERATIONS

- 7.1 The risk of not implementing the recommendations contained within the attached overview report is that this Council does not continue to improve the services for older people and in particular, customer service standards.

8. CUSTOMER IMPLICATIONS

- 8.1 If the recommendations were approved and implemented, residents living in Bromsgrove District would benefit from improved customer service, which would have an emphasis on customer satisfaction.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

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

10. VALUE FOR MONEY IMPLICATIONS

- 10.1 There are no value for money implications directly relating to this report.

11. CLIMATE CHANGE AND CARBON IMPLICATIONS

- 11.1 None

12. OTHER IMPLICATIONS

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

13. OTHERS CONSULTED ON THE REPORT

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

14. WARDS AFFECTED

All Wards.

15. APPENDICES

Appendix A Terms of Reference for the Task Group
Appendix B Older People Task Group Report

16. BACKGROUND PAPERS

None

CONTACT OFFICER

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Overview Board

Older People Task Group

DECEMBER 2009
OVERVIEW BOARD
Supporting Officer: Pauline Ross



Bromsgrove
District Council

www.bromsgrove.gov.uk



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BROMSGROVE DISTRICT COUNCIL
REPORT OF THE OLDER PEOPLE TASK GROUP
DECEMBER 2009

INTRODUCTION BY THE CHAIRMAN

The Task Group process has helped to identify the extensive range of existing services available and aims to promote access to mainstream services for older people, by informing and recognising that services need to help maintain or regain a good quality of life between work and retirement.

The Task Group identified the need to provide clear information on key services in a variety of formats and to establish a single point of contact for information on what services are available and how to access those services more easily. The recommendations within this report highlight the importance of providing clear, concise information and to raise awareness on the extensive range of existing services available.

The Bromsgrove Sustainable Community Strategy 2010-2013 and the Council Plan 2010-2013 both recognise and include older people as a priority, with key deliverables identified as access to services, housing, community transport and an age well scheme.

The Audit Commission 'Don't stop me now', preparing for an ageing population, suggests that all councils should work with older people to age-proof mainstream services. Councils need to engage with older people in commissioning, designing, and delivering both mainstream and targeted services. Older people's champions and representative boards can play an important role in assessing and evaluating the effect of local services in older people's lives. Marketing and promoting existing services to older people can increase take-up and support independent lives.

MEMBERS

Councillors Mrs. M. Bunker (Chairman), S. R. Colella, D. McGrath, D. L. Pardoe, C. J. Tidmarsh, L. J. Turner. The Chairman of the Older People Theme Group, Ms. A. Sowton (Bromsgrove & Redditch Network, BARN) was co-opted onto the Task Group.

This Task Group wishes to acknowledge the assistance received from the Assistant Chief Executive who has helped the Task Group from the start of the investigation and all the way through to the end of the investigation when this report was finalised.

Members would like to extend their personal thanks to Ms. A. Sowton and to all officers and partner agencies for attending meetings and providing presentation material and informing Task Group Members of the positive and comprehensive range of services provided. Thanks are also extended to the Portfolio Holder for Vulnerable and Older People (including Lifeline) for her attendance and contribution to Task Group meetings.

SUMMARY

The role of the Older People Task Group was:

- To carry out a scrutiny exercise to identify existing services and how they can be accessed.
- To identify any gaps and consider how they can be addressed or signposted to other agencies.
- To identify positive initiatives and make general recommendations for strengthening services offered for Older People and share best practice with partner agencies and the voluntary sector.
- To seek the views of statutory, voluntary and community organisations supporting older people services.

SUMMARY OF RECOMMENDATIONS

Healthy Living, inclusive of community facilities, activities, participation and inclusion - Recommendations 1 – 5

One of the agreed outcomes of the Task Group was to promote and celebrate older people and to investigate existing facilities and activities which led to the following:

1. UK Older People's Day

- (a) That the Council be requested to build on the success and continue to promote and celebrate UK Older People's Day throughout the Council and via the Councils Communications Plan; and that a Member / officer working group be developed to drive future promotions / events and provide an ongoing focus on older people.
- (b) That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to investigate funding opportunities for future events to be held throughout the District.

2. Dolphin Centre – free swimming

- (a) That following the expiry of the Grant funded Free of Charge (FOC) swimming scheme for 60 plus residents, the Deputy Head of Street Scene and Community be requested to review the impact the service has had the health of those participating.
- (b) That in partnership with NHS Worcestershire and other key members of the Local Strategic Partnership (LSP), Health and Well Being Theme Group, the Deputy Head of Street Scene and Community be requested to produce a report for Members to identify the key successes and failures of the scheme, make recommendations for the future provision to include additional funding opportunities, changes to the structure of the provision, key performance indicators required moving forward and, if required, alternative methods of service delivery.

3. Dolphin Centre – Gym Facilities

That the Portfolio Holder for Youth, Sports, Recreation and Culture and the Deputy Head of Street Scene and Community be requested to scope the possibility of introducing a dedicated gym session programme for the 50+ age group to encourage greater use from this market segment and report back to the Older People Theme Group within 6 months.

4. Community Transport Services - BURT

- (a) That the Portfolio Holder for Planning and Transport and the Assistant Chief Executive be requested to assess the service after one year, using the Council's project management framework, to determine usage, costs and feedback from users of the scheme in order to ensure continuous improvement.

- (b) That the Portfolio Holder for Planning and Transport and the Assistant Chief Executive when assessing feedback from users establish if there is a need to expand the Community Transport Service to a wider area and that the Assistant Chief Executive be requested to continue to raise awareness and promotion of the service.

5. **THE TRUNK**

That Members continue to work with THE TRUNK and utilise future developments at the Centre – drop in sessions, surgeries and the core group of (resident) advocates as a means of communicating, informing and updating residents on the Council's service provision.

Existing Services and Accessibility – Recommendations 6 - 7

It was often highlighted during task group meetings that there was a need for an increased awareness of the existing extensive services and facilities available, how to access them and to identify any gaps. The Task Group therefore recommend:

6. **Older People's Strategy for Worcestershire**

That the Portfolio Holder for Vulnerable and Older People (including Lifeline) and the Assistant Chief Executive be requested to continue to work with Worcestershire County Council, Joint Commissioning Officer on the revised Older People's Strategy for Worcestershire, with Bromsgrove as a possible pilot district, to ensure there is a Bromsgrove District dimension and that the services provided by the Council and its partners are responsive to the emerging challenges of the changing demographics.

7. **Mapping Exercise**

- (a) The Older People Theme Group Chairman be requested to develop the mapping exercise currently being undertaken in liaison with the Health and Well Being Team, Worcestershire County Council to identify any gaps and complete the mapping exercise by 31st July 2010.
- (b) That the Assistant Chief Executive and the Older People Theme Group Chairman continue to liaise with the Health and Well Being Team, Worcestershire County Council to promote existing services offered and to take an active role in the development of future schemes and re-commissioning of low level services for Bromsgrove District and work with community groups to set up sustainable initiatives with partner agencies.

Literature Review – Recommendation 8 - 10

The Task Group found that there is a vast amount of available literature for older people, both within the Council and partner agencies on the existing extensive services and facilities available throughout the District, which led to:

8. A – Z Directory

- (a) That the Portfolio Holder for Vulnerable and Older People (including Lifeline) and the Assistant Chief Executive be requested to scope funding to publish an A – Z directory of services available for older people in the Bromsgrove District, to be sustainable so as to keep it up to date. That the Assistant Chief Executive be tasked to produce the directory within 12 months and report back to the Cabinet.
- (b) That the A – Z directory be made available on the Council's Internet and Intranet Sites, a copy to be held at the Customer Service Centre and that Customer Service Centre advisors be requested to use the directory to signpost older people.

9. Information Management

- (a) That the Council's website and Connect site be regularly reviewed and updated with service information, contact details and particularly when staff changes occur and that consideration be given to a dedicated page for older people with links to related internet sites.
- (b) That any future mystery shopper exercises include a test of services to older people.

10. Older People's Champions

That a Member / officer working group comprising the Assistant Chief Executive, interested Task Group Members and the Portfolio Holder for Vulnerable and Older People (including Lifeline) be established to further explore Age Concern's, Best Practice and scope working with partner agencies to promote the introduction of 'Older People's Champions' (see **Appendix 1**) in each Parish who can disseminate information on available services and accessibility to residents in the Town Centre and surrounding areas within the Bromsgrove District.

Housing – Recommendations 11 - 13

The Task Group discussed housing issues and concerns including market and social issues and supporting people – Telecare adaptations, whilst taking into account residents' aspirational expectations. The Task Group therefore recommend:

11. Older People's Housing Strategy for Worcestershire

That the Assistant Chief Executive and the Strategic Housing Manager be requested to ensure that any opportunities to assist in meeting the aims and objectives being developed for the newly revised Older People's Housing Strategy for Worcestershire be explored at a local level.

12. Housing

That the Portfolio Holder for Strategic Housing, Environment and Climate Change and the Strategic Housing Manager be requested to ensure there is an appropriate housing mix and that older people's needs are catered for within the housing market as identified in the Bromsgrove Sustainable Community Strategy 2010-2013, Stronger Communities and the Bromsgrove Housing Market Assessment 2008.

13. Lifeline

That the Head of Street Scene and Waste Management be requested to continue to promote the Lifeline Service, including the range of monitoring equipment available and that the quarterly Lifeline newsletter be used to promote and inform residents of other services and benefits available.

Income and Employment – Recommendations 14 - 16

The Task Group looked at pension and benefits advice, employment and adult learning opportunities and preparing for retirement, which led to:

14. Benefit Service

- (a) That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to raise awareness of the Benefit Service and proactively engage or seek elderly residents who are not claiming benefits by attending residents meetings, providing information surgeries and use of other service area meetings to find out how to reach or inform residents of the benefit service.
- (b) That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to work with the relevant service areas within the Council to issue information to residents in receipt of council tax benefit.

15. Employment

- (a) That the Portfolio Holder Youth, Sports, Recreation and Culture and the Assistant Chief Executive be requested to explore opportunities to inform and educate young people regarding pension information.
- (b) That the Assistant Chief Executive be requested to liaise with the Local Strategic Partnership – Partners to explore opportunities of raising employees' awareness on pension information.

16. Adult Learning Opportunities

That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to work closer with the Adult Learning Team, Worcestershire County Council in order to be familiar with and to promote the adult learning packages available.

Funding Opportunities– Recommendation 17

The Task Group discussed funding opportunities for intergenerational projects and events for UK Older People's Day. Task Group Members highlighted the need to ensure that funding opportunities were not missed, which led to:

17. Funding Opportunities

That the Assistant Chief Executive be requested to investigate ways in which officers can keep up to date with funding developments and utilise the skills of officers to bid for future funding when appropriate.

Miscellaneous – Recommendation 18

Task Group Members raised questions on the general condition of footpaths, specifically around the Town Centre and areas surrounding sheltered housing, which led to:

18. Worcestershire County Council – Highways Department

That the Head of Street Scene be requested to liaise with and obtain information from Worcestershire County Council, Highways Department on the current work programme and future work schedule for Bromsgrove District regarding renewal and repairs of pavements and the identification of areas requiring additional dropped kerbs within Bromsgrove District, more specifically the Town Centre and areas around sheltered accommodation.

Future Vision – Recommendations 19 - 20

To focus on continuous improvement of older people's services, ensure older people are consulted when formulating new planning policies and the Town Centre Area Action Plan, the Task Group recommend:

19. Future Vision

- (a) That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to ensure that the views of older people in Bromsgrove are valued, shared and promoted within all service areas of the Council and negative perceptions of older people are challenged.
- (b) That the Assistant Chief Executive be requested to ensure that the Council achieves more formal engagement with Bromsgrove Older People's Forum.
- (c) That officers take into account the Communities and Local Government, Lifetime Homes, Lifetime Neighbourhoods strategy and other relevant evidence and strategies when formulating new policies.
- (d) That as part of the Council's decision to pilot Mosaic, it is used to target relevant marketing materials to older people.
- (e) That older people be considered as a possible priority in the Corporate Communications Strategy.

20. Older People's Strategy for Worcestershire - Phase 2

That the Overview Board be tasked with initiating, when appropriate, an investigation on the revised Older People's Strategy for Worcestershire, Levels of Inclusion, Levels 3, 4 and 5, which deals with dependency created by older age.

TERMS OF REFERENCE

At the meeting of the Overview Board held on 3rd February 2009, it was decided a Task Group would be established to scrutinise issues relating to older people.

The Task Group's terms of reference were approved by the Board at its meeting held on 3rd March 2009. The full terms of reference are attached at **Appendix 2**. The Membership of the Task Group was also agreed at the same meeting. During the Overview Board meeting on the 2nd June 2009 the Board agreed an additional Member to the Task Group.

The Task Group was given 4 months (from the date of its first meeting) to complete its work. During the Overview Board meeting held on 7th July 2009 the Task Group Chairman informed Members that due to the enforced cancellation of its scheduled meeting on 22nd June 2009 it was unlikely that the Task Group would be completed within the allocated 4 month period and that the Task Group would need to review its anticipated workload in order to determine how much additional time was needed. A further update was given to the Overview Board during its meeting on 1st September 2009 and the Board agreed that the Task Group report be presented to the Overview Board meeting on 2nd February 2010.

BACKGROUND AND METHODOLOGY

Public Involvement

A press release was issued informing the public that the Older People Task Group had been set up. Members of the public were encouraged to submit their views, comments and suggestions for the Task Group to consider. Information about the Task Group was also uploaded onto the website where again the public were encouraged to voice their opinions and suggestions for improvement.

One local retired resident replied requesting involvement in finding the best solutions to providing good support for our ageing population.

Task Group Members were informed that a local resident (via the Scrutiny email address) had questioned the Council's Core Strategy with the specific question "what is the Council doing in areas such as Alvechurch and Barnt Green, where elderly residents live in large detached houses, to facilitate these actively mobile elderly residents to down-size into 'suitable and appropriate properties, as they would be very unlikely to want to down-size into a small apartment/maisonette/flat built on top of each other with very little privacy and recreational facilities". Members received details of the Senior Solicitor's response.

Witnesses

The Older People Task Group worked closely with the Assistant Chief Executive and the following officers provided the Task Group with information on their specific service area: the Strategic Housing Manager, Sports Development Officer for adults and disabilities, CCTV and Lifeline Manager and the Benefits Service Manager. The Task Group also believed it was important to gain input from the Portfolio Holder for Vulnerable and Older People (including Lifeline).

Information and presentations were provided by –

Tanya Crawford, Advice Service Manager, Bromsgrove & District Citizens Advice Bureau.

Debbie Roberts, Centre Manager, THE TRUNK.

Kay Parry, Health and Well Being Manager, Worcestershire County Council

Colin Barnett, Adult Learning Manager, Worcestershire County Council

Sue Rollason, Head of Supported Services, Bromsgrove District Housing Trust

Sue Keating, Signposting Co-ordinator, Hereford & Worcestershire Fire & Rescue Service

Gillian Christison, Health Improvement Co-ordinator, Worcestershire Primary Care Trust

Duncan Jones, Independent Financial Advisor

Keith Sherman, Chief Officer, Age Concern, Bromsgrove & District

Carol Tipping, Secretary, Older People's Forum

Meetings attended

The Task Group Chairman and Assistant Chief Executive attended the Older People's Forum, 8th December 2009, with the Task Group Chairman attending the Equality and Diversity Forum on 10th December 2009 to present both Forums with information on the Older People Task Group and the 'draft' recommendations. Both Forums were asked –

1. Do you recognise the issues facing older people?
2. What services would make the biggest differences to your lives?
3. Is there anything else you wish to feed into the Task Group?

Research

Task Group Members were provided with the following background reading information –

Bromsgrove Profile, Mott Macdonald report. This document was prepared by Mott MacDonald on behalf of Bromsgrove Partnership in order to collate and present

evidence relating to the 6 blocks in Worcestershire's Local Area Agreement (LAA) -

- A** Communities that are safe and feel safe
- B** A better environment – for today and tomorrow
- C** Economic success that is shared by all
- D** Improving health and well being
- E** Meeting the needs of children and young people
- F** Stronger Communities

Bromsgrove District Councils Older People's Focus Groups, July – August 2008 draft report by SNAP Surveys.

The Older People's Strategy for Worcestershire, Worcestershire County Council, (Members were asked to note that this document was currently being reviewed).

Neighbourhood Management, Overview and Scrutiny Commission, Task and Finish Group, 'Looking Forward', Older People's Services in Stoke-on-Trent, Final Report (September 1st 2006)

In-depth Scrutiny Project –To consider how well placed Southend is in relation to the independence and wellbeing of older people "our own future selves"- Report and Recommendations, Community Services Scrutiny Committee, June 2007.

Final report of the Older People's Services Commission presented to West Lancashire District Council.

Review of Older People's Engagement with Government, John Elbourne – Report to Government

Members Fact Finding Visit

Ms. A. Sowton and Councillor Turner attended a conference held by Lancashire District Council, Learning from Lancashire, a Beacon Authority. The conference included guest speakers and provided candidates with the opportunity to see the many excellent and innovative services they provide for its older citizens.

Areas Covered

There were a total of seven task group meetings. During the first meeting a schedule of work was devised, but due to the enforced cancellation of two consecutive meetings the scoping checklist was reviewed during the task group meeting held on 21st July 2009 and the following areas agreed:

- Healthy Living (inclusive of community facilities, activities, participation and inclusion)

- Housing (inclusive of market and social, supporting people – Telecare, adaptations, handyperson schemes)
- Income and Employment (inclusive of pension and benefits advice, employment and training opportunities and preparing for retirement)

Members were informed during their first meeting that the Older People's Strategy for Worcestershire was currently being reviewed. During the task group process Members were informed by the Joint Commissioning Officer that they were currently planning a review of the older people's strategy and the development of a new strategy. Service users and representatives of the Older People's Forums across the county, as well as voluntary sector organisations would be involved in the development of the new strategy. The Assistant Chief Executive subsequently met with the Joint Commissioning Officer and Task Group Members were informed that the Assistant Chief Executive has requested that the revised strategy includes a district dimension. The Joint Commissioning Officer agreed and suggested working with Bromsgrove as the pilot district. We would recommend that the revised Older Peoples' Strategy for Worcestershire includes aspects on healthy ageing such as leisure, transport, learning opportunities, employment and volunteering.

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FINDINGS AND RECOMMENDATIONS

Healthy Living, inclusive of community facilities, activities, participation and inclusion

(Recommendations 1 – 5)

During the initial meeting of the Task Group the Task Group Chairman informed Members of UK Older People's Day on 1st October 2009, a day to celebrate the contribution older people make to society. Members agreed to recommend to the Overview Board that Cabinet approve the promotion of UK Older People's Day throughout the Council and via the Council's Communications Plan and that the Task Group drive the promotion in order to ensure a coordinated approach.

In order to raise awareness and to coordinate events a message was forwarded to all service areas within the council via the council's Connect site. No specific events were being held but positive responses were received from officers and Members, including the Member Champion for Promotions, Sponsorships and Public Events requesting to be actively involved in organising or supporting events to celebrate the day. We were encouraged with the responses received from officers and partner agencies who welcomed the celebration.

We looked at holding events throughout the district, but as the Task Group Chairman highlighted, there was no specific funding for events, so we had to rely on officers and partner agencies resources which meant that events would be limited to a smaller area. Following further discussions with officers and partner agencies the Task Group promoted and publicised events being held throughout the week to celebrate UK Older People's Day. A press release was issued and information slides were displayed by officers, partner agencies and on the television screen at the Customer Service Centre (see **Appendix 4**).

The Task Group Chairman, officers and partner agencies involved in the events held throughout the week received positive responses from residents and Task Group Members suggested that events should be held throughout the district next year.

The Task Group Chairman would like to thank officers and partner agencies for their positive help in organising events and for their support during the events, as events took place with no specific funding available.

The Task Group therefore recommend the following:

Recommendation 1 (a)	That the Council be requested to build on the success and continue to promote and celebrate UK Older People's Day throughout the Council and via the Council's Communications Plan and that a Member / officer working group be developed to drive future promotions / events and provide an ongoing focus on older people.
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Financial Implications	There are no financial implications.
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Recommendation 1 (b)	That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to investigate funding opportunities for future events to be held throughout the District.
Financial Implications	There are no financial implications.

One of the main areas the Task Group considered was 'Health and Well Being'. The current free swimming for the over 60's is funded until 31st March 2011 via the Department for Culture, Media and Sport (DCMS), under the scheme anyone over the age of 60 can swim for free. The scheme has proved extremely successful. Further funding has been secured via the Amateur Swimming Association (ASA) to run over 60 lessons in the future (for free) so those who cannot swim will be able to access the free lessons and swimming for all the obvious health benefits. Officers are due to meet in the future with colleagues from Worcestershire County Council to look at a funding bid for a hoist access for mobility impaired users and to discuss new hoist systems to support usage in this area.

We were interested to learn of the successful uptake of the free swimming for the over 60's and were keen to investigate the possibility of an increase in usage of the newly refurbished gym with a programme offered to the 50+ age group. The Deputy Sports Manager informed the Task Group that all new members receive an individual induction and programme but there were no specific sessions just for the 50+ age group.

The Task Group therefore recommend the following:

Recommendation 2 (a)	That following the expiry of the Grant funded Free of Charge (FOC) swimming scheme for 60 plus residents, the Deputy Head of Street Scene and Community be requested to review the impact the service has had on the health of those participating.
Financial Implications	There are no financial implications.

Recommendation 2 (b)	That In partnership with NHS Worcestershire and other key members of the Local Strategic Partnership (LSP), Health and Well Being Theme Group, the Deputy Head of Street Scene and Community be requested to produce a report for Members to identify the key successes and failures of the scheme, make recommendations for the future provision to include additional funding opportunities, changes to the structure of the provision, key performance indicators required moving forward and, if required, alternative methods of service delivery.
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Financial Implications	There are no financial implications
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Recommendation 3	That the Portfolio Holder for Youth, Sports, Recreation and Culture and the Deputy Head of Street Scene and Community be requested to scope the possibility of introducing a dedicated gym session programme for the 50+ age group to encourage greater use from this market segment and report back to the Older People Theme Group within 6 months.
Financial Implications	There are no financial implications.

We agreed in the Terms of Reference that “Other areas such as transport have already been looked at taking into account the needs of older people, so will not be covered again”.

The Bromsgrove Sustainable Community Strategy 2008 – 2011, Priority: Transport in the District, highlighted the need for Community Transport. This was also highlighted by the company the Council commissioned to conduct the Older People Focus Groups in Hagley and Bromsgrove. The company concluded “the restrictions to social inclusion caused by poor or lack of public transport provision”.

During the Task Group process and in response to the Older People’s Focus Groups the transport sub-group of Bromsgrove Local Strategic Partnership (LSP) launched a new community transport service for the District - Bromsgrove Urban and Rural Transport (BURT).

The BURT minibus is specially adapted for easy access with low steps and a wheelchair lift. It is a safe, secure transport service for any resident of Bromsgrove District who has difficulties with personal mobility and are unable to use public transport, or if suitable public transport is not available.

We recommend:

Recommendation 4 (a)	That the Portfolio Holder for Planning and Transport and the Assistant Chief Executive be requested to assess the service after one year, using the Council’s project management framework, to determine usage, costs and feedback from users of the scheme in order to ensure continuous improvement.
Financial Implications	There are no financial implications.

Recommendation 4 (b)	That the Portfolio Holder for Planning and Transport and the Assistant Chief Executive when assessing feedback from users establish if there is a need to expand the Community Transport Service to a wider area and that the Assistant Chief Executive be requested to continue to raise awareness and promotion of the service.
Financial Implications	There are no financial implications.

Task Group Members welcomed the Centre Manager, The TRUNK to the September 2009 Task Group meeting. The Centre Manager provided us with brief details of the services and developments for Older People at The TRUNK. The services and projects are still in the early stages and being developed. We were informed that funding had been secured from the Citizens Advice Bureau to provide a weekly drop in session with a generic outreach worker with a possible monthly or bi-monthly specific advisor or specialist attending The TRUNK. Further funding has also been secured for a pilot project for intergenerational work with Bromsgrove District Housing Trust. Regular coffee mornings will be held to enable residents to be actively involved in shaping future service provision. The computer courses offered at The TRUNK have proved to be successful and a further day was offered to accommodate numbers; residents have also requested beginner computer courses. The TRUNK are looking at introducing a core group of residents to become advocates in order to inform people of services and prevent social isolation. During their recent open day residents had requested information on walking, so the Centre Manager met with Bromsgrove District Council's Walks Co-ordinator to promote this service. Future opportunities will include working on The TRUNK allotment in Sidemoor, specialist awareness days on benefits, pension and job centre information and cooking sessions will be offered at Crabtree Court.

We therefore recommend:

Recommendation 5	That Members continue to work with The TRUNK and utilise future developments at the Centre – drop in sessions, surgeries and the core group of (resident) advocates as a means of communicating, informing and updating residents on the Council's service provision.
Financial Implications	There are no financial implications

Existing Services and Accessibility (Recommendations 6 – 7)

We had a very good response from officers and partner agencies who worked closely with older people. This was evident when promoting UK Older People's Day. We were encouraged by the level of service provision both from the Council (see **Appendix 5**), partner agencies and the voluntary sector. But it was often highlighted throughout the Task Group process that there is a need for an increased awareness by District Councillors, Parish Councils, partner agencies and residents of the services available and how to access them.

This was also highlighted by the company the Council commissioned to conduct the Older People Focus Groups in Hagley and Bromsgrove. The company concluded "that while the Council may not wish to make older people a stated priority, much more could be done to communicate to older people what services are available and how to access them".

During the first meeting of the Task Group the role of District Councillors and Parish Councils in reporting issues and concerns and also recognising and sharing good practice within their area was discussed.

The Assistant Chief Executive and the Portfolio Holder for Vulnerable and Older People (including Lifeline) attended the Parish Council Forum on 22nd September 2009 to present information on the role of the Task Group and to ask Parish Councils the following:

1. What are the issues facing older people in your parish?
2. What services would make the biggest differences to their lives?
3. Is there anything else you wish to feed into the Task Group?

Alvechurch Parish Council responded with –

The issues were discussed during the meeting and the points raised were:

- Older people & disability issues. Alvechurch Parish Council frequently have residents calling into the office to complain about access around the village such as:
 - Disabled parking bays not clearly marked, not well policed. Some could be repositioned for safer and easier access.
 - Dropped kerbs. Although the village does have dropped kerbs these are often blocked by poor and inconsiderate parking. Requests are often received for additional dropped kerbs in The Gaunts which is predominately older residents.

- Winter arrangements – lack of grit buckets and lack of gritting often an issue.
- Benches are removed to discourage anti social behaviour but these are used by older residents whose mobility is poor.
- The other area that has been raised frequently is Affordable housing for older people in the Parish.

Alvechurch Parish Council had received positive comments regarding the free swimming for the over 60s and the mobility sessions that take place in Alvechurch.

Older People’s Strategy for Worcestershire 2006-2010

Members were made aware that the Older People’s Strategy for Worcestershire was currently being updated. The current Older People’s Strategy for Worcestershire points out that most of the focus and resource for older people is on Levels 3, 4 and 5, which is dealing with the results of dependency created by older age, rather than focusing on prevention. Older people are such a huge subject area, that the Task Group agreed it would find it very difficult to cover all five levels in any detail with the time available. We therefore agreed to concentrate our time on Levels 1 and 2, as these are preventative, receive less funding and are areas where we may be able to have more influence.

Level of Inclusion	Elements
1. Citizenship, inclusion and active ageing.	Accessible housing. Information and advice services. Advocacy. Financial assessments and benefits take up. NHS Direct. Community safety. Affordable warmth/fuel poverty. Transport. Exercise. Learning, Ageing Well, Healthy Ageing Schemes. Volunteering and timebanks. Befriending and volunteer visiting schemes.
2. Prevention / Self Care.	Supporting people with long term conditions. Expert Patient Programme. Community equipment services/assistive technology. Community alarms. Telecare. Adaptations. Home improvement agencies. Handyperson/gardening schemes.

	Floating support. Community/neighbourhood wardens. Domestic support. Shopping. Community meals. Lunch clubs. Social clubs. Falls prevention. Short term breaks.
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In order to ensure that a district dimension was included within the revised Older People's Strategy for Worcestershire the Assistant Chief Executive met with the Joint Commissioning Officer, Joint Commissioning Unit, Worcestershire County Council. The Joint Commission Officer agreed with the inclusion of a district dimension and suggested working with Bromsgrove as the pilot district.

We would also recommend that the revised Older Peoples' Strategy for Worcestershire includes aspects on healthy ageing such as leisure, transport, learning opportunities, employment and volunteering.

Task Group Members therefore recommend:

Recommendation 6	That the Portfolio Holder for Vulnerable and Older People (including Lifeline) and the Assistant Chief Executive be requested to continue to work with Worcestershire County Council, Joint Commissioning Officer on the revised Older People's Strategy for Worcestershire, with Bromsgrove as a possible pilot district, to ensure there is a Bromsgrove District dimension and that the services provided by the Council and its partners are responsive to the emerging challenges of the changing demographics.
Financial Implications	There are no financial implications.

During the Task Group process we were interested to learn of the role and developments of the Health and Well Being Team, Worcestershire County Council. The team concentrated on the lower end of the services – the preventative spectrum which focused on keeping people healthy and independent, decreasing dependency on the acute services and delivering services closer to home within local communities, tackling inequalities, cultural differences and supporting people to take an active part in the commissioning and evaluation of services. It was highlighted that currently older people accessed services when a crisis occurred and the Health and Well Being Team felt it needed to engage with people before reaching this stage.

The Health and Well Being Team has evaluated the services offered, looked at what has gone well and how to roll out best practice across the County. A mapping exercise of the whole County has been conducted with a variety of older people's forums and community groups visited to find out about the communities and as potential service users what was needed and important to them. There were currently 3 County wide schemes offered –

- Handypersons
- Befriending /Mentoring
- Well Check

We were also informed that next year the Health and Well Being Team was hoping to offer help with gardening, housework and shopping and to develop and re-commission community meals and day care services and ongoing further low level services, even though these services proved difficult to evidence the impact on reducing money spent on acute services, evaluation would continue. The Health and Well Being Team was keen to work with community groups to set up sustainable initiatives and to work with partner agencies to develop a shared vision and objectives; where older people come together for like minded interests and not just because of their age, we therefore recommend the following:

Recommendation 7 (a)	The Older People Theme Group Chairman be requested to develop the mapping exercise currently being undertaken in liaison with the Health and Well Being Team, Worcestershire County Council to identify any gaps and complete the mapping exercise by 31st July 2010.
Financial Implications	There are no financial implications.

Recommendation 7 (b)	That the Assistant Chief Executive and the Older People Theme Group Chairman continue to liaise with the Health and Well Being Team, Worcestershire County Council to promote existing services offered and to take an active role in the development of future schemes and re-commissioning of low level services for Bromsgrove District and work with community groups to set up sustainable initiatives with partner agencies
Financial Implications	There are no financial implications.

The Task Group during their investigation were provided with information from the Health Improvement Co-ordinator, Worcestershire PCT on Postural Stability Instruction (PSI) and Falls Prevention. Members were informed that the 2008 Stakeholder event had identified the need for a robust model for falls risk management and falls prevention to reduce the risk of falls and recurrent falls. PSI formed part of the vision of Worcestershire PCT and its partners to meet this target. Falls were the leading cause of accidental death in the United Kingdom, with bone fractures, most commonly hip and associated medical complications. 50% of hip fracture patients lost their ability to live independently, which destroys confidence, leads to social isolation and deterioration in mental health. The cost of falls and hip fracture outcomes to Worcestershire PCT was highlighted to Members.

Task Group Members were further informed that PSI was the only evidenced based exercise programme for the prevention of falls.

The four point plan was to:

Improve balance and co-ordination

Increase functional capacity

Increase bone and muscle mass

Increase confidence – reduce fear of falling

Task Group Members were pleased to note that Bromsgrove Sports Development are to deliver PSI courses from April 2010 as successful bids had been secured through The Community Leadership for Health Fund.

The Chief Officer, Age Concern was invited to attend and present information on Age Concern, Bromsgrove and District. Members were once again delighted with the extensive range of services provided to Bromsgrove residents. The Chief Officer highlighted to Task Group Members that Age Concern did not offer a list of services, they provided services holistically; services that had been identified as needed via liaison work. He continued to explain the three key strands which had been developed over 7 - 10 years with Worcestershire County Council funding –

- 'Need to Know' – working to ensure that local people had access to the information they needed in order to make decisions about their lives, at the time they needed it.
- 'Safe at Home' – helping local older people to remain safe, secure and comfortable in a home of their own choosing.
- 'Circle of Friends' – working to supplement local older peoples' natural support mechanisms as these decrease with time.

The Chief Officer continued to inform Task Group Members of the comprehensive range of services identified and provided by Age Concern, Bromsgrove & District, including the Occupational Therapy Technician (OTT), funded by Age Concern for 12.5 hours per week. The OTT provided a 'base' assessment within 3 to 4 weeks, by using this assessment and providing simple aids this enabled older people to stay safe and more able in their own home until a full OTT assessment was carried out.

The Chief Officer also asked Task Group Members to note that he had received positive testimonies from users of the Bromsgrove Urban and Rural Transport (BURT). BURT had proved to be an important part of the process for older people who used Amphlett Hall and the drivers had proved to be both helpful and cheerful.

DRAFT

Literature Review (Recommendations 8 - 10)

The Assistant Chief Executive agreed to undertake a literature review on older people, as a pre-cursor to determining the methodology and focus of the Task Group's work. There is a mountain of available literature on older people, in fact one of the documents comments that there is a considerable amount of rhetoric versus action on the issues that older people face in England. The Assistant Chief Executive focused on the following 9 documents:

1. Bromsgrove Profile –

The Bromsgrove Profile has recently been commissioned by the Local Strategic Partnership Board to provide a profile of the District across the six objectives to the Sustainable Community Strategy. The Profile includes population projections for the District up to 2026, which clearly shows the dramatic projected increase in the over 50 population and decline in the younger population.

2. Bromsgrove Partnership Sustainable Community Strategy –

The Bromsgrove Sustainable Community Strategy 2008-2011 contains a high level action plan for the Older People Theme Group. The action plan includes:-

- Developing and operating an effective directory of services for older people;
- Mapping outreach services to older people provided by all agencies;
- Improving access to services for older people; and
- Giving older people a greater voice.

The Chairman of the Older People Theme Group, Ms A. Sowton, Bromsgrove and Redditch Network (BARN) was co-opted onto the Task Group. The Theme Group is also linked to the Older People's Forum. The main problem for the Theme Group is resourcing. No new funds have been made available to the Theme Group to complete the deliverables shown above so consequently progress has been difficult. A small amount of funding from the Local Strategic Partnership (LSP) Partners could make a significant difference to the Older People Theme Group. Capacity is required to undertake research work for the Theme Group and to support the deliverables, for example, despite being an excellent idea, there are currently no allocated funds for the proposed older person's directory.

3. Bromsgrove District Council – Housing Strategy 2006-2011 -

The Council's Housing Team has recently updated the District's Housing Strategy, including a housing market assessment to identify the true housing need in the District, versus the regional allocation. Older people were consulted as part of the update.

4. Place Survey 2008/2009 -

The Council has recently received the results of the national Place Survey, conducted on behalf of the Audit Commission and a key tool for measuring satisfaction and perception. There are still issues with the figures and an embargo; however, without providing the actual quantitative data for NI138 Satisfaction of people over 65 with both home and neighbourhood, it is possible to discuss some aspects of the results. For the older people of the District, roads/pavements, activities for teenagers and shopping are their biggest priorities. Crime and health, which have been priorities in the previous surveys, have seen a significant improvement, which presumably reflects the high levels of investment in these services over the last decade.

If the state of the District's road and pavements is the number one priority for older residents, it tends to suggest that the majority of older residents in the District have comfortable lives; however, the more vulnerable amongst our older community probably did not complete the survey, so the results need to be balanced with other sources of information. Interestingly another question in the Survey asks about the level of support for older people to live independently (NI139); the result suggests we have some way to go to improve the perception and reality of this provision.

5. Older People Focus Groups -

During 2008, the Council commissioned two focus groups, one in Hagley and one in Bromsgrove, with older people. Focus groups by their nature cannot be statistically valid and will attract older people who are sufficiently mobile to attend them; nevertheless, it is interesting to note the similarities with the Place Survey. Roads and pavements were a major concern. *“These responses may demonstrate that respondents were generally so comfortable in their lives, and so in control of them that there was little else to worry them. Alternatively, it may be more strongly linked to respondents attending the focus groups with the specific intention of complaining about the quality of roads and pavements.”*

The focus groups identified a number of pertinent issues, including “poor income” as a key determinant factor in the quality of older age and the restrictions to social inclusion caused by poor or lack of public transport provision, something currently being addressed through the Council's community transport scheme. Many of the Council's facilities were considered very good, for example, Sanders Park and the Artrix, however, access to them was considered a problem by many attendees.

The research company noted that crime was not an issue that was raised as much as expected. The company also concluded that while the Council may not wish to make older people a stated priority, much more could be done to communicate to older people what services are available and how to access them.

6. Don't Stop Me Now – Preparing for an Ageing Population –

The report points out that getting older is a diverse experience. For some it can mean more leisure time, grandchildren, renewed interest in learning, while for others it can mean bereavement, living alone, falling income and social exclusion. The report points out that it is important not to stereotype older people as dependent, when many are a beneficial resource to the local community through their contributions to voluntary work and civic life.

The report also explodes a number of myths about older people, for example, only 15% of over 65s receive social care and only 3% live in residential care, rising to only 28% in the over 90s; conversely, the unemployment rate for those aged 50 is higher than the average for the working population.

The report identifies that the Government's Opportunity Age, a ten year strategy for older people, published in 2005, has not been a success and contrasts this with the "Every Child Matters" agenda for young people. What the Opportunity Age paper does do is separate issues for older people into three manageable strands:

1. Work and income: ending the perception of older people as dependent.
2. Ageing: ensuring that longer life is healthy and fulfilling; and
3. Well being and independence: ensuring older people are full participants in society.

7. Towards Common Ground –

The Help the Aged's report focuses on the Government's concept of "place shaping" i.e. that Council's have a lead role in shaping the quality of life of their area, through integrated planning and service provision. There are ten recommendations within the report and Task Group Members were asked to note that the Council is responding to many of these, for example, the high dependency toilets, community transport scheme, proposals for improving the high street which suggests that the Council does have a sound understanding of its older community.

8. Social Inclusion and Older People: A Call for Action –

This report starts by making the point that the most vocal and active older people tend to be those that are most involved and whose opinions are heard, car parking would be a classic example of this, and that the more vulnerable are more likely to be overlooked. The report undertook some interesting engagement activity through care homes, a senior citizen's club, structured one to one interviews and a deprived estate.

9. Getting on Well Together – Councils Working with Older People –

The report states that more engagement is required, that the whole council should understand the requirements of older people, we need to focus on changing behaviours, deliver outcomes and evaluate what is delivered. These lessons could apply to anything the council does, so whilst a relevant backdrop the report did not really add much value to the specific role of the Task Group.

The Task Group considered the 9 documents and the information provided by the Assistant Chief Executive in his initial report to the Task Group which highlighted the need to ensure that partner agencies and older people are aware of services and facilities available. Older people often felt isolated and whilst Task Group Members agreed with service information being made available via publications, websites and the media; there is a need for information to be streamlined and presented in a user friendly format, A – Z Directory.

The Task Group therefore recommend the following:

Recommendation 8 (a)	That the Portfolio Holder for Vulnerable and Older People (including Lifeline) and the Assistant Chief Executive be requested to scope funding to publish an A – Z directory of services available for older people in the Bromsgrove District , to be sustainable so as to keep it up to date. That the Assistant Chief Executive be tasked to produce the directory within 12 months and report back to the Cabinet.
Financial Implications	Revenue funding implications, to be recommended to Full Council as part of the 2010-2013 budget.

Recommendation 8 (b)	That the A – Z directory be made available on the Council's Internet and Intranet Sites, a copy to be held at the Customer Service Centre and that the Customer Service Centre advisors be requested to use the directory to signpost older people.
Financial Implications	There are no financial implications.

During the Task Group process we also discussed the need for information provided by the Council to be current and up to date.

We therefore recommend the following:

Recommendation 9 (a)	That the Council's website and Connect site be regularly reviewed and updated with service information, contact details and particularly when staff changes occur and that consideration be given to a dedicated page for older people with links to related internet sites.
Financial Implications	There are no financial implications.

Recommendation 9 (b)	That any future mystery shopper exercises include a test of services to older people.
Financial Implications	There are no financial implications.

Throughout the Task Group process we were made aware that it has been strongly suggested that older people often feel isolated and whilst service information is made available via publications, websites and the media; there is a need for information to be presented in person, we therefore recommend:

Recommendation 10	That a Member / officer working group comprising the Assistant Chief Executive, interested Task Group Members and the Portfolio Holder for Vulnerable and Older People (including Lifeline) be established to further explore Age Concern's, Best Practice and scope working with partner agencies to promote the introduction of 'Older People's Champions' (see Appendix A) in each Parish who can disseminate information on available services and accessibility to residents in the Town Centre and surrounding areas within the Bromsgrove District.
Financial Implications	There are no financial implications.

DRAFT

Housing (Recommendations 11 - 13)

During the Task Group process we were presented with information detailing housing support for older people, identifying needs, options and services provided and “where are the gaps?”

There was a good supply of sheltered housing but these were not spread evenly across the district, with limited provision for those in the private sector. It was noted that the Council’s current draft Core Strategy did not contain a requirement for lifetime homes, although due to consultation responses, future versions would encourage the building of all new homes to be suitable for adaptation.

Both the Council and Bromsgrove District Housing Trust (BDHT) provided detailed information on the future and needs of older people in Worcestershire, showing by the year 2031 a 52% increase in those over 60 and a 155% increase in those over 85. With 7,000 people with dementia, increasing to 21,000 in the next 20 years and a growing number of older people with learning disabilities, rising to 6,000 over the next 20 years.

We were informed by the Head of Supported Services, Bromsgrove District Housing Trust (BDHT) of the Community Support Service available to anyone regardless of tenure with tailored packages to meet individual needs. This included offering an on site support team and an on site care team who were available twenty four hours, seven days a week. BDHT had recently built twenty seven new apartments, 12 rented, 9 shared ownership and 6 intermediate care. New windows, kitchens and bathrooms had been fitted to existing homes. BDHT were due to launch Gilbert Court, premier extra care housing scheme, offering an activities co-ordinator, beautician, therapist, hairdresser and intensive care apartments. The restaurant facilities would be accessible to all elderly residents. Currently housing options were limited; future development and service provision needed to meet people’s aspirations, providing and offering choice and specialist care.

Focus Group headlines showed that people wanted better information and advice on support, grants for adaptations and alternatives. Extra Care housing was viewed positively both for rent and to buy. Older people often experienced difficulty in getting practical jobs done. Telecare, aid and adaptations were seen as potentially helpful but not at the ‘expense’ of personal support from people. Residential Care was not popular, people were not aware of the full implications, for them personally and their finances, of different options.

Good Practice Pointers included early consultation by developers with Adult Social Care, it was also important to ensure a balance of nominated occupiers and self funders.

Consultation with older people highlighted the following –

- More options for older people in large family homes to downsize their property for younger households.
- The need to develop more aspirational, two-bedroomed products aimed at older people, including equity release schemes.
- The active promotion of shared ownership.
- The development of extra-care housing and ‘retirement’ villages, incorporating a range of options with tailored care and support.

We therefore recommend the following:

Recommendation 11	That the Assistant Chief Executive and the Strategic Housing Manager be requested to ensure that any opportunities to assist in meeting the aims and objectives being developed for the newly revised Older People’s Strategy for Worcestershire be explored at a local level.
Financial Implications	There are no financial implications.

Recommendation 12	That the Portfolio Holder for Strategic Housing, Environment and Climate Change and the Strategic Housing Manager be requested to ensure there is an appropriate housing mix and that older people’s needs are catered for within the housing market as identified in the Bromsgrove Sustainable Community Strategy 2010-2013, Stronger Communities and the Bromsgrove Housing Market Assessment 2008.
Financial Implications	There are no financial implications.

We were informed by the CCTV / Lifeline Manager that Lifeline enabled people to live independently in their own homes with the facility and peace of mind of being able to call for help in an emergency. Lifeline operated a 24 hour service 365 days per year and was operated by fully trained staff. Other monitoring equipment could be fitted in the property -bogus caller / panic button, carbon monoxide, smoke, flood, fall and extreme temperature detectors.

We therefore recommend the following:

Recommendation 13	That the Head of Street Scene and Waste Management be requested to continue to promote the Lifeline Service, including the range of monitoring equipment available and that the quarterly Lifeline newsletter be used to promote and inform residents of other services and benefits available.
Financial Implications	There are no financial implications.

Income and Employment
(Recommendations 14 – 16)

The recent ‘credit crunch’ led us to question if older people proactively sought information on benefits. We were concerned to note that despite mail shots, promotions and information provided by the Council’s benefit service, only a small percentage of claimants aged over 60 had claimed housing council tax benefit direct, the majority of claimants were passported across or signposted by the Pension Service. Task Group Members questioned if potential claimants who had requested claim forms were followed up if the claim form was not returned. We were informed that although currently no follow up procedure was in place, there was no reason why a process could not be included when scoping future customer engagement.

We were pleased to note that staff at the Worcestershire Hub are trained and receive continuous updates on the benefit service to ensure residents are correctly advised. We were also surprised to learn that the benefit team operated a home visiting service and unlike other authorities the Council had no visiting restrictions. If a resident requested a visit the visiting officer would attend.

The benefit service case load had increased by 14.6% over the last twelve months with benefit claims being processed quicker than in the last eighteen months to two years, but the benefit service was still aware that despite moving forward there was a need for further engagement with customers. The team was aware of the need to proactively engage or seek elderly residents who weren’t claiming benefits rather than being reactive. One good example provided was the work the benefit service team had recently carried out with the Council’s Private Sector Housing Team Leader, where information on home improvement grants was issued to residents in receipt of council tax benefit.

We also felt that residents should be made aware that when calculating housing and council tax benefit, the benefits team, in accordance with central government legislation, can disregard some of the income in the calculation of benefit meaning their total income is treated as lower and they receive more help. We were informed that the government will only pay the Council a subsidy payment using the standard £10.00 disregard and since the Council fully disregard in respect of War Disablement and War Widows Pensions, the Council has to fund the extra benefit. However, the Council has provision within the yearly benefit budget to cover the extra cost.

Recommendation 14 (a)	That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to raise awareness of the Benefit Service and proactively engage or seek elderly residents who are not claiming benefits by attending residents meetings, providing information surgeries and use of other service area meetings to find out how to reach or inform residents of the benefit service.
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Financial Implications	There are no financial implications.
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Recommendation 14 (b)	That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to work with the relevant service areas within the Council to issue information to residents in receipt of council tax benefit.
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Financial Implications	There are no financial implications.
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Task Group Members questioned pension provision and pension awareness amongst young people. Task Group Members were informed by an Independent Financial Advisor that the recent 'credit crunch' had not specifically created issues currently experienced by older people. People were living longer in good health. The question was 'how do we finance living to an older age?'

It was highlighted that recent figures showed that out of 20 million people in work, currently 11 million were not included in any pension scheme. Europe had a robust pension system, whereas the western pension system had slowly declined, with well known, household names and large organisations facing deficit of their final-salary pension schemes. It was emphasised that out of the top 100 companies in the country only 3 had company pension funds. According to a survey many people were relying on cashing in on the rising value of their property to fund their retirement.

The Independent Financial Advisor highlighted there needed to be a general change in attitudes towards retirement. People needed to play an active part in preparing for retirement by becoming 'savers not consumers!'. He suggested one way to engage with young people and encourage them to join a pension scheme that was more attractive would be to look at a pension scheme for 'Life Events'. A scheme that allowed access to pension funds for specific life events and not just for retirement, to purchase a car, a deposit on a property etc. The Assistant Chief Executive suggested engaging with young people in order to establish their understanding and level of knowledge on pensions and to motivate them with a flexible pension scheme.

Task Group Members therefore recommend:

Recommendation 15 (a)	That the Portfolio Holder Youth, Sports, Recreation and Culture and the Assistant Chief Executive be requested to explore opportunities to inform and educate young people regarding pension information.
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Financial Implications	There are no financial implications.
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Recommendation 15 (b)	That the Assistant Chief Executive be requested to liaise with the Local Strategic Partnership – Partners to explore opportunities of raising employees' awareness on pension information.
Financial Implications	There are no financial implications.

During our investigation, we considered opportunities for adult learning and education. The Adult Learning Manager, Worcestershire County Council provided Task Group Members with details of the five learning opportunities available for adults aged 19+:

- The Life Skills programme provided free learning opportunities for adults aged over 26 years with learning disabilities and/or disabilities.
- The Skills for Life programme provided free adult learning opportunities for people who wanted to develop their Literacy, Language and Numeracy skills.
- The Comput@bus, a purpose built, fully equipped, mobile computer classroom with a range of computer courses provided. Some courses were offered free of charge with no upper age limit to be a student on one of the courses.
- Family Learning provided parents the opportunity to help their children to learn or learn new skills together, in the child's school, nursery or children's centre, local library or at home.
- Community Learning Outreach – the community outreach team travelled to venues all over the county where people would not have easy access to adult learning through established education centres, such as colleges. The team worked in informal settings, from libraries, church halls, community centres and school halls.

We were encouraged to hear that community centres and schools could request learning activities, provided they identified a specific need. The Adult Learning Team had successfully rolled out a number of learning activities which local libraries had identified as a need for specific learning opportunities. With the programme for next year currently being developed, the Adult Learning Team welcomed the opportunity to work with partner agencies to develop further sustainable learning activities and opportunities.

We welcomed the fact that the Adult Learning Team during January 2010 would be contacting Parish Councils to scope additional suitable accommodation and possible learning opportunities. With the Adult Learning Team now having a full complement of tutors and sessional tutors we needed to ensure that partner agencies liaised with the Adult Learning Team with suggestions regarding possible venues and identifying further adult learning activities and opportunities.

The Task Group therefore recommend the following:

Recommendation 16	That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to work closer with the Adult Learning Team, Worcestershire County Council in order to be familiar with and to promote the adult learning packages available.
Financial Implications	There are no financial implications.

DRAFT

Funding
(Recommendation 17)

We were encouraged during the Task Group process to note that officers and partner agencies actively sought funding for initiatives and specific projects, but even further encouraged when it was highlighted that their main aim when bidding for funding was to show and evidence how projects would be sustainable.

This was demonstrated by the invaluable presentation from the Council's Sports Development Officer, Adults and Disability. The presentation highlighted the successful and positive activities offered to residents throughout the district (see **Appendix 5**).

Recommendation 17	That the Assistant Chief Executive be requested to investigate ways in which officers can keep up to date with funding developments and utilise the skills of officers to bid for future funding when appropriate.
Financial Implications	There are no financial implications.

DRAFT

Worcestershire County Council – Highways Department
(Recommendation 18)

During the final meeting of the Task Group members discussed the general condition of the footpaths and the lack of dropped kerbs within specific areas of the town centre and around sheltered housing accommodation. Members expressed concerns raised by residents who visited the town centre and also those who used motorised scooters around the district.

The Task Group therefore recommend:

Recommendation 18	That the Head of Street Scene be requested to liaise with and obtain information from Worcestershire County Council, Highways Department on the current work programme and future work schedule for Bromsgrove District regarding renewal and repairs of pavements and the identification of areas requiring additional dropped kerbs within Bromsgrove District, more specifically the Town Centre and areas around sheltered accommodation.
Financial Implications	There are no financial implications.

DRAFT

Future Vision
(Recommendation 19 - 20)

The Task Group was keen to ensure the continuous involvement of older people in the planning and developing of future services and that older people are consulted when formulating new planning policies.

The Task Group therefore recommend:

Recommendation 19 (a)	That the Portfolio Holder for Vulnerable and Older People (including Lifeline) be requested to ensure that the views of older people in Bromsgrove are valued, shared and promoted within all service areas of the Council and negative perceptions of older people are challenged.
Financial Implications	There are no financial implications.

Recommendation 19 (b)	That the Assistant Chief Executive be requested to ensure that the Council achieves more formal engagement with Bromsgrove Older People's Forum.
Financial Implications	There are no financial implications.

Recommendation 19 (c)	That officers take into account the Communities and Local Government, Lifetime Homes, Lifetime Neighbourhoods strategy and other relevant evidence and strategies when formulating new policies.
Financial Implications	There are no financial implications.

Recommendation 19 (d)	That as part of the Council's decision to pilot Mosaic, it is used to target relevant marketing materials to older people.
Financial Implications	There are no financial implications.

Recommendation 19 (e)	That older people be considered as a possible priority in the Corporate Communications Strategy.
Financial Implications	There are no financial implications.

As detailed in the preamble to Recommendation 6 of our report, the Older People’s Strategy for Worcestershire is being updated. As stated, the Task Group has chosen to focus on Levels 1 and 2 (preventative) and we are of the view that it would be desirable for the Overview Board to conduct a follow up exercise which focuses on Levels 3,4 and 5 which deals with dependency created by older age.

The Task Group therefore recommend:

Recommendation 20	That the Overview Board be tasked with initiating, when appropriate, an investigation on the revised Older People’s Strategy for Worcestershire, Levels of Inclusion, Levels 3, 4 and 5, which deals with dependency created by older age.
Financial Implications	There are no financial implications.

The recommendations within this report link to the Council Objectives, Sense of Community and Well Being, Regeneration and the following Priorities – Town Centre, Housing and One Community.

CONCLUSION

Task Group Members agreed that officers and witnesses provided a wealth of information on the extensive services and good practice currently offered to older people in the Bromsgrove district.

The Council provides good service provision, with a range of activities to promote health and well being, from free swimming, free swim lessons and the diverse range of activities supported by the Sports Development Team, Adults and Disabilities. The Lifeline service, an accredited service recognised by the Telecare Services Association enables people to live independently in their own homes with the facility and peace of mind of being able to call for help in an emergency, 24 hours a day, 365 days per year. Shopmobility offers customers who want to visit the town of Bromsgrove the use of manual and electric wheelchairs and motorised scooters offered free of charge.

The Benefit Service Manager has recognised the need for future customer engagement in order to raise awareness and inform residents of the benefit service.

We were briefly informed by the Strategic Planning Manager that the Communities and Local Government (CLG) ‘Lifetime Homes, Lifetime Neighbourhoods’ a national strategy for Housing in an Ageing Society along with other evidence/strategies would be considered when formulating new planning policy, including the Town Centre Area Action Plan.

We were encouraged to find that officers and partner agencies continually reviewed their service area and looked at ways of moving forward in the future to positively engage with customers. This was evident with the invaluable information provided by Bromsgrove & District Citizens Advice Bureau (CAB) who in order to meet the demand and rise to the challenge had changed the way they see clients to give quicker and better access; by offering morning appointments, gateway interviews (to assess a client's problem) drop-in sessions and telephone advice. A redundancy information pack had also been compiled to provide comprehensive information and guidance for clients. The Council had also committed funding to the CAB to employ a part time Debt Advisor for 16 hours per week to assist struggling owner occupiers and assist with the mortgage rescue schemes.

We also recognised the contribution of Age Concern, Bromsgrove & District who provide services holistically; services that have been identified as needed via liaison work.

As previously mentioned in the report, we were continuously made aware of the way information is made available to older people on accessing services that are delivered by a number of sectors including the Council, Worcestershire County Council, Worcestershire Primary Care Trust, Citizens Advice Bureau, Age Concern and the voluntary sector. The Task Group therefore recommends the development of a combined information services directory for older people.

The Task Group concludes that their shared vision for the future would be that older people are considered in all aspects and service areas within the Council; that the views of older people are valued, shared and promoted and that older people are involved and consulted in making decisions about issues affecting their lives and communities and that any negative perceptions of older people are challenged.

The Task Group Chairman was invited to attend the Equality and Diversity Forum meeting in June 2009 to provide forum members with brief details of the role and remit of the Older People Task Group and to include any feedback from forum members to the Task Group. The Task Group Chairman presented the 'draft' recommendations to the Equality and Diversity Forum meeting held on 10th December 2009.

The Assistant Chief Executive and Task Group Chairman presented the 'draft' recommendations to the Older Peoples Forum meeting on 8th December 2009 where the Forum welcomed the recommendations and were delighted with the presentation.

REVIEW

The Older People Task Group will reconvene in 12 months time to carry out a review of the outcome of this report including whether or not recommendations were approved and implemented and the impact of these actions.

ROLE DEFINITION

OLDER PEOPLE'S CHAMPION

To assist the Council and appropriate Portfolio Holders by advising on service issues which support and encourage active, independent and healthy lives for older people, to inform older people on the extensive range of services available and how to access them. To raise the profile of older people and their needs in policy development across all areas of the council.

- To act as a Spokesperson to promote the positive aspects of the Council's work with Older People.
- To encourage Older People to play a fuller role in shaping the policies of the Council and in designing its services.
- To work and promote positive images of Older People as citizens and to combat stereotyping and age discrimination.
- To scope and maintain links with local Older People's forums / groups.
- To report on progress to the Assistant Chief Executive and Portfolio Holder for Vulnerable and Older People (including Lifeline).

OLDER PEOPLE TASK GROUP

TERMS OF REFERENCE

The attached scrutiny exercise scoping checklist, (which will act as the Older People Task Group's terms of reference) was approved by the Overview Board on 3rd March 2009.

"Health and Wellbeing, Community Facilities and Activities, Housing and Cost of Living".

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

During the Task Group meeting held on 21st July 2009 Task Group Members revisited the original scoping checklist and the following changes were made and agreed by the Task Group.

- Healthy Living (inclusive of community facilities, activities, participation and inclusion)
- Housing (inclusive of market and social, supporting people - Telecare, adaptations, handyperson schemes)
- Income and Employment (inclusive of pension and benefits advice, employment and training opportunities and preparing for retirement)

Task Group Members agreed the age group criteria of 60+ and to look at 'what is the need', existing services / provision, access to existing services / provision, identify any gaps and agree recommendations.



OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

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

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

- Specific subject areas to be investigated:

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

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

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

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

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

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**
- Which officers should be invited to give evidence?
(Please state name of officer and/or job title)

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

- Should any external witnesses be invited to give evidence? **YES**
If so, who and from which organisations?

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

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

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

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

N/A

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

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

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

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

**Stoke-on-Trent
West Lancashire**

- Will the investigation cross the District boundary? **NO**

If so, should any other authorities be invited to participate?

NO

If yes, please state which authorities:

N/A

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out?

YES/NO*

If so, who and from which organisations?

Anne Sowton, Chairman of the Older Peoples Theme Group

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

To be discussed by the Overview Board.

DRAFT

A List of those the Task Group Consulted

The Task Group considered evidence from the following sources before making its recommendations:

External Witnesses:

Public:

- Members of the Public via a press release and the Council's website. A total of 2 emails were received. The Manager at Brook Court, Retirement Apartments met with the Assistant Chief Executive and the Task Group Chairman.

Parish Councils:

- The Assistant Chief Executive and the Portfolio Holder for Vulnerable and Older People (including Lifeline) gave a presentation to the Parish Council Forum on 22nd September 2009 to obtain information and input from the Parish Councils on the three Task Group strands.

Partner Agencies

- Tanya Crawford Advice Service Manager, Bromsgrove & District Citizens Advice Bureau
- Debbie Roberts Centre Manager, THE TRUNK.
- Kay Parry Health and Well Being Manager, Worcestershire County Council
- Colin Barnett Adult Learning Manager, Worcestershire County Council
- Sue Rollason Head of Supported Services, Bromsgrove District Housing Trust
- Duncan Jones Independent Financial Advisor
- Sue Keating Signposting Co-ordinator, Hereford & Worcestershire Fire & Rescue Service
- Gillian Christison Health Improvement Co-ordinator, Worcestershire Primary Care Trust
- Keith Sherman Chief Officer, Age Concern, Bromsgrove & District
- Carol Tipping Secretary, Bromsgrove Older People's Forum

Internal Witnesses:

Andy Coel	Head of Strategic Housing
Rachel McAndrews	CCTV / Lifeline Manager
Arran Sharman	Benefits Service Manager
Laura Kerrigan	Sports Development Officer, Adults and Disabilities
Jan Woolley	Operations Officer, Spadesbourne Suite

DRAFT

Free Mobility Exercise Class

To celebrate U.K. Older People's Day, Bromsgrove Sports Development invite you to their mobility exercise event, led by a fully qualified professional. With refreshments available afterwards, you can watch or take part in the activity and chat to the team to find your local session, or even start your own! To book your place, please ask one of the Customer Service Advisors, or contact Laura Kerrigan on 01527 881631; email l.kerrigan@bromsgrove.gov.uk

Session Details Date: MONDAY 28th SEPTEMBER 2009
 Time: 2.30 P.M. – 4.00 P.M.
 Venue: SPADESBOURNE SUITE, BROMSGROVE DISTRICT COUNCIL, BURCOT LANE

FREE Mobility Exercise Class, Bromsgrove Sports Development





U.K. Older People's Day - Events

Date: TUESDAY 29th SEPTEMBER 2009
 Time: STARTING FROM 10.00 A.M.
 Venue: HIGH STREET, BROMSGROVE

Bromsgrove District Housing Trust (BDHT) information stall with details of BDHT services, the Bromsgrove District Council Lifeline Service and West Mercia Police





U.K. Older People's Day - Events

Date: WEDNESDAY 30th SEPTEMBER 2009
 Time: 2.00 P.M. – 4.00 P.M.
 Venue: SPADESBOURNE SUITE, BROMSGROVE DISTRICT COUNCIL, BURCOT LANE

Tea Dance
 Admission: £2.50,
 to include tea/coffee and biscuits








U.K. Older People's Day - Events

Date: WEDNESDAY 30th SEPTEMBER 2009
 Time: 2.00 P.M. – 4.00 P.M.
 Venue: SPADESBOURNE SUITE CONSERVATORY, BROMSGROVE DISTRICT COUNCIL

Neighbourhood Wardens and Lifeline officers will be present to provide information

U.K. Older People's Day - Events

Date: FRIDAY 2nd OCTOBER 2009
 Time: 10.00 A.M. – 12.00 NOON
 Venue: THE TRUNK, HUMPHREY AVENUE, CHARFORD, BROMSGROVE

Coffee Morning
 An opportunity to find out about future events and support for older people





Bromsgrove District Council, Sports Development Officer – Adults and Disability, activities currently offered to residents throughout Bromsgrove district:

Activity Referral

The 'Healthy Horizons' activity referral scheme developed in partnership with Sports Development, the Dolphin Centre, the PCT and the County Sports Partnership, has seen a 90% sign up from local doctors and practice nurses who refer patients with stable conditions onto the exercise programme. Participants receive expert advice on nutrition, stress relief and smoking cessation. The scheme benefits from free gym membership, exercise classes and swimming. The group is encouraged to explore different forms of exercise and is introduced to the Walks for Health programme, local bowls clubs and are provided with free taster sessions with local clubs to encourage life long sports participation.

Mobility Exercise Sessions

These sessions are currently being developed to offer mobility exercise sessions for older adults across the district. There are currently sessions based in central Bromsgrove, Alvechurch, Barnt Green and Hollywood, with sessions to be offered in the future in Charford and Sidemoor. Sports Development are looking to develop partnerships with Worcestershire Primary Care Trust and Age Concern to roll out the district's first postural rehabilitation course for people who have suffered from falls or who could be at risk of falling. Bromsgrove have a high number of people who have been injured through a fall. The Team work with the MS physiotherapist and provide an exercise session specifically for this group. Mobility exercise sessions will be offered in rural locations such as Hagley, Belbroughton and Clent if the bid to Sport England is successful.

Over 60's Swimming

The Sports Development team supports the Dolphin Centre in providing free swim sessions for the over 60's. Quarter one showed a significant increase in the number of people participating in the free sessions.

Disability Provision

The Keep on Moving project provides disability sports clubs for adults, is open to all abilities and incorporates a multi-sport club, a Boccia club (similar to bowls) and a dance club. Participants range in age from ages 16 – 70. The project benefits from guest coaches in fencing and wheelchair basketball and was created in partnership with Chadsgrove Sports College.

Families Fit Together

A successful bid has been secured for a sports project based on the theme of families to encourage all ages to engage in sport. This includes older men's table tennis club (with a mobility session added on), family cricket in the park, a mother and daughter netball club and a ladies only badminton club. Sports Development will continue to work with local accredited sports clubs to make this 16 week project sustainable.

Walks for Health

The Sports Development team supports the Walks for Health initiative. A volunteer led programme that provides led walks around the district. The scheme is currently being developed to cater for a variety of levels for all abilities, provide 'walk exchanges' with other districts and visits to new areas.

DRAFT

Current Provision



Shopmobility.

Bromsgrove Urban and Rural Transport (BURT).

Over 60s swimming concession.

Disabled facilities grant.

Free swimming lessons.

Lifeline.

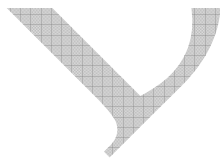
Mobility sessions for older people.

Activity referral scheme.

Walks for health.

Gilbert Court (BDHT).

Perryfields Development.



Current Provision



Benefits

- Pension Credits, Winter Fuel

Adult learning

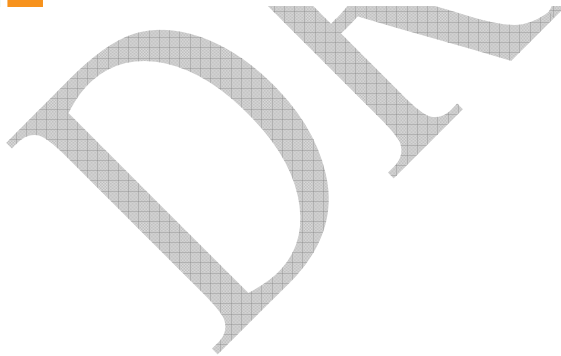
- Life Skills Programme
- The Comput@Bus
- Family Learning
- Community Learning Outreach

Age Concern Services

The Trunk (intergenerational project, computer courses etc)

Handyperson Scheme, Befriending Scheme, Well Check (WCC)

Falls Prevention Course (NHS Worcestershire)





**This report can be provided
in large print, braille, CD, audio tape
and computer disc.**



Bromsgrove
District Council

www.bromsgrove.gov.uk



Legal, Equalities and Democratic Services

Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA.

Telephone: (01527) 881288, Fax: (01527) 881414, DX: 17279 Bromsgrove

e-mail: scrutiny@bromsgrove.gov.uk

OLDER PEOPLE TASK GROUP

TERMS OF REFERENCE

The attached scrutiny exercise scoping checklist, (which will act as the Older People Task Group's terms of reference) was approved by the Overview Board on 3rd March 2009.

"Health and Wellbeing, Community Facilities and Activities, Housing and Cost of Living".

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

During the Task Group meeting held on 21st July 2009 Task Group Members revisited the original scoping checklist and the following changes were made and agreed by the Task Group.

- Healthy Living (inclusive of community facilities, activities, participation and inclusion)
- Housing (inclusive of market and social, supporting people - Telecare, adaptations, handyperson schemes)
- Income and Employment (inclusive of pension and benefits advice, employment and training opportunities and preparing for retirement)

Task Group Members agreed the age group criteria of 60+ and to look at 'what is the need', existing services / provision, access to existing services / provision, identify any gaps and agree recommendations.

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- Possible key outcomes:

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

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

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

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**
- Which officers should be invited to give evidence?
(Please state name of officer and/or job title)

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

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Scrutiny exercises undertaken by other authorities that may be relevant. Mott McDonald Bromsgrove Report 2007. Reports from other organisations e.g. Age Concern; Don't stop me now, Audit Commission 2008.

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

N/A

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

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

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

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

**Stoke-on-Trent
West Lancashire**

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

N/A

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

Anne Sowton, Chair of the Older Peoples Theme Group

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

To be discussed by the Overview Board.

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2ND FEBRUARY 2010

COMMUNITY INVOLVEMENT IN THE DEMOCRATIC PROCESS TASK GROUP

Responsible Portfolio Holder For Overview and Scrutiny	Councillor G. N. Denaro – Deputy Leader of the Council and Portfolio Holder for Resources
Responsible Head of Service For Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services

1. SUMMARY

- 1.1 At the last meeting, the Overview Board established a new Task Group on community involvement in the democratic process.

2. RECOMMENDATION

- 2.1 Members are requested to:

- (a) agree the membership of the Task Group
- (b) agree the terms of reference of the Community Involvement in the Democratic Process Task Group (as set out in 3.6 of this report);
- (c) request the Task Group to commence its investigation as soon as possible and report back on 30th March 2010.

3. BACKGROUND

- 3.1 At the previous meeting of the Overview Board on 3rd November 2009, the Community Involvement in the Democratic Process Task Group was established in response to a scrutiny proposal submitted by Councillor S. Colella.

Membership

- 3.2 Under the Constitution, up to seven Members of the Council may participate in a Task Group. As requested by the Board at its last meeting, Task Group Membership Forms were sent out to all Members (with the exception of Members of the Cabinet) inviting anyone who had an interest in becoming a Member of the Task Group to complete a membership form.
- 3.3 Group Leaders were informed of the new Task Group and were asked if they could encourage their Members to complete a membership form if they

had an interest in the topic and/or had relevant skills and knowledge which would be useful for the investigation.

- 3.4 Seven Councillors have shown an interest in joining and are proposed as the Members of the Task Group:
- Cllr Les Turner (Chairman)
 - Cllr Mrs June Griffiths
 - Cllr Helen Jones
 - Cllr Mrs Jean Luck
 - Cllr Dave McGrath
 - Cllr Mrs Caroline Spencer.

Chairman

- 3.5 At the previous meeting of the Overview Board on 3rd November 2009, Councillor L. Turner was appointed as Chairman of the Task Group.

Terms of Reference

- 3.6 The proposed terms of reference for the Community Involvement in the Democratic Process Task Group are:

Aim

To consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011.

Objectives

- i. To review the information provided to the local community on how local governance works and what councils and councillors do,
- ii. To review the ways in which the Council and its community partners facilitate more active civic participation and community involvement in the democratic process,
- iii. To review the ways in which the Council promotes local democracy, the role of councillor, how to become a councillor and the activities of elected members to the general public,
- iv. To review the arrangements for Democracy Year 2010-2011.

Length of investigation

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

3.8 It is anticipated that the first meeting of the Task Group will take place on 12th January 2010. It is anticipated that the Task Group will report back to the Overview Board on 30th March 2010.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. COUNCIL OBJECTIVES

- Council Objection Three – Sense of Community and well being.
- CO3 – Sense of Community

7. RISK MANAGEMENT

7.1 None for the purposes of this report.

8. CUSTOMER IMPLICATIONS

8.1 Improved resident satisfaction with the Council.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

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

10. VALUE FOR MONEY IMPLICATIONS

10.1 None for the purposes of this report

11. OTHER IMPLICATIONS

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

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director - Partnerships and Projects	No
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

None.

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Michael Carr, Scrutiny Officer
E Mail: m.carr@bromsgrove.gov.uk
Tel: (01527) 881407

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD
2ND FEBRUARY 2010

RECOMMENDATION TRACKER

This Recommendation Tracker lists all recommendations made by the Overview Board (including Task Group recommendations) and should detail the following information: whether the recommendation was agreed by Cabinet (the Cabinet Decision), the relevant Cabinet Portfolio Holder, which department or agencies will be implementing the agreed recommendations; when the agreed recommendations are expected to be implemented by; and any officer comments which might be useful to the Overview Board. The recommendations are grouped in date order and by topic.

Recommendations by the Overview Board: 3rd November 2009

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<u>THE COMMUNICATIONS STRATEGY REVIEW 2009</u> Portfolio Holder: Cllr Mike Webb – Community and Customer Engagement		
i	that the Mosaic system be employed to inform targeted messages to different groups of residents across the District; AGREED by Cabinet	31 July 2010	
ii	that a simple easy to read breakdown of BDC's responsibilities and service provision be provided periodically at key times of the year to residents to communicate how BDC allocates spending according to residents' priorities and BDC budget allocations, emphasising value for money; AGREED by Cabinet	30 November 2010	
iii	that more focus be given on communications to local neighbourhoods and communities outside the town centre, including schemes such as the events	30 June 2010	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	stalls in town centres and similar to the Bromsgrove District Housing Trust bus, to ensure that BDC communications reach all sections of the community across the District; AGREED by Cabinet		
iv	that linkages are enhanced between the Communications Strategy and council services communications needs and other strategic service plans to ensure that council services communications are fully supported through the Communications Strategy and vice versa; AGREED by Cabinet	On-going. Communications Strategy update November 2010.	
v	that defined strategic communications processes are established to enhance and facilitate appropriate communications for shared services, including appropriate shared costs and service to service arrangements. AGREED by Cabinet	On-going 30 April 2010.	
	RESOLVED that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics.	November 2010 Cabinet	

Recommendations by the Overview Board: 6th January 2009

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	Portfolio Holder: Cllr Peter Whittaker – Portfolio Holder for Environment and Climate Change		
	It was recommended that the Cabinet be requested to approve and adopt the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire. AGREED by Cabinet	4th March 2009	✓

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<u>Outcomes</u>		

Recommendations made jointly by the Overview Board and Scrutiny Board: 2nd December 2008

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	Portfolio Holder: Cllr Mrs J. Dyer– Portfolio Holder for Planning and Transport		
a	that a rise in car parking charges, at approximately the rate of inflation, be included in all years for the Medium Term Financial Plan for 2009/10 to 2011/2012 (as supported by the Budget Jury); NOT AGREED by Cabinet	Not to be implemented	X
b	that Worcestershire County Council be approached for funding towards the new bids 'Disability Group' and 'Finding a Voice' and 'Self Advocacy'; AGREED by Cabinet <u>Outcomes</u> the 'Self Advocacy' bid was changed to a low priority bid following consideration by the Budget Jury. However, officers are currently preparing a letter to Worcestershire County Council to request funding towards the 'Disability Group' and 'Finding a Voice' bids.	April 2010	
c	that the £25K bid in 2009/10 to fund an improvement manager for 6 months be withdrawn; NOT AGREED by Cabinet	Not to be implemented	X

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
d	<p>that West Mercia Police be requested to consider making a financial contribution towards the replacement of CCTV equipment.</p> <p>AGREED by Cabinet</p> <p><u>Outcomes</u></p> <p>A letter has recently been sent to the Police.</p>	?	
e	<p>that the Cabinet consider ensuring all funding relating to the chargeable green waste collections is separate to the funding required for the refuse and recycling collection service.</p> <p>AGREED by Cabinet</p> <p><u>Outcomes</u></p> <p>The Programme (Management) Board will work with the Head of Street Scene and Community to ensure the figures are allocated separately. This will be reported to the Performance Management Board on a quarterly basis via the Integrated Finance and Performance Report.</p>	?	

Recommendations from the Overview Board: 3rd February 2009

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<p>The Anti-Social Behaviour and Alcohol Free Zones Task Group Recommendations</p>		

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	Portfolio Holder: Cllr J. Webb – Portfolio Holder for Community Safety		
1	<u>Recommendation 1</u> - (Enhance lines of communication with partners) AGREED by Cabinet <u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i>		
2	<u>Recommendation 2</u> - (Visible policing within the local community). AGREED by Cabinet <u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i>		
3	<u>Recommendation 3</u> - (Introduction of Fixed Penalty Notices as a means of tackling Anti-Social Behaviour). NOT AGREED by Cabinet	Not to be implemented	X
4	<u>Recommendation 4</u> - (Maximise use and effectiveness of CCTV). AMMENDED by Cabinet The Cabinet requested a review of lighting around CCTV installations to identify if there were any issues and to report back to Cabinet; however, there would be no funding available for additional lighting / CCTV cameras.		

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i>		

FORWARD PLAN OF KEY DECISIONS

1 FEBRUARY TO 31 MAY 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 February to 31 May 2010. **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 February 2010		Air Quality Management Areas (Redditch Road, Stoke Heath and Kidderminster Road, Hagley)	Non-Key	Councillor P. J. Whittaker	
2	Cabinet 3 February 2010		Improvement Plan Exception Report – December 2009	Non-Key	Councillor R. Hollingworth	
3	Cabinet 3 February 2010		Performance Monitoring – December 2009	Non-Key	Councillor R. Hollingworth	
4	Cabinet 3 February 2010		Financial & Performance Monitoring – Quarter 3 2009/10	Non-Key	Councillors R. Hollingworth & G. N. Denaro	
5						
6	Cabinet 3 March 2010	Cabinet 2 December 2009	New Road Car Park, Rubery	Non-Key*	Councillor J. T. Duddy	* Cabinet will make recommendations to the full Council. Delayed by officers & Members for further consideration
7	Cabinet 3 March 2010		Pre-application Planning Advice - Charges	Non-Key*		* Cabinet will make recommendations to the full Council
8	Cabinet 3 March 2010	Cabinet 3 February 2010	Treasury Management Strategy and Investment Strategy 2010/11 to 2012/13 Bromsgrove Rovers (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
8	Cabinet 3 March 2010	Cabinet 3 February 2010		Key	Councillor R. Hollingworth	Delayed by Members for further consideration

9	Cabinet 3 March 2010	Cabinet 3 February 2010	Countywide Home Improvement Agency for Worcestershire – Progress on Delivery	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
10	Cabinet 3 March 2010	Cabinet 3 February 2010	Countywide Housing Strategy for Worcestershire	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
11	Cabinet 3 March 2010		Homeless Grant Funding – Outturn for 2009/10 and Proposed Use for 2010/11	Key	Councillor P. J. Whittaker	
12	Cabinet 3 March 2010	Cabinet 3 February 2010	Pavement Café Policy	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
13	Cabinet 3 March 2010	Cabinet 3 February 2010	Supporting People Strategy for Worcestershire 2010/13	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
14	Cabinet 3 March 2010		Benefit Take-Up Strategy	Non-Key	Councillor G. N. Denaro	
15	Cabinet 3 March 2010	Cabinet 4 March 2009	Economic Development Strategy	Non-Key	Councillor J. T. Duddy	Delayed pending discussions regarding Economic Development in North Worcestershire. Consultants have been commissioned to prepare a Strategy
16	Cabinet 3 March 2010		Improvement Plan Exception Report – January 2010	Non-Key	Councillor R. Hollingworth	
17	Cabinet 3 March 2010		Overview Board/Older People Task Group Report	Non-Key	Councillor Mrs. M. A. Sherrey	
18	Cabinet 3 March 2010		Performance Monitoring – January 2010	Non-Key	Councillor R. Hollingworth	

19	Cabinet 3 March 2010		Write-Offs – Council Tax and Business Rates (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key	Councillor G. N. Denaro	
20	Cabinet 7 April 2010	Cabinet 3 March 2010	Capital Strategy 2010/13	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council. Delayed by officers for further consideration
21	Cabinet 7 April 2010	Cabinet 3 March 2010	Council Plan 2010/13 Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council. Delayed by officers for further consideration
22 page	Cabinet 7 April 2010		Access Policy for Trans-People (Sports & Leisure Services & Facilities)	Key	Councillors G. N. Denaro & R. D. Smith	
23 31	Cabinet 7 April 2010	Cabinet 3 February 2010	Proposed Bromsgrove Memorial	Non-Key	Councillor M. J. A. Webb	Delayed by officers for further consideration
24	Cabinet 7 April 2010	Cabinet 4 November 2009	Community Engagement Strategy Review	Non-Key	Councillor M. J. A. Webb	Deferred to take account of new departmental business plans
25	Cabinet 7 April 2010		Improvement Plan Exception Report – February 2010	Non-Key	Councillor R. Hollingworth	
26	Cabinet 7 April 2010		Performance Monitoring – February 2010	Non-Key	Councillor R. Hollingworth	
27	Cabinet 7 April 2010	Cabinet 3 February 2010	Policy for Events in Bromsgrove High Street (review of policy)	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration

28	Cabinet 7 April 2010	Cabinet 2 December 2009	Preparations for Democracy Year	Non-Key	Councillor G. N. Denaro	Delayed to allow for involvement of Overview Task Group
29	Cabinet 28 April 2010		Improvement Plan Exception Report – March 2010	Non-Key	Councillor R. Hollingworth	
30	Cabinet 28 April 2010		Performance Monitoring – March 2010	Non-Key	Councillor R. Hollingworth	

NOTE: There will be no Cabinet meeting in May 2010

Item No. 9

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr Peter Whittaker, Portfolio Holder for Strategic Housing</p>	<p>ITEM PROGRESS REPORT UPON DELIVERY OF A COUNTYWIDE HOME IMPROVEMENT AGENCY FOR WORCESTERSHIRE.</p>	<p>WARDS AFFECTED All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Planning & Environment</p> <p>REPORT AUTHOR A.M. Coel Strategic Housing Manager 01527 881270</p>	<p>SUMMARY In April 2009 the Executive Cabinet approved the Council's participation in the joint commissioning of a new countywide Home Improvement Agency and gave delegated authority to finalise the contractual arrangements on the basis of the Council committing the use of revenue and capital based budget contributions that are committed to the existing North Worcestershire Care and Repair Agency. Supporting People are the body responsible for commissioning the new service.</p> <p>The report will be a progress report upon the arrangements that are being put in place detailing the scope and method of delivery of the services provided by the new countywide agency that will play a key role in</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Effect upon two or more Wards.</p>

	<p>delivering good quality housing related services to those vulnerable people in need of support to maintain their independence, health and wellbeing in their chosen home.</p>	
<p>CONSULTATION DETAILS</p> <p>Stakeholders 6 District Councils PCT County Council Occupational Therapy Service RSLs Supporting People</p>	<p>Method of Consultation</p> <p>Regular Multi Agency Steering Group meetings and joint development. Formal consultation with staff potentially transferring into the new service.</p>	<p>Consultation period or dates</p> <p>April 2009 – March 2010.</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>6 District Councils County Council Supporting people Occupational Therapy Service.</p>		

Item No.10

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr Peter Whittaker Portfolio Holder For Strategic Housing</p>	<p>ITEM COUNTYWIDE HOUSING STRATEGY FOR WORCESTERSHIRE</p>	<p>WARDS AFFECTED All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Planning & Environment Draft Countywide Housing Strategy and Action Plan.</p> <p>REPORT AUTHOR A.M. Coel Strategic Housing Manager 01527 881270</p>	<p>SUMMARY The report will bring forward a Countywide Housing Strategy and Action Plan for approval. Strategic housing functions are predominantly operated through District Councils with a very wide range of partnerships and statutory and voluntary sector agencies. Increasingly there has been more co-operation and joint development between the six District Councils, Worcestershire County Council, its partners and other local Authorities outside Worcestershire. District Councils are required to produce comprehensive, needs led, Housing Strategies and Homelessness Strategies which focus primarily on an area's needs. Increasingly these strategies are required</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Significant effect upon two or more wards. Key strategy for the authority.</p>

	<p>to take a much wider geographical overview and respond to increasingly complex policy and strategic policy requirements of Government, key partners and stakeholders</p> <p>Within Worcestershire, in principle agreement has been given by Local Authority Leaders and Chief Executives to progress towards a countywide Housing Strategy that would pick up national and regional issues as well as Local Strategic Partnership (LSP) priorities for the county. It would include a local focus for each of the districts with Actions Plans that reflected the key outcomes for partners and lock housing strategy and policy into the Local Strategic Partnership. This will also greatly assist with Worcestershire's approach to the new Comprehensive Area Assessment (CAA).</p>	
<p>CONSULTATION DETAILS</p> <p>Stakeholders District Councils County Council PCT RSL's Support Providers Homes and Communities Agency WMRA</p> <p>DECISION TO BE MADE IN PARTNERSHIP WITH Other Worcestershire district councils Worcestershire County Council</p>	<p>Method of Consultation</p> <p>Two strategic consultation events were held on 11th September (Bromsgrove) and 28th September (Wychavon), these were followed up by a number of focus groups set up to reflect all client groups.</p>	<p>Consultation period or dates</p> <p>Final consultation upon the draft document will take place during January 2010.</p>

Item No.11

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr Peter Whittaker Portfolio Holder</p>	<p>ITEM</p> <p>OUTURN EXPENDITURE OF CLG HOMELESSNESS GRANT FUNDING FOR 2009/10 AND PROPOSED USE OF GRANT FOR HOMELESSNESS PREVENTATIVE SCHEMES FOR 2010/11</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Planning & Environment</p> <p>REPORT AUTHOR A.M. Coel Strategic Housing Manager 01527 88270</p>	<p>SUMMARY</p> <p>The annual report advising members of the amount of CLG Grant allocated to the District Council for use on a range of homelessness support services and schemes.</p> <p>The report will provide information relating to:</p> <ul style="list-style-type: none"> • Homelessness support and preventative schemes currently in place funded by CLG Grant. 	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Effect upon two or more wards</p>

	<ul style="list-style-type: none"> • Current homelessness trends and use of temporary accommodation. • Recommendations for the award of grant to specific homelessness support and preventative schemes for 2010/11. 	
<p>CONSULTATION DETAILS</p> <p>Stakeholders RSL's Support providers CAB Baseline BYHF</p>	<p>Method of Consultation</p> <p>The Bromsgrove Homelessness Strategy Steering Group that has been in place since 2002 has members representing a broad range of organisations. An opportunity is made annually for partner organisations to submit bids and comment upon all demands upon the funding available and contribute to the formulation of the recommendations that will come before Council Members in this report.</p>	<p>Consultation period or dates</p> <p>January 2010</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH All organisations represented on the Bromsgrove Homelessness Strategy Steering Group.</p>		

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM PAVEMENT CAFÉ CONSENTS</p>	<p>WARDS AFFECTED All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report on behalf of Head of Planning & Environment Services</p> <p>REPORT AUTHOR Debbie Warren Senior Solicitor 01527 881609 d.warren@bromsgrove.gov.uk</p>	<p>SUMMARY The Highways Act 1980 permits both the District Council and the County Council concurrently to give consent to the use of objects or structures on a highway for the purpose of either generating income, providing advice or advertising.</p> <p>The County Council currently uses this provision to grant permission for “pavement cafes” on highway land.</p> <p>The Council has been negotiating with the County Council to see whether this power can be exercised wholly by Bromsgrove District Council, and the County Council has indicated that this would be acceptable and is working with the District Council in the formulation of a policy.</p> <p>Cabinet will be requested to consider and approve the application process, the fee structure and the policy to be applied.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN The Policy will apply across the whole district. Whilst it is likely to be of most significance in the Town Centre, and in particular the High Street, the same policy will be applied across the whole district.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders: Worcestershire County Council	Correspondence, informal meetings	Consultation began in August 2009 and is due to conclude in November 2009

DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

Item No.13

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Cllr Peter Whittaker Portfolio Holder for Strategic Housing</p>	<p>ITEM Supporting People Strategy For Worcestershire 2010 – 2013.</p>	<p>WARDS AFFECTED All wards.</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Planning & Environment Draft SP Strategy. REPORT AUTHOR A.M. Coel Strategic Housing Manager 01527 881270</p>	<p>SUMMARY Since 2003, the Worcestershire Supporting People Programme has been providing innovative housing related support to our most vulnerable and chaotic communities throughout the 6 Districts. The programme that provides essential preventative services for people who need support to gain the skills needed to live an independent life with limited or no additional intervention is helping more than 20,000 vulnerable people each year to attain or maintain independence, through the provision of housing related support services. The report will bring forward a new Supporting People Strategy for 2010-2013 for approval that will inform and embed the commissioning intentions and priorities for helping the most vulnerable and excluded to contribute</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Effect upon two or more wards.</p>

	<p>to wider society within Worcestershire. This strategy is therefore a key document for the next 3 years, setting out the agenda for meeting challenges and strengthening the position of Supporting People within Worcestershire. The funding environment is arguably the biggest challenge in ensuring that these key services which are often a lifeline for some of the most vulnerable people are sustained.</p>	
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<p>CONSULTATION DETAILS</p> <p>Stakeholders 6 District Councils County Council PCT Probation Service RSLs Support Providers</p>	<p>Method of Consultation</p> <p>Consultation Events, focus groups and workshops and formal circulation of draft document.</p> <p>A specific consultation event for key District Council Members is being planned prior to formal consideration by the DC's.</p>	<p>Consultation period or dates</p> <p>The Draft Document will be circulated for consultation during December 2009 and January 2010.</p>
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<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>6 District Councils County Council PCT Probation Service</p>	
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KEY DECISION

Proposed to be made by
the Cabinet on
7 April 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Geoff Denaro</p>	<p>ITEM SPORTS AND LEISURE – SERVICES AND FACILITIES – ACCESS FOR TRANS-PEOPLE</p>	<p>WARDS AFFECTED All wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Sports and Leisure – Services and Facilities – Access for Trans-People – Policy</p> <p>REPORT AUTHOR Fiona Scott, Equality Officer Telephone 01527 881719</p>	<p>SUMMARY This report explains the background to the consultation on and introduction of a policy in relation to Sports and Leisure Services and Facilities – Access for Trans-people. There is currently no policy for employees or other people who provide sports and leisure services on behalf of the District Council on the issues that arise when dealing with individuals who are going through a transition process and may have privacy needs or may present inappropriately causing concern to other service users. This policy will explain the best ways of dealing with these situations and this will help staff by providing an agreed framework to which they can refer should the need arise. The draft policy has been compiled with the assistance of specialist knowledge from the Gender Trust and has been subject to wide consultation in the District up to the 31st March 2010.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN The introduction of this policy affects all wards in the District and all members of the public who use Sports and Leisure Services and Facilities provided by the District Council.</p>

<p>CONSULTATION DETAILS</p> <p>Stakeholders Trans-people in the Bromsgrove District and trans – people visiting the District.</p> <p>All other members of the community who use the Sports and Leisure Services and Facilities provided by the Council or through partners are also affected. The Policy promotes understanding of differences and the reasons for the Council's policy.</p>	<p>Method of Consultation</p> <p>The Draft Policy and Consultation Comments form have been on the Council's website since 12th November. There was a press release in the previous week which announced the consultation period and the drop in sessions at the Customer Service Centre. These drop in sessions are for the public and staff to talk to a specialist adviser on this subject and give feedback for the consultation exercise. Training sessions have been provided for elected members, Equality Champions. The information has been circulated for comment to Senior and Corporate Management Teams and Trade Unions. Further information has been made available on the Council's Intranet and the documents have been widely circulated throughout community contacts and organisations.</p>	<p>Consultation period or dates</p> <p>2nd November to 31st March 2010</p>
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DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

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OVERVIEW BOARD

WORK PROGRAMME

2ND FEBRUARY 2010

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 2009/2010.
Recommendation Tracker - <i>Permanent Item</i> -	Quarterly	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due April 2010.
Overview Board Work Programme 2009-2010	Every Meeting of the Overview Board	This is to consider the agreed Overview Board Work Programme to anticipate how to approach the investigations.
Older People Task Group Update	Every Meeting of the Overview Board until completion.	Cllr Mrs Bunker to give brief verbal update to each meeting
Implementation of	2nd Feb 2010	At the meeting of the Overview Board

the Civil Parking Enforcement proposals	(written report)	7 th July 2009 a draft Cabinet report on Civil Parking Enforcement was considered and it was resolved that the Head of Street Scene and Community be requested to report back to a future meeting on the implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.
Bromsgrove Planning Policy	5th January 2010 Deferred to 30 th March 2010	
Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)	5th January 2010 Deferred to 30 th March 2010	
Community Involvement in the Democratic Process Task Group	TOR and Membership to be agreed 5th January 2010 Deferred to 2 nd February 2010	This is a proposed Task Group to consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011.
Council Procurement	5th January 2010 Deferred to 2 nd February 2010	This is to consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy. This includes the Procurement and Value for Money Action Plan
Older People Task Group Report	2 Feb 2010 (written report)	Report of the Overview Board Task Group established on 3rd February 2009.
The Worcestershire Older Peoples' Strategy	27 th April 2010 (written report) TBC	

The New Council House Accommodation	December 2010 TBC	
PPG17 Outturn	June 2010	At its meeting on 2nd June 2009, the Overview Board considered the PPG17 Outturn and Sports Hub Provision reports submitted to the Cabinet on 3rd June 2009. The Board resolved that further consideration be given to the issues in 12 months time in order to make an assessment of the delivery of services as outlined within the reports.
Sports Hub Provision	June 2010	Please see item above. This is linked to the PPG17 report.
Making Bromsgrove a Fairtrade Town	(in reserve)	

CURRENT OVERVIEW TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Older People	6th October 2009 (original date) 2 Feb 2010	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. The date of the first Task Group meeting was 12th May 2009.
Community	30 th March 2010	This is a proposed Task

Involvement in the Democratic Process Task Group		Group to consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011.
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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

OVERVIEW BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

2nd February 2010

The Overview Board (OB) is forward looking and plays a major part in the development of Council policy.

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

See Appendix 1 - Schedule of meetings and agenda items.

1.2 Standing Items

The following items will be considered at regular intervals, as indicated.

- The Forward Plan

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 2009/2010. The Forward Plan is to be considered at regular intervals, as indicated.

- Recommendation Tracker

A quarterly report monitoring the implementation of overview recommendations. Considered every quarter.

2. OVERVIEW BOARD TASK GROUPS

2.1 Current Overview Board Task Groups

See Appendix 2a - Current Overview Board Task Groups

2.2 Task Group Reviews

Consideration of the implementation progress of OB Task Group recommendations agreed by the Cabinet, considered by the reconvened Task Group.

See Appendix 2b - OB Task Group Reviews

3.0 OUTCOME OF PREVIOUS MEETINGS

The recorded outcome of previous meetings of the Overview Board, including and recommendations made.

See Appendix 3 – Outcome of Previous Meetings

Appendix 1 - Schedule of meetings and agenda items

Date of Meeting	Subject	Description	Witnesses Department and Leader Officers Community Partners etc	Decision Maker(s) / Decision Date	Possible Outcomes
<p>5 Jan 2010 - 6.30 p.m.</p> <p>Deferred to 2 Feb 2010 6.00 p.m.</p>	<p>Community Involvement in the Democratic Process Task Group Terms of Reference and Membership.</p>	<p>A report of the Head of Legal, Equalities and Democratic Services to agree the Terms of reference, membership and project plan for the Community Involvement in the Democratic Process Task Group.</p>	<p><i>Head of Legal, Equalities & Democratic Services</i></p> <p><i>Hugh Bennett - Assistant Chief Executive</i></p>	<p><i>The Overview Board</i> <i>5th Jan. 2010</i></p>	<p>Agreement of the Community Involvement in the Democratic Process Task Group membership and terms of reference.</p>
	<p>Council Procurement</p> <p>To consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy.</p>	<p>A report to consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy.</p> <p>Inc. The Procurement and Value for Money Action Plan</p>	<p><i>Cllr G Denaro – Cabinet Member for Resources</i></p> <p><i>Jayne Pickering - Head of Financial Services</i></p>	<p>Cabinet</p> <p><i>Cllr G Denaro – Cabinet Member for Resources</i></p>	
<p>2 Feb 2010 6.00 p.m.</p>	<p>Implementation of the Civil Parking</p>	<p>A report on the future implementation of the</p>	<p><i>Cllr James Duddy – Cabinet</i></p>	<p>The Cabinet</p>	

<p>Enforcement proposals (written report)</p>	<p>Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.</p>	<p><i>Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p> <p><i>Michael Bell Head of Street Scene and Community</i></p>	<p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p>	
<p>Older People Task Group Report</p>	<p>A Task Group report to present the conclusions and recommendations of the Task Group investigation.</p>	<p>Cllr Mrs Bunker – Chairman of the Older People Task Group</p> <p>Cllr Mrs M. A. Sherrey – portfolio holder Vulnerable and Older People.</p> <p><i>Hugh Bennett - Assistant Chief Executive</i></p>	<p>The Overview Board (2nd Feb 2010)</p> <p>The Cabinet (March 2010)</p>	<p>To agree, amend or reject the recommendations and report of the OB Task Group</p>
<p>Forward Plan of Key Decisions and Anticipated Cabinet Reports</p>		<p><i>Head of Legal, Equalities & Democratic Services</i></p>	<p><i>Cabinet & delegated persons (see Scheme of Delegation)</i></p>	<p>Inclusion of the Key Decisions on future OB meeting agendas for pre-decision</p>

	(Split into 2 items) <i>Standing Item</i>				consideration.
	Recommendation Tracker - <i>Permanent Item</i> - <i>Quarterly</i>	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due October 2009.	<i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
2 nd March 2010	Community Involvement in the Democratic Process Task Group Update	Update from the Chairman of the Task Group	<i>Cllr L. Turner – Chairman of the Task Group</i> <i>Head of Legal, Equalities & Democratic Services</i>	<i>The Overview Board 30th March 2010</i>	
30 th March 2010	Community Involvement in the Democratic Process Task Group Report and Recommendations	A report of the Head of Legal, Equalities and Democratic Services to agree the report and recommendations of the Community Involvement in the Democratic Process Task Group.	<i>Cllr L. Turner – Chairman of the Task Group</i> <i>Head of Legal, Equalities & Democratic Services</i>	<i>The Overview Board 5th Jan)</i>	Agreement of the Community Involvement in the Democratic Process Task Group report and recommendations
	Bromsgrove Planning	A report to consider the	<i>Cllr Mrs J Dyer –</i>	Cabinet	

	<p>Policy</p> <p>To consider the Council's planning policy framework the planning process and opportunities for local democratic influence over the development of local planning policies and strategies.</p>	<p>outcome of the peer review of planning.</p>	<p><i>Cabinet Member for Planning and Transport</i></p> <p><i>Phil Street – Executive Director of Partnerships & Projects</i></p> <p><i>David Hammond – Head of Planning & Environmental Services</i></p>	<p><i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i></p>	
	<p>Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)</p> <p>To consider the Council's licensing policy and opportunities for local democratic influence over the development of local licensing policies and strategies.</p>	<p>To consider the linkages between the Licensing and Planning process of the council</p>	<p><i>Phil Street – Executive Director of Partnerships & Projects</i></p> <p><i>David Hammond – Head of Planning & Environmental Services,</i></p> <p><i>Sharon Smith – licensing officer.</i></p>		
<p>27th April 2010</p>	<p>The Worcestershire Older Peoples' Strategy</p> <p>To consider the</p>		<p><i>Hugh Bennett – Assistant Chief Executive</i></p>	<p>Worcestershire County Council & WPCT</p> <p>Cllr M Sherrey – BDC</p>	

	Worcestershire Older Peoples' Strategy levels 3, 4 and 5.		<p><i>Keith Hoare - Joint Commissioning Officer, Joint Commissioning Unit, Worcester County Council T 01905 822631</i></p> <p><i>Catherine Driscoll - Head of Adult Social Care, Worcestershire County Council</i></p> <p><i>Peter Arch - Head of Joint Commissioning Unit, Worcestershire County Council</i></p>	Cabinet Member for Vulnerable and Older People	
2010/2011 M. YEAR					
June 2010	PPG17 Outturn / Sports Hub Provision	At its meeting on 2nd June 2009, the Overview Board considered the PPG17 Outturn and Sports Hub Provision reports submitted to the Cabinet on 3rd June	<p><i>Michael Bell - Head of Street Scene and Community</i></p> <p><i>John Godwin - Deputy Head of Street Scene and</i></p>	<i>Cllr Roger Smith - Cabinet Member for Youth, Sports, Recreation and Culture</i>	

		2009. The Board resolved that further consideration be given to the issues in 12 months time in order to make an assessment of the delivery of services as outlined within the reports.	<i>Community</i>		
	Recommendation Tracker - <i>Permanent Item</i> - <i>Quarterly</i>	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due October 2009.	<i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
December 2010 (TBC)	The New Council House Accommodation	To consider the plans and options for the new Council House premises.	Cllr G. N. Denaro – Deputy Leader of the Council and Cabinet Member for Resources.	Cabinet	

Appendix 2a - Current OB Task Groups

Current Task Groups	Date Report Due	Other Information
Older People	2 Feb 2010	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. The date of the first Task Group meeting was 12th May 2009.
Community Involvement in the Democratic Process	30 th March 2010	The Task Group has been set up "To consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011".

Appendix 2b - OB Task Group Reviews

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

March 2010	Anti-Social Behaviour and Alcohol Free Zones Task Group Recommendations Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	Tony Beirn – Executive Director (Services)	<i>The Cabinet Cllr M. J. A. Webb (Portfolio Holder for Community and Customer Engagement and Community Safety)</i>	The recommendations may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
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Appendix 3 – Outcome of Previous Meetings

Date of Meeting	Agenda Items/Topics	Evidence/Reports	Witnesses (inc. Department and Leader Officers)	Decision Maker(s) / Decision Dates	Outcomes/ Recommendations
1 Sep 2009 6.00 p.m.	Forward Plan of Key Decisions and Anticipated Cabinet Reports (Split into 2 items) <i>Standing Item</i>		<i>Head of Legal, Equalities & Democratic Services</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	Inclusion of the Key Decisions on future OB meeting agendas for pre-decision consideration.
	Older People Task Group Chair's update	Cllr Mrs Bunker to give brief verbal update to each meeting			
6 Oct 2009 6.00 p.m.	Older People Task Group Chair's Update	Cllr Mrs Bunker to give brief verbal update to each meeting	n/a		
	Forward Plan of Key Decisions and Anticipated Cabinet Reports (Split into 2 items) <i>- Standing Item</i>		<i>Head of Legal, Equalities & Democratic Services</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	Inclusion of the Key Decisions on future OB meeting agendas for pre-decision consideration.
3 Nov 2009 6.00 p.m	The Corporate Communications Strategy	To consider the communications strategy of the council and make any immediate recommendations for its further development to Cabinet on 4 th November 2009 and identify the key	<i>Hugh Bennett - Assistant Chief Executive</i> <i>Anne-Marie Darroch - Communications and Customer First Manager</i>	Cllr Hollingworth – The Leader Cabinet 4th November 2009	Recommendations to Cabinet 4 th November 2009 and identification of key linkages to the proposed Task Group on Improving Residents' Satisfaction.

		linkages of the strategy to the proposed Task Group on Improving Residents' Satisfaction			
	Implementation of the Civil Parking Enforcement proposals (verbal update)	A report back on the implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County	<i>Michael Bell Head of Street Scene and Community</i> <i>Steve Martin - Transport and Engineering Officer, Street Scene and Community</i>	The Cabinet <i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i>	To consider the communications strategy of the council and make any immediate recommendations for its further development to Cabinet on 4 th November 2009 and identify the key linkages of the strategy to the proposed Task Group on Improving Residents' Satisfaction.
	Report of the quarterly meeting between the Leader and the Chairman of the Overview Board.	The Chairman to give a verbal update.	<i>Head of Legal, Equalities & Democratic Services</i>	The Overview Board 3 rd Nov 2009	Consideration of any proposals from the Leader arising from the meeting.
	Overview Board Work Programme and meeting schedule	The results of the Overview and Scrutiny Work Planning Workshop and Updated Scrutiny Board Work Programme. Proposals to be received for Community Involvement in the Democratic Process Task Group.	<i>Head of Legal, Equalities & Democratic Services</i>	The Overview Board 3 rd Nov 2009	Agreement of topics allocated to the Overview Board and prioritised.