



**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE OVERVIEW BOARD**

**TUESDAY 27TH APRIL 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 30th March 2010 (Pages 1 - 4)
4. Overview & Scrutiny Proposal - Railway Station Development (Verbal Update) (Invitees: Executive Director, Portfolio Holder, Worcestershire County Council and Network Rail representatives to provide verbal feedback)
5. Community Involvement in Local Democracy Task Group (Task Group Chairman: Councillor L. J. Turner)
6. Verbal update on the Chairman's Quarterly Meeting with the Leader
7. Forward Plan of Key Decisions (Pages 5 - 18)
8. Work Programme (Pages 19 - 30)
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

16th April 2010

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW BOARD

TUESDAY, 30TH MARCH 2010 AT 6.00 P.M.

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

Observers: Councillor Mrs. M. A. Sherrey JP

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

#### 59/09 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D. L. Pardoe and the Board. The Chairman requested that the Board's good wishes for a speedy recovery be sent.

#### 60/09 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor Mrs. M. Bunker declared a personal interest in Minute No. 65/09 (Overview and Scrutiny Proposal Form, Railway Station Development) in her role as County Councillor.

Councillor Mrs. C. J. Spencer declared a personal interest in Minute No. 65/09 (Overview and Scrutiny Proposal Form, Railway Station Development) in her role as Ward Member.

#### 61/09 MINUTES

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

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

#### 62/09 CABINET RESPONSE TO THE OLDER PEOPLE'S TASK GROUP

The Chairman thanked Councillor Mrs. M. Sherrey, Portfolio Holder for Children and Young People, Older People and the Vulnerable for attending the meeting in order to present the Recommendations agreed by Cabinet on 3rd March 2010, to the Overview Board. The Portfolio Holder for Children and Young People, Older People and the Vulnerable thanked the Task Group for the hard work that had been involved in preparing the report which contained achievable recommendations. The Board discussed the Cabinet Response in detail. The Portfolio Holder for Children and Young People, Older People and the Vulnerable, together with the Director of Policy, Performance and

Partnership provided updates on several recommendations and the Board made the following comments:

- Recommendation 1(a) UK Older People's Day – The Member/officer working group would be set up in early April 2010 by the Director of Policy, Performance and Partnerships, in preparation for UK Older People's Day which would be held in October 2010.
- Recommendation 2 Free Swimming at the Dolphin Centre – the Scrutiny Officer was asked to check with the Head of Leisure and Cultural Services as to when work would commence on the funding bid.
- Recommendation 3 Gym Facilities at the Dolphin Centre – the Scrutiny Officer was asked to contact the Head of Leisure and Cultural Services for confirmation of the implementation date.
- Recommendation 4 Community Transport Services (BURT) & Recommendation 5 The Trunk – The Head of Community Services now had responsibility for these items.
- Recommendation 6 Older People's Strategy for Worcestershire – After discussion it was agreed that there would be some slippage on this item and the implementation date was moved to June 2010. It was agreed that when the draft Strategy goes out to consultation, it would be brought before the Overview Board to provide the Council's response.
- Recommendation 7 Mapping Exercise – This would be picked up by the working group as detailed at Recommendation 1.
- Recommendation 8 Older People's A-Z Directory – Funding had been agreed for this project and the Directory would be launched at an Older People's Day event in October 2010.
- Recommendation 9(b) Information Management – This would be picked up when the new Head of Customer Service was appointed.
- Recommendation 10 Older People's Champions – Further research on funding of this item would be undertaken and then go live in October 2011. Director of Policy, Performance and Partnerships would be the lead officer.
- Recommendations 11 and 12 Older People's Housing Strategy for Worcestershire and Housing – It was agreed the Scrutiny Officer would check the implementation dates with the Lead Officer, the Strategic Housing Manager.
- Recommendation 13 Lifeline – This item was discussed in detail and Members were advised that information on the Performance Indicator for this was provided to the Performance Management Board on a regular basis.
- Recommendation 14 Benefit Service – The Mosaic would be used to target specific segments of the population and information on the Benefits Service would also be included in the Older People's A-Z Directory.
- Recommendation 15 Employment – The implementation date was confirmed as March 2012.
- Recommendation 16 Adult Learning Opportunities – Information would be provided in the Older People's A-Z Directory.

- Recommendation 17 Funding Opportunities – Members recognised the difficulties facing the Council in the current financial climate.
- Recommendation 18 Worcestershire County Council Highways Department – Officers to establish if Councillor Mrs. R. L. Dent is still an active Member on the Highways Partnership Forum and if so, obtain background information from her.
- Recommendation 19 Future – Director of Policy, Performance and Partnerships would be the lead officer on this item.
- Recommendation 20 Older People’s Strategy for Worcestershire, Phase 2 – it was confirmed that there was no Levels 3, 4, and 5 in the new draft Strategy.

63/09 **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 advised Members that the Task Group had held a further 3 meetings and the following witnesses had been questioned:

- Parish Council Chairman
- Representatives from the Artrix Centre
- Portfolio Holder for Resources
- A representative from County Council Extended Services
- County Council Citizens Advisor
- Portfolio Holder for One Community

It was anticipated that the draft report would be presented to the Task Group at a final meeting in mid April and then brought before the Overview Board at the meeting to be held on 27th April 2010.

The Board discussed the areas covered by the Task Group and possible outcomes from it. Members thanked the Chairman for the comprehensive update.

64/09 **FORWARD PLAN OF KEY DECISIONS**

The Board considered the Forward Plan of Key Decisions 1st April to 31st July 2010 and noted that item 23, Benefit Take-Up Strategy would link in to Recommendation 14 of the Older People’s Task Group. Members also discussed item 8, Write-Off - Housing Benefit.

65/09 **OVERVIEW & SCRUTINY PROPOSAL - RAILWAY STATION DEVELOPMENT (COUNCILLOR MRS. J. M. L. A. GRIFFITHS)**

The Board considered the report relating to an Overview and Scrutiny Proposal on the Railway Station Development, completed by Councillor Mrs. J. M. L. A. Griffiths. Members noted that a major concern in respect of the development would be neighbourhood car parking.

The Director for Policy, Performance and Partnerships advised that the Executive Director for Planning and Regeneration, Housing Services had recently attended a meeting which had provided an update on the current position of the development. Members discussed this in detail and were concerned that a further delay was likely due to a funding shortfall. Members agreed that this matter was of high priority and after discussion it was

**RESOLVED** that Officers arrange for a relevant representative from the County Council and Network Rail to be invited to attend the next Overview Board meeting to be held on 27th April 2010, together with relevant County Councillors and the Executive Director for Planning and Regeneration, Housing Services in order for the Board to establish the current position and before deciding whether or not further investigation is required.

66/09 **WORK PROGRAMME**

The Board considered the Work Programme and noted that due to staff changes, Members were advised that the implementation of the Civil Parking Enforcement proposals item on the work programme may be delayed pending the outcome of negotiations between the Council and the County Council.

**RESOLVED** that the Overview Board Work Programme be noted.

The meeting closed at 7.50 p.m.

Chairman

## FORWARD PLAN OF KEY DECISIONS

28 APRIL TO 31 AUGUST 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 28 April to 31 August 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](mailto: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 28 April 2010		Changes to Governance Arrangements	Non-Key*	Councillor G. N. Denaro	Cabinet will make recommendations to the full Council
2	Cabinet 28 April 2010		Appointments to Worcestershire Shared Services Joint Committee	Non-Key	Councillor G. N. Denaro	
3	Cabinet 28 April 2010	<b>Cabinet 4 March 2009</b>	Economic Development Strategy	Non-Key	Councillor J. T. Duddy	Delayed due to discussions regarding Economic Development in North Worcestershire
4	Cabinet 28 April 2010		Hot Food Takeaways Supplementary Planning Document	Non-Key	Councillor Mrs. J. Dyer	
5	Cabinet 28 April 2010		Improvement Plan Exception Report – March 2010	Non-Key	Councillor R. Hollingworth	
6	Cabinet 28 April 2010		Performance Monitoring – March 2010	Non-Key	Councillor R. Hollingworth	
7	Cabinet 2 June 2010	<b>Cabinet 7 April 2010</b>	Access Policy for Trans-People (Sports & Leisure Services & Facilities)	<b>Key</b>	Councillors G. N. Denaro & M. J. A. Webb	Delayed to allow for outcome of consultation process
8	Cabinet 2 June 2010		Garden Waste Service – Future Development	<b>Key</b>	Councillor M. J. A. Webb	

9	Cabinet 2 June 2010	<b>Cabinet 3 February 2010</b>	Pavement Café Policy	<b>Key</b>	Councillor P. J. Whittaker	Delayed by officers for further consideration
10	Cabinet 2 June 2010	<b>Cabinet 7 April 2010</b>	Artrix – Incorporation of Operating Trust	Non-Key	Councillor M. J. S. Webb	Delayed by Members for further consideration
11	Cabinet 2 June 2010	<b>Cabinet 3 February 2010</b>	Bromsgrove Memorial	Non-Key	Councillor G. N Denaro	Delayed by officers and Members for further consideration
12	Cabinet 2 June 2010	<b>Cabinet 4 November 2009</b>	Community Engagement Strategy Review	Non-Key	Councillor R. D. Smith	Deferred to take account of new business plans
13	Cabinet 2 June 2010	<b>Cabinet 28 April 2010</b>	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
14	Cabinet 2 June 2010		Improvement Plan Exception Report – April 2010	Non-Key	Councillor R. Hollingworth	
15	Cabinet 2 June 2010		Performance Monitoring – April 2010	Non-Key	Councillor R. Hollingworth	
16	Cabinet 2 June 2010	<b>Cabinet 28 April 2010</b>	Victoria Ground – Expressions of Interest	Non-Key	Councillor M. J. A. Webb	Delayed by officers for further consideration
17	Cabinet 30 June 2010		Council Annual Report 2009/10	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council that evening
18	Cabinet 30 June 2010		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council that evening

19	Cabinet 30 June 2010	<b>Cabinet 3 March 2009</b>	Benefit Take-Up Strategy	Non-Key	Councillor G. N. Denaro	Delayed by officers for consultation with Equalities & Diversity Forum
20	Cabinet 30 June 2010	Cabinet 2 June 2010	Improving Residents Satisfaction - Scrutiny Board/Task Group Report	Non-Key	Councillor R. D. Smith	Delayed for further consideration by Task Group
21	Cabinet 30 June 2010		Improvement Plan Exception Report – May 2010	Non-Key	Councillor R. Hollingworth	
22	Cabinet 30 June 2010		Performance Monitoring – May 2010	Non-Key	Councillor R. Hollingworth	
23	Cabinet 4 August 2010	<b>Cabinet 2 December 2009</b>	Arts and Events Strategy 2010/11 to 2013/14	<b>Key</b>	Councillor R. D. Smith	Delayed by officers for further consideration
24	Cabinet 4 August 2010		Improvement Plan Exception Report – June 2010	Non-Key	Councillor R. Hollingworth	
25	Cabinet 4 August 2010		Performance Monitoring – June 2010	Non-Key	Councillor R. Hollingworth	

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

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**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**2 June 2010**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor Geoff Denaro</p>	<p><b>ITEM</b></p> <p>SPORTS AND LEISURE – SERVICES AND FACILITIES – ACCESS FOR TRANS-PEOPLE</p>	<p><b>WARDS AFFECTED</b></p> <p>All wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Sports and Leisure – Services and Facilities – Access for Trans-People – Policy</p> <p><b>REPORT AUTHOR</b></p> <p>Fiona Scott, Equality Officer Telephone 01527 881719</p>	<p><b>SUMMARY</b></p> <p>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 31<sup>st</sup> March 2010.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>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><b>CONSULTATION DETAILS</b></p> <p><b>Stakeholders</b> 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><b>Method of Consultation</b></p> <p>The Draft Policy and Consultation Comments form have been on the Council's website since 12<sup>th</sup> 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><b>Consultation period or dates</b> 2<sup>nd</sup> November to 31<sup>st</sup> March 2010</p>
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**DECISION TO BE MADE IN PARTNERSHIP WITH**  
N/A

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**2 June 2010**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Mike Webb</p>	<p><b>ITEM</b></p> <p>GARDEN WASTE SERVICE REPORT</p>	<p><b>WARDS AFFECTED</b></p> <p>All wards affected</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Garden Waste Service report and any attached appendices</p> <p><b>REPORT AUTHOR</b></p> <p>Guy Revans Head of Environmental Services 01527 881703</p>	<p><b>SUMMARY</b></p> <p>The report requires members to make decision on financial, strategic and operational matter that will directly affect the future of the garden waste service. Decisions need to be made over the cost of the service for future years; development of customer payment methods; customer identification methods to allow accurate recording and control of customers and non customers; bin sizes; communicating to our customers year on year; development of a trading account for the service; budget for ongoing brown bin provision; move to rear end loaders and use of a new composting facility. Some of the issues will have a substantial financial impact on the service, both in set up and operational costs however will enhance the experience of the customer however it will enable the service to be managed effectively.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>The areas outlined in the summary will have a direct affect on the future of the garden waste service, its ability to generate income and to operate as a commercial operation.</p> <p>As at 1st April 2010 15,169 households have applied for this service and these customers are spread across all wards within the district.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<b>Stakeholders</b> NA		

**DECISION TO BE MADE IN PARTNERSHIP WITH**  
Redditch Borough Council

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**2 June 2010**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Councillor Peter Whittaker</p>	<p><b>ITEM</b> PAVEMENT CAFÉ CONSENTS</p>	<p><b>WARDS AFFECTED</b> All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report on behalf of Head of Planning &amp; Environment Services</p> <p><b>REPORT AUTHOR</b> Debbie Warren Senior Solicitor 01527 881609 d.warren@bromsgrove.gov.uk</p>	<p><b>SUMMARY</b> 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><b>REASONS FOR BEING ON THE FORWARD PLAN</b> 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>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<b>Stakeholders:</b> <b>Worcestershire County Council</b>	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

**KEY DECISION**

Proposed to be made by the Cabinet  
on 4 August 2010

<b>LEAD MEMBER/PORTFOLIO HOLDER</b>	<b>ITEM</b>	<b>WARDS AFFECTED</b>
Cllr Roger Smith	Arts and Events Strategy 2010 – 2013	All Wards
<b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b>	<b>SUMMARY</b>	<b>REASONS FOR BEING ON THE FORWARD PLAN</b>
<p>Report of the Deputy Head of Street Scene and Community</p> <p><b>REPORT AUTHOR –</b> Huw Moseley Arts Development and Special Events Officer 01527 881381</p>	<p>The Arts and Events Strategy will outline the future delivery of Arts and Events through out the District, defining partnerships, identifying future priority areas for both investment and development, and will be supported by a comprehensive action plan detailing key future projects and areas of delivery. The Arts and Events strategy will include identification of significant partnerships and define key objectives linked to Worcestershire Arts Partnership. The Arts and Events Strategy will be a key document in guiding the districts investment in Arts and Events, and Bromsgrove Arts Alive! Arts Forum will be a key partner in delivering the strategy. Artrix assisting to shape the vision of the residents.</p>	<p>Significant effect on the future delivery of Arts and Events across the district.</p>

<b>CONSULTATION DETAILS</b>		
<b>Stakeholders</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Worcestershire Arts Partnership</p> <p>Bromsgrove Arts Alive – Arts Forum</p> <p>Artrix – Bromsgrove Arts Centre</p> <p>Youth Service, Children’s Services, Worcestershire CC</p> <p>Celebratory Events and Sponsor ship Group</p> <p>Community Safety</p> <p>Arts Practitioners</p> <p>Chair persons of Community Events</p>	<p>Draft document including Action Plan provided for comments to all Stakeholders. Draft document amended accordingly. Format of consultation will be through questionnaires, group meetings and key partner meetings.</p>	<p>1<sup>st</sup> August through to 16<sup>th</sup> October 2009.</p>

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

N/A

## OVERVIEW BOARD

### WORK PROGRAMME

27TH APRIL 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)

<b>Subject</b>	<b>Date of Consideration</b>	<b>Other Information</b>
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 <sup>th</sup> April 2010 (written report)	At the meeting of the Overview Board 7 <sup>th</sup> 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	<del>30<sup>th</sup> March 2010</del> 27 <sup>th</sup> April 2010	
Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)	<del>30<sup>th</sup> March 2010</del> 27 <sup>th</sup> April 2010	
Overview & Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths)	27th April 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 <sup>th</sup> 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

<b>Current Task Groups</b>	<b>Date Report Due</b>	<b>Other Information</b>
Community Involvement in the Democratic Process Task Group	30 <sup>th</sup> 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

<b>Task Group</b>	<b>Date of Review (when Task Group is due to reconvene)</b>
Anti-Social Behaviour and Alcohol Free Zones	March 2010
Older People Task Group	March 2011

## OVERVIEW BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

**27th April 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**

<b>Date of Meeting</b>	<b>Subject</b>	<b>Description</b>	<b>Witnesses</b> Department and Leader Officers Community Partners etc	<b>Decision Maker(s) / Decision Date</b>	<b>Possible Outcomes</b>
27th April 2010	<b>Community Involvement in the Democratic Process Task Group</b>	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 5<sup>th</sup> Jan)</i>	
27th April 2010	<b>Overview &amp; Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths)</b>				
27 <sup>th</sup> April 2010	<b>The Worcestershire Older Peoples' Strategy</b> To consider the Worcestershire Older Peoples' Strategy levels 3, 4 and 5.		<i>Hugh Bennett - Director Policy, Performance &amp; Partnerships</i>  <i>Keith Hoare - Joint Commissioning Officer, Joint Commissioning</i>	<b>Worcestershire County Council &amp; WPCT</b>  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><b>Implementation of the Civil Parking Enforcement proposals</b>  (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><b>The Cabinet</b></p> <p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p>	

	<p><b>Bromsgrove Planning Policy</b></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 &amp; Regeneration Services</i></p>	<p><b>Cabinet</b></p> <p><i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i></p>	
	<p><b>Licensing Policy in Bromsgrove</b> (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 &amp; Regeneration Services,</i></p> <p><i>Sharon Smith – licensing officer.</i></p>		
	<p><b>Community Involvement in the Democratic Process Task Group Report and Recommendations</b></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 &amp; Democratic Services</i></p>	<p><i>The Overview Board 5<sup>th</sup> 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 &amp; 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 &amp; Democratic Services &amp; Service Head(s) of relevant department(s)</i>	<i>Cabinet &amp; 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)	<b>The New Council House Accommodation</b>	To consider the plans and options for the new Council House premises.	Cllr G. N. Denaro – Deputy Leader of the Council and Cabinet	<b>Cabinet</b>	

			Member for Resources.		
	<p><b>Council Procurement</b></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 2<sup>nd</sup> 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><b>Cabinet</b></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	<del>30<sup>th</sup> March 2010</del> 27 <sup>th</sup> 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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