



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY 30TH MARCH 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 2nd March 2010 (Pages 1 - 2)
4. Cabinet Response to the Older People's Task Group (to follow)
5. Verbal update on progress of Community Involvement in Local Democracy Task Group (Task Group Chairman: Councillor L. J. Turner)
6. Forward Plan of Key Decisions (Pages 3 - 16)
7. Overview & Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths) (Pages 17 - 22)
8. Work Programme (Pages 23 - 34)
9. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman considers to be of so urgent a nature it cannot wait until the next meeting

K DICKS

Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

19th March 2010

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

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

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

Officers: Mr. H. Bennett, Mrs. S. Sellers, Mr. M. Carr and Ms. A. Scarce

52/09 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

53/09 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

No declarations of interest or whipping arrangements were received.

54/09 **MINUTES**

The minutes of the meeting of the Overview Board held on 2nd February 2010 were submitted.

RESOLVED that the minutes be confirmed as a correct record.

55/09 **VERBAL UPDATE ON PROGRESS OF COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GROUP (TASK GROUP CHAIRMAN: COUNCILLOR L. J. TURNER)**

The Chairman of the Community Involvement in Local Democracy Task Group provided the Board with a comprehensive list of the witnesses the Task Group had either interviewed or received presentations from to date, including:

- Customer First Manager
- Senior Corporate Policy and Performance Officers
- Elections Manager
- Equality Officer
- Committee Services Officer
- IT Manager

Members were also provided with details of the planned future meetings and it was confirmed that a press release had been issued inviting members of the public to share their views on the subject. The Chairman confirmed that the Task Group was on a tight schedule which had resulted in a lot of meetings in a very short space of time.

The Board noted that there had been disappointing Member attendance at several of the meetings and a general discussion followed covering the following points:

- Lack of Member volunteers
- The number of Task Groups
- The good quality work produced by Task Groups
- More detailed Work Programme planning
- Lessons learnt

The Board asked the Chairman of the Community Involvement in Local Democracy Task Group if it had planned to look at petition procedures and Calls for Action. The Chairman confirmed that this would be included in the work of the Task Group and Officers advised that they were working on a formal procedure for the presentation of petitions.

56/09 **FORWARD PLAN OF KEY DECISIONS**

The Board considered the Forward Plan of Key Decisions 1st March to 30th June 2010 and discussed the Countywide Home Improvement Agency for Worcestershire (Progress on Delivery) and the County Wide Housing Strategy for Worcestershire in detail. Following this discussion it was

RESOLVED that the Strategic Housing Manager be asked to provide a report on the Countywide Home Improvement Agency and the County Wide Housing Strategy and present it to the Overview Board, together with the Portfolio Holder for Strategic Housing, Environment and Climate Change.

57/09 **WORK PROGRAMME**

The Board were informed that the Work Programme had been amended in order to provide Members with more detail on each item that was to be considered at future Board meetings. Officers agreed to update the Work Programme with the details of the new Heads of Service. It was also noted that the Anti-Social Behaviour and Alcohol Free Zones Task Group would be reviewed in March 2010. Officers confirmed that the Task Group Members would be contacted shortly.

RESOLVED that the Overview Board Work Programme be noted.

The meeting closed at 6.40 p.m.

Chairman

FORWARD PLAN OF KEY DECISIONS

1 APRIL TO 31 JULY 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 April to 31 July 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 Policy, Performance and Partnerships
Deputy Leader and Portfolio Holder for Finance and Resources (including Customer Services, Legal, Equalities, Democratic Services and Human Resources)
Portfolio Holder for Transformation (including ICT and Town Centre Programme)
Portfolio Holder for Revenue Generation and Economic Development (including Retail/Manufacturing Regeneration and Car Parking)
Portfolio Holder for Planning and Regeneration (including Train Station and Longbridge)
Portfolio Holder for Children and Young People, Older People and the Vulnerable
Portfolio Holder for One Community (including Community Engagement)
Portfolio Holder for Community (including Leisure, Cultural Services, Environmental Services and Crime and Disorder/CCTV)
Portfolio Holder for Regulation, Housing 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 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
2	Cabinet 7 April 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
3	Cabinet 7 April 2010		Artrix – Restructuring of Operating Trust	Non-Key	Councillor M. J. A. Webb	
4	Cabinet 7 April 2010		Fairtrade Town	Non-Key	Councillor R. Hollingworth	
5	Cabinet 7 April 2010		Improvement Plan Exception Report – February 2010	Non-Key	Councillor R. Hollingworth	
6	Cabinet 7 April 2010		Performance Monitoring – February 2010	Non-Key	Councillor R. Hollingworth	
7	Cabinet 7 April 2010	Cabinet 3 March 2010	Pre-application Planning Advice - Charges	Non-Key	Councillor Mrs. J. Dyer	Delayed by officers for further consideration
8	Cabinet 7 April 2010		Write-Off – Housing Benefit <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key	Councillor G. N. Denaro	

9	Cabinet 28 April 2010		Improvement Plan Exception Report – March 2010	Non-Key	Councillor R. Hollingworth	
10	Cabinet 28 April 2010		Performance Monitoring – March 2010	Non-Key	Councillor R. Hollingworth	
11	Cabinet 28 April 2010		Victoria Ground – Expressions of Interest	Non-Key	Councillor M. J. A. Webb	
12	Cabinet 2 June 2010	Cabinet 7 April 2010	Access Policy for Trans-People (Sports & Leisure Services & Facilities)	Key	Councillors G. N. Denaro & M. J. A. Webb	Delayed to allow for outcome of consultation process
13	Cabinet 2 June 2010	Cabinet 3 February 2010	Countywide Housing Strategy for Worcestershire	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
14	Cabinet 2 June 2010	Cabinet 3 February 2010	Pavement Café Policy	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
15	Cabinet 2 June 2010	Cabinet 3 February 2010	Bromsgrove Memorial	Non-Key	Councillor G. N Denaro	Delayed by officers and Members officers for further consideration
16	Cabinet 2 June 2010	Cabinet 4 November 2009	Community Engagement Strategy Review	Non-Key	Councillor R. D. Smith	Deferred to take account of new business plans
17	Cabinet 2 June 2010	Cabinet 28 April 2010	Community Involvement in the Democratic Process – Overview Board/Task Group report	Non-Key	Councillors G. N. Denaro & R. D. Smith	Delayed by officers for further consultations
18	Cabinet 2 June 2010	Cabinet 4 March 2009	Economic Development Strategy	Non-Key	Councillor J. T. Duddy	Delayed due to discussions regarding Economic Development in North Worcestershire. Consultants have been commissioned to prepare a Strategy

19	Cabinet 2 June 2010		Improvement Plan Exception Report – April 2010	Non-Key	Councillor R. Hollingworth	
20	Cabinet 2 June 2010		Improving Residents Satisfaction - Scrutiny Board/Task Group Report	Non-Key	Councillor R. D. Smith	
21	Cabinet 2 June 2010		Performance Monitoring – April 2010	Non-Key	Councillor R. Hollingworth	
22	Cabinet 30 June 2010		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council that evening
23	Cabinet 30 June 2010	Cabinet 3 March 2009	Benefit Take-Up Strategy	Non-Key	Councillor G. N. Denaro	Delayed by officers for consultation with Equalities & Diversity Forum
24 2009-7	Cabinet 30 June 2010		Improvement Plan Exception Report – April 2010	Non-Key	Councillor R. Hollingworth	
25	Cabinet 30 June 2010		Performance Monitoring – May 2010	Non-Key	Councillor R. Hollingworth	

NOTE: There will be no Cabinet meetings in May or July 2010

Item No. 2

KEY DECISION

Proposed to be made by
the Cabinet on
7 April 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>		

KEY DECISION

Proposed to be made by
the Cabinet on
2 June 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

Item No. 13

KEY DECISION

Proposed to be made by
the Cabinet on
2 June 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>

KEY DECISION

Proposed to be made by
the Cabinet on
2 June 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>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>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>
<p>REPORT AUTHOR Debbie Warren Senior Solicitor 01527 881609 d.warren@bromsgrove.gov.uk</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>	

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

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

30th MARCH 2010

SCRUTINY INVESTIGATION PROPOSAL

Responsible Portfolio Holder	Councillor D. W. P. Booth JP
Responsible Head of Service	Claire Felton - Head of Legal, Equalities & Democratic Services

1. SUMMARY

- 1.1 An Overview and Scrutiny Proposal Form relating to the Railway Station Development, has been completed by Councillor Mrs. J. M. L. A. Griffiths which the Board needs to consider.

2. RECOMMENDATION

- 2.1 That the Board considers the completed proposal form (at Appendix 1), and agrees to one of the following:
- (a) that the topic is included on the work programme and the Board undertakes the investigation;
 - (b) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation (if this option is agreed, membership forms would be sent out to all non-Cabinet Members and completed forms, along with a completed overview and scrutiny exercise scoping checklist would be considered at the next meeting);
 - (c) requests further information from a relevant source before deciding whether or not further investigation is required; or
 - (d) decide to take no further action.

3. BACKGROUND

- 3.1 An Overview and Scrutiny Proposal Form relating to the Railway Station Development, submitted by Councillor Mrs. J. M. L. A. Griffiths is attached at Appendix 1 for the Board to consider and discuss.
- 3.2 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required which means a task group would need to be established.
- 3.3 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.

3.4 Alternatively, the Board could decide that it is not a topic it wishes to be investigated in which case no further action would be required.

4. FINANCIAL IMPLICATIONS

4 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

6. COUNCIL OBJECTIVES

6.1 This report does not directly link to the Council Objectives, however, information on how the topic links to the Council Objectives and Priorities is included on the proposal form at Appendix 1.

7. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

There are no risk management issues directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

8. CUSTOMER IMPLICATIONS

8.1 There are no customer implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There is no value for money implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

11. CLIMATE CHANGE AND CARBON IMPLICATIONS

11.1 There is no climate change and carbon implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

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

14. WARDS AFFECTED

All Wards

15. APPENDICES

Appendix 1 Overview and Scrutiny Proposal Form

16. BACKGROUND PAPERS

None

CONTACT OFFICER

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

OVERVIEW AND SCRUTINY - PROPOSAL FORM

Name of Councillor:	Cllr June Griffiths
Topic:	Railway station development
Specific subject areas to be investigated:	To investigate the current status of the new Bromsgrove railway station development whether it has properly considered the externality implications, in particular, the effect on neighbourhood car parking.
Reasons why this subject should be considered:	To make sure that provisions are in place for any externality implications, in particular, car parking in residential areas.
Evidence to support the need for this particular investigation:	Size of rail station, expected frequency of trains, expected footfall, plans for car parking.
Council priorities it links to:	
Possible key outcomes: (i.e. what do you anticipate could be achieved?)	Fuller consideration of the arrangements in place to meet the external implications of the new railway development in Bromsgrove.

Please indicate if any of the following apply to the proposed subject area:

Poorly performing service	
An area of concern identified by internal or external audit process	
Identified as a key issue in the Sustainable Community Strategy	
Contributes to the aims of the Council Plan	
Key interest to the public (e.g. low levels of satisfaction with the service/featured in local media)	
It affects more than three wards within the District	
It affects Bromsgrove District and one or more areas outside the District	yes
High level of budgetary commitment	
Pattern of overspending or underspending	

Contributes to priority area of central government	
Proposed new policy for the Council	

Please return completed forms to: Scrutiny Officer, Committee Section,
Legal, Equalities and Democratic Services, Bromsgrove District Council
Email: scrutiny@bromsgrove.gov.uk

OVERVIEW BOARD

WORK PROGRAMME

30TH MARCH 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.
Implementation of the Civil Parking Enforcement proposals	27 th April 2010 (written report)	At the meeting of the Overview Board 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	30th March 2010 27 th April 2010	
Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)	30th March 2010 27 th April 2010	
Overview & Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths)	30 th March 2010	
Community Involvement in the Democratic Process Task Group Update	Every Meeting of the Overview Board until completion.	Cllr Les Turner – Chairman of the task group, to give brief verbal update to each meeting. This is a proposed Task Group to consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011.
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.
The work of Countywide Home Improvement Agency & Countywide Housing Strategy	TBC	Report from the Strategic Housing Manager requested following Overview Board meeting on 2nd March 2010.

CURRENT OVERVIEW TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Community Involvement in the Democratic Process Task Group	30 th March 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.

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
Older People Task Group	March 2011

OVERVIEW BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

30th March 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

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
30 th March 2010	Community Involvement in the Democratic Process Task Group	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>The Overview Board 5th Jan)</i>	
	Overview & Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths)				
27 th April 2010	The Worcestershire Older Peoples' Strategy To consider the Worcestershire Older Peoples' Strategy levels 3, 4 and 5.		<i>Hugh Bennett - Director Policy, Performance & Partnerships</i> <i>Keith Hoare - Joint Commissioning Officer, Joint Commissioning</i>	Worcestershire County Council & WPCT Cllr M Sherrey – BDC Cabinet Member for Vulnerable and Older People	

			<p><i>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>		
	<p>Implementation of the Civil Parking Enforcement proposals (written report)</p>	<p>A report on the future implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.</p>	<p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p> <p><i>Guy Revans Head of Environmental Services</i></p>	<p>The Cabinet</p> <p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p>	

	<p>Bromsgrove Planning 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>A report to consider the outcome of the peer review of planning.</p>	<p><i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i></p> <p><i>John Staniland - Executive Director/ Head of Planning & Regeneration Services</i></p>	<p>Cabinet</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>John Staniland - Executive Director/ Head of Planning & Regeneration Services,</i></p> <p><i>Sharon Smith – licensing officer.</i></p>		
	<p>Community Involvement in the Democratic Process Task Group Report and Recommendations</p>	<p>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.</p>	<p><i>Cllr L. Turner – Chairman of the Task Group</i></p> <p><i>Head of Legal, Equalities & Democratic Services</i></p>	<p><i>The Overview Board 5th Jan)</i></p>	<p>Agreement of the Community Involvement in the Democratic Process Task Group report and recommendations</p>

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 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>John Godwin – Head of Leisure & Cultural Services</i>	<i>Cllr Roger Smith – Cabinet Member for Youth, Sports, Recreation and Culture</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	Cabinet	

			Member for Resources.		
	<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>(Task Group)</p>	<p>The Overview Board 2nd February 2010 resolved that a detailed review of the procurement arrangements be included in the Overview Board Work Programme for the year 2010/11.</p>	<p><i>Cllr G Denaro – Cabinet Member for Resources</i></p> <p><i>Jayne Pickering Executive Director</i></p>	<p>Cabinet</p> <p><i>Cllr G Denaro – Cabinet Member for Resources</i></p>	

Appendix 2a - Current OB Task Groups

Current Task Groups	Date Report Due	Other Information
Community Involvement in the Democratic Process	30th March 2010 27 th April 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
Older People	March 2011

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