



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE JOINT OVERVIEW AND SCRUTINY BOARD

TUESDAY 1ST DECEMBER 2009
AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman), A. N. Blagg, Mrs. M. Bunker, R. J. Deeming, Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, Mrs. J. D. Luck, S. R. Peters, C. R. Scurrill, Mrs. C. J. Spencer, C. B. Taylor, C. J. Tidmarsh 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 Joint Overview and Scrutiny Board held on 9th June 2009 (Pages 1 - 2)
4. Joint Overview and Scrutiny Board Work Programme 2009-2010 (Pages 3 - 24)
5. Update of the Medium Term Financial Plan 2010/11-2012/13 (Pages 25 - 40)
6. Treasury Strategy (Pages 41 - 48)
7. Scrutiny of Crime and Disorder (Pages 49 - 68)
8. 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 that it cannot wait until the next meeting

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

23rd November 2009

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE JOINT OVERVIEW AND SCRUTINY BOARD

TUESDAY, 9TH JUNE 2009 AT 6.00 P.M.

PRESENT: Councillors A. N. Blagg, Mrs. M. Bunker, S. R. Colella, R. J. Deeming, Mrs. R. L. Dent, B. Lewis F.CMI, D. L. Pardoe, Mrs. C. J. Spencer, C. B. Taylor, C. J. Tidmarsh and L. J. Turner

Invitees: Sarah Campkin

Observers: Councillor P. M. McDonald

Officers: Mrs. C. Felton, Mrs. S. Sellers and Ms. P. Ross

1/09 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor S. R. Collella be elected Chairman of the Board for the ensuing municipal year.

2/09 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor D. L. Pardoe be elected Vice-Chairman of the Board for the ensuing municipal year.

3/09 **APOLOGIES**

An apology for absence was received from Councillor Mrs. J. M. L. A. Griffiths.

4/09 **DECLARATIONS OF INTEREST**

No declarations of interest or whipping arrangements were received.

5/09 **PETITION ON HOT FOOD TAKE AWAYS**

Members were asked to receive and consider a petition received from residents and shopkeepers within the Rubery area. The petition highlighted issues around late night opening of hot food take away establishments, including an increase in litter, crime and disorder and anti-social behaviour.

The Chairman welcomed Sarah Campkin, a shop owner in Rubery High Street to the meeting. Ms. Campkin informed the Board that the petition continued to be signed by residents with a further 1,000 signatures added. Ms. Campkin explained that residents and shopkeepers had expressed concerns that currently 14 out of 83 shops on the High Street were hot food takeaways with planning applications for 4 more hot food takeaways to be submitted to Bromsgrove District Council. Residents and shop owners were concerned that the late night opening of hot food takeaways was encouraging a night

time culture in a village environment. The Police had been made aware of concerns and issues such as windows being smashed and shopkeepers having to clean up debris and sanitise the area outside their shop premises. Ms Campkin also expressed concern that letters and a petition she had personally handed in to Bromsgrove District Council had been lost. The Monitoring Officer informed Ms. Campkin that she would receive a full explanation as to what had happened to the petition after the Council had received it. Ms. Campkin also invited Members to consider whether Bromsgrove District Council could adopt a moratorium on opening any more hot food takeaways. She stated that other Local Councils had done so for example with only 1 in 20 premises or a total of 6% of retail outlets being used as hot food takeaway establishments.

The Monitoring Officer briefly informed Ms. Campkin of the role of the Board. In summary, the Board could not scrutinise regulatory committees or regulations; it's role was to scrutinise and investigate the available options for future direction in policy review and development and make any relevant recommendations to the specific service areas.

At the Chairman's discretion, Councillor P. M. McDonald, Ward Member for Waseley, spoke in favour of the petition and raised concerns about recent planning applications and planning processes. He also expressed concern about a lack of enforcement resources to tackle hot food takeaways who were in breach of their licence by opening until 2:00am.

Following further discussion and questions from Members, the Senior Solicitor informed the Chairman that concerns and issues around hot food takeaways had been discussed during a recent meeting of the Scrutiny Board. Councillor C. B. Taylor informed the meeting that officers had been tasked to scope and provide further information on other authorities' policy guidelines on hot food takeaway stores. The Chairman invited Ms. Campkin to attend the next meeting of the Scrutiny Board at which officers would provide updates.

RESOLVED:

- (a) that, at the next meeting of the Scrutiny Board, the Board considers the following issues on hot food takeaways, as discussed by the Joint Overview and Scrutiny Board, namely: Litter, Enforcement and Crime and Disorder; and
- (b) that the Portfolio Holder for Economic Development be invited to attend the next meeting of the Scrutiny Board with regards to encouraging a wider range of retail shops in Rubery and throughout the District.

The meeting closed at 7.50 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

JOINT OVERVIEW & SCRUTINY BOARD

1ST DECEMBER 2009

JOINT OVERVIEW & SCRUTINY BOARD WORK PROGRAMME 2009-2010

Responsible Portfolio Holder	Cllr G. N. Denaro
Responsible Head of Service	Claire Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY

- 1.1 This report presents the new Joint Overview and Scrutiny Board (JOSB) Work Programme and outlines the process and rationale for the Overview and Scrutiny Work planning process for 2009-2010.
- 1.2 Overview and Scrutiny is a vehicle for non-executive elected Members of the Council to engage in the local decision making process. The objective of the work planning process is to identify key issues for consideration where Overview and Scrutiny can make a constructive impact upon the local democratic decision making process, to help the Council and its community partners achieve their vision and objectives and promote community well being.
- 1.3 The Overview and Scrutiny Work Planning Schedule is outlined at Appendix 1.

2. RECOMMENDATIONS

- 2.1 Members of the JOSB are requested to:
 - a. Note the Overview and Scrutiny work planning process for 2009-2010;
 - b. agree the JOSB Work Programme for 2009-2010 (as set out in Appendix 3);
 - c. agree 2 further meetings of the JOSB on 10th February 2010 and on 9th March 2010;
 - d. identify evidence to be considered for each item on the agreed work programme.

3. BACKGROUND

- 3.1. On 29th April 2009 the Council agreed that, following the trial period the overview and scrutiny function continue to be performed by an Overview Board and a Scrutiny Board and a new Joint Overview and Scrutiny Board was also created to deal with specific functions.

- 3.2. Overview and Scrutiny can be undertaken by the Overview Board, the Scrutiny Board, the JOSB, scrutiny task groups, and jointly with scrutiny committees of other local authority councils. The Boards cannot make executive decisions but can make recommendations to the Cabinet and other local decision makers.
- 3.3. A meeting of the Council on Wednesday 29th April 2009 defined the role of the JOSB. The Council resolved:
“(a) that a Joint Overview and Scrutiny Board be created to enable the Council to discharge the following functions: Councillor Calls for Action, Crime and Disorder Calls for Action, Petitions, scrutiny of the budget; and that it be designated as the Crime and Disorder Committee in accordance with the Police and Justice Act 2006; (b) that the overview and scrutiny functions (other than those referred to above) continue to be performed separately by an Overview Board and the Scrutiny Board”.
- 3.4. In order to capture the key issues currently facing the Council and to make the process inclusive, there has been consultation and discussion on the possible topics for the work programme undertaken. The process followed for this is outlined below.
- 3.5. The Overview and Scrutiny Work Planning Workshop held on 6th October 2009 considered the key strategic issues identified for the Council and its community partners where Overview and Scrutiny can constructively add value to the decision making process.
- 3.6. The JOSB is asked to agree to schedule 2 further meetings of the JOSB on 10th February 2010 and on 9th March 2010. The Overview and Scrutiny Work Programme for the remainder of 2009/2010 has now been drawn up and scheduled around the meetings for this municipal year.
- 3.7. The Council Constitution requires that the JOSB agree its own work programme and the topics identified so far are now presented to the JOSB for ratification.

4.0 THE OVERVIEW AND SCRUTINY WORK PLANNING PROCESS

- 4.1. In order to identify possible topics for Members to consider for the Work Programme, a process was established to consult and identify key issues (Appendix 1). A list of possible items for Overview and Scrutiny was drawn up to include the suggestions for topics from various sources.
- 4.2. The work of Overview and Scrutiny may include topics which review existing policies and services and make recommendations for

improvement, or may consider policy development, for example in response to new Government legislation or guidance. Topics for Overview and Scrutiny should be strategic in scope and aimed at making recommendations to the Cabinet, Council or other local decision makers, or where overview for democratic probity is required.

- 4.3. In order to identify the key issues for Overview and Scrutiny and to make the process inclusive, possible items for future scrutiny work were identified in a variety of ways:
- ❖ On 17th September 2009 the Chairman of the JOSB wrote to all Councillors to ask for suggestions for possible topics, which yielded several topic proposals;
 - ❖ The Corporate Management Team (CMT) have been asked to identify key issues for Overview and Scrutiny;
 - ❖ The JOSB has considered its work programme and identified suggested topics;
 - ❖ The Council's Forward Plan and Supplementary List of Future Items have been taken into account.
- 4.4. Suggested topics have been put forward by elected Members and by CMT. No topics have been submitted recently by members of the public or by community partners, although it may be considered good practice in future to have wider engagement in identifying suggested topics. Members of the public and elected councillors may also submit proposals at any time during the year.
- 4.5. A work planning workshop was held on 6th October 2009 to consider and prioritise topics. The priority topics identified have now been scheduled and timetabled around the scheduled meetings for 2009/2010, according to available time and resources.

5. THE WORK PLANNING WORKSHOP 6TH OCTOBER 2009

- 5.1. On 6th October 2009 an Overview and Scrutiny Work Planning Workshop was organised. The purpose of the Work Planning Workshop was to enable Members of Overview and Scrutiny to consider the topics suggested for the 2009/2010 Overview and Scrutiny Work Programme and identify which topics are to be included and prioritised.
- 5.2. During the workshop, Overview and Scrutiny Members prioritised the issues that they wish to include on the scrutiny work programme.
- 5.3. The following queries were used as guidance criteria:
- ❖ Is it a priority issue for the Council or the Local Strategic Partnership?
 - ❖ Is it an important issue for local residents?

- ❖ Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations?
 - ❖ Is it a topic where external review would be helpful?
 - ❖ Is it a topic where a review could be made in time to make recommendations for the executive decision making process?
 - ❖ Is it a poorly performing service?
 - ❖ Is it a review that could render significant savings or value for money?
 - ❖ Is the topic strategic in scope?
- 5.4. Members were also asked to consider the objectives of the topic, ie what the Overview and Scrutiny investigation would be trying to achieve and if it would be achievable within the timescale available.
- 5.5. The following criteria were also used by members in identifying what issues are **not** suitable for Overview and Scrutiny:
- ❖ Issues which could be dealt with more effectively as a Member Enquiry,
 - ❖ Issues where it would be infeasible for Overview and Scrutiny to make realistic recommendations,
 - ❖ Issues which are for information only and may be better dealt with through a Member briefing or Member training,
 - ❖ Issues which are already being dealt with in a similar way elsewhere (duplication),
 - ❖ Issues where the matter is sub judice or prejudicial to the Council's interests,
 - ❖ Issues where the matter relates to a specific case within the complaints procedure,
 - ❖ The issue relates to an individual disciplinary matter or grievance.
- 5.6. The Overview and Scrutiny work programme should ideally include a balance of different types of topics, including short, medium and long term investigations. Some topics could be considered at one-off, 'select committee' style meetings; others may be more in-depth investigatory scrutiny exercises. There should ideally be a mix of topic themes across the Council and community partner services and reflecting the different Council and LSP priority areas. Bromsgrove District Council Vision, Values and Objectives are given for reference at Appendix 2.
- 5.7. Using the criteria above, Members were asked to prioritise the topics as:
- **“High”**,
 - **“Medium”** or
 - **“Low”**.
- 5.8. Members were asked to identify no more than 8-10 “High” priority topics. This was divided between the JOSB and the Scrutiny Board

(see Allocation of Topics below). These topics will be given greatest priority in the Work Programme.

- 5.9. The remaining topics will be scheduled in order of priority. As it will not be possible to consider all topics during the year, the prioritised topics will tend to be scheduled first and lower priority topics will be held in reserve. Topics not considered in 2009-2010 may be scheduled for 2010-2011 or reconsidered in the work planning process.

6. Allocation of Topics

- 6.1. Topics have been allocated to the Overview Board, the Scrutiny Board or the JOSB, according to the topic and the respective terms of reference of the Boards. More in-depth Overview and Scrutiny investigations may be carried out through Task Groups, which meet outside of the formal committee process to investigate particular issues and report back to one of the main Overview and Scrutiny Boards with a report and recommendations.
- 6.2. Topics vary in size and scope, but it is advised that generally no more than 2 substantive items be allocated to each Board meeting, as well as Task Groups, commissioned by each Board, carrying out work outside of the formal committee process and reporting back. Members will need to take a realistic view as to how many Task Groups it is possible to operate at any one time given the level of resources needed both in terms of Member time and officer support. It is suggested that any issues relating to the number of Task Groups be addressed by consultation between the Chairmen of the Boards and the Head of Legal Equalities and Democratic Services.
- 6.3. The allocation of topics should allow room for additional items to be added during the municipal year, although it is advised that this be avoided as far as possible and key issues identified in advance. Additional items may arise from a Call In of a Cabinet Decision, a Councillor Call for Action, a topic proposal submission, referral from The Council or Leader and Cabinet, petitions or a Joint Overview and Scrutiny Committee proposal from another local authority's scrutiny committee.
- 6.4. The proposed Work Programme for the JOSB is attached at Appendix 3. Dates of consideration are to be confirmed. When agreed, this programme will inform the work of the Overview and Scrutiny Boards for the remainder of the municipal year.

7. JOSB Task Groups

- 7.1. Task Groups enable Members to go outside the formal committee setting and consider issues in-depth. They also enable other non-

executive Members, who are not currently members of the Overview and Scrutiny Boards, to become involved in the scrutiny process.

- 7.2. There are no topics identified as Task Group investigations for the JOSB at this stage, although it is possible that Task Group investigations may be commissioned by the JOSB in the future on topics within its terms of reference. Task Group investigations are topics that may benefit from in-depth consideration and may involve Member led research.

8. Scoping and Planning Topics

- 8.1. The issues identified for consideration need to be defined to give a precise definition of the area for review and to avoid confusion of issues.
- 8.2. Initially, Members were asked to consider the *title* and *description* of the topics and these have now been identified.
- 8.3. Members are now asked to start to consider and identify the precise aims and objectives for review, as well as possible outcomes, evidence to be considered and other details for each topic.
- 8.4. This is an opportunity for Members to identify what evidence they wish to consider for each chosen topic. Evidence may include:
- ❖ Witnesses – people who can talk to the committee about the chosen topic. These may be service users, interest groups, voluntary groups, other service providers, partner agencies, experts in the field or officers of the council.
 - ❖ Documentary evidence – this may include background papers, written testimonials, academic research, government guidance, officer reports etc.
 - ❖ Site visits – places where Members should visit as part of their investigation, eg looking at service delivery on the ground, visiting other service providers, looking at physical environments and places etc.
- 8.5. In planning their work Members should also consider and identify:
- **Key stakeholders**
 - Decision makers
 - Partner Agencies.
 - Lead Officers and Department
 - Service user representatives
 - Voluntary groups
 - Minority groups

- **Council / LSP Targets** – Any strategic targets that the issues relate to inc CAA targets and LAA targets and any other corporate or community targets which may be relevant.
- **Key Background Papers** – Strategic plans, Government legislation or guidance, Council policies etc that are relevant to the policy and services concerned.

9. FINANCIAL IMPLICATIONS

- 9.1. There are no direct budgetary implications arising from the recommendations in this report.

10. LEGAL IMPLICATIONS

- 10.1. The Local Government Act 2000 requires Councils operating Executive Arrangements to include one or more Overview and Scrutiny Committees within their Constitution, which may be composed of any councillors who are not on the Executive Committee of the Council.

- 10.2. Executive arrangements by a local authority must ensure that their overview and scrutiny committee has power (or their overview and scrutiny committees have power between them) to:

- a) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
- c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
- d) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,
- e) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area.

11. COUNCIL OBJECTIVES

- 11.1. Overview and Scrutiny links to Council Objective Two: Improvement and Council Objective Three: Sense of Community and Wellbeing.

12. RISK MANAGEMENT

There are no direct risks associated with this report. Any risks associated with topics selected by the JOSB will be addressed as part of the scrutiny exercise.

13. CUSTOMER IMPLICATIONS

13.1 Overview and Scrutiny will contribute to improvement of service provision and community well being through the review of local council and community services. It will also aid accountability of local services to service users, council tax payers and other local residents through elected Members as Overview and Scrutiny is led by elected councillors.

14. EQUALITIES AND DIVERSITY IMPLICATIONS

14.1 Overview and Scrutiny will consider the equality and diversity implications of topics chosen for the Overview and Scrutiny Work Programme.

15. VALUE FOR MONEY IMPLICATIONS

15.1 Value for money will be considered and encouraged through the Overview and Scrutiny process in the scrutiny review of local services.

16. OTHER IMPLICATIONS

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

17. 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

18. WARDS AFFECTED

All Wards

19. APPENDICES

Appendix 1 - Overview and Scrutiny Work Programming Schedule
Appendix 2 – Bromsgrove District Council Vision, Values and Objectives
Appendix 3 – The JOSB Work Programme

20. BACKGROUND PAPERS

Assessing Bromsgroves Performance – Results of the Place Survey 2008/09 for Bromsgrove District Council and Partners.
The Bromsgrove Sustainable Community Strategy 2007 – 2010
The Council's Forward Plan and Supplementary List of Future Items
The Worcestershire Local Area Agreement 2006-2009

CONTACT OFFICER

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Appendix 1 - Overview and Scrutiny Work Programming Schedule

CMT **Tu 18th Aug 09 – invitation to suggest themes for O&S**

Collate and revise suggested themes from CMT and Members

Agree work programming process and schedule with OB & SB Chairs

JOSB **Tu 1st Sept 09 – consideration of the OB Work Programme**

Send invitation to all Members of O&S Work Shop *by 25th September*

Scrutiny Board **Tu 29th Sept – consideration of the SB Work Programme**

Ask CMT officers for any further suggestions *by Fri 2nd Oct 09*

Prepare draft List of Topics for O&S

Prepare framework for topic selection for O&S Work Shop

O&S Work Shop **Tu 6th Oct 09 – Discussion and election of topics**

Discuss and agree outcomes with OB & SB Chairs

Revise List of Topics and O&S WPs – *by Th 8th Oct 09*

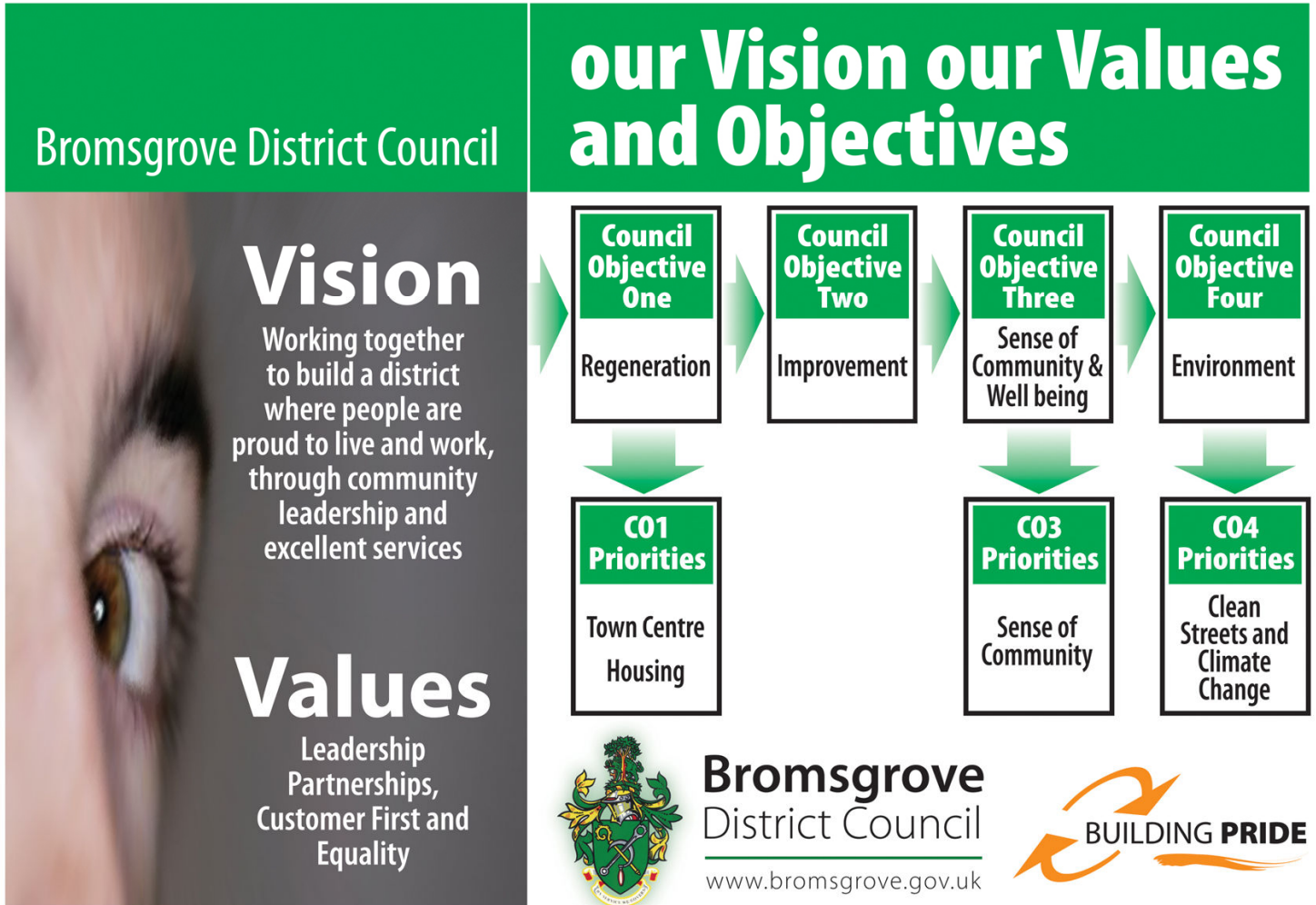
CMT **13th Oct 09 – Final List of Topics and O&S WPs**

Feedback to CMT

Overview Board **Tu 3rd Nov 09 – Ratification of OB WP**

Scrutiny Board **Tu 24th Nov 09 – Ratification of SB WP**

JOSB Tu 1st Dec 09 - Ratification of JOSB WP



Joint Overview & Scrutiny Board

WORK PROGRAMME

1st December 2009

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

RECOMMENDATION: To consider and agree the work programme.

ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

Subject	Date of Consideration	Other Information
Recommendation Tracker - <i>Permanent Item</i> -	Quarterly	A quarterly report monitoring the implementation of JOSB recommendations.
<i>JOSB Work Programme 2009-2010</i>	1 st December 2009	<i>To agree the JOSB Work Programme 2009-2010.</i>

<p>The Draft Budget Proposals <i>Presentation on the Budget Process, recommended Capital Programme and Draft Base Budget for 2010 - 2011</i></p>	<p>1st December 2009 5th January 2010</p>	
<p>The Treasury Strategy <i>To consider the investment portfolio of the Council.</i></p>	<p>1st December 2009</p>	
<p>Scrutiny of Crime and Disorder To consider the statutory provisions for the scrutiny of crime and disorder.</p>	<p>1st December 2009 10th February 2010 9th March 2010</p>	
<p>Councillor Calls for Action To consider the statutory provisions for the Councillor Calls for Actions and the process for this at Bromsgrove District Council.</p>	<p>10th February 2010</p>	

JOINT OVERVIEW & SCRUTINY MEETING SCHEDULE AND WORK PROGRAMME 2009/10

The role of the Joint Overview & Scrutiny Board (JOSB) is to discharge the following functions:

- ~ Councillor Calls for Action,
- ~ Crime and Disorder (it is The designated as the Crime and Disorder Committee in accordance with the Police and Justice Act 2006),
- ~ To receive Petitions,
- ~ Scrutiny of the Council Budget.

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.

Consideration of Crime and Disorder Reduction Partnership (CDRP) Issues - Standing item on each agenda
Consideration of Petitions
Consideration of Councilor Call for Action items

Appendix 1 - Schedule of meetings and agenda items

Date of Meeting	Subject & Description	Documentary Evidence	Witnesses Department and Leader Officers Community Partners etc	Decision Maker(s) / Decision Date	Possible Outcomes
	<p>JOSB Work Programme To agree the JOSB Work Programme 2009-2010.</p>	<p><i>A report of the Head of Legal, Equalities and Democratic Services to agree the Work Programme for the JOSB</i></p>	<p><i>Chairman of the JOSB – Cllr S. Colella</i></p> <p><i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p> <p><i>Sarah Sellers – Senior Soliciter</i></p> <p><i>Michael Carr – Scrutiny Officer</i></p>	<p>JOSB 1st December 2009</p>	<p>Agreement of the JOSB Work Programme.</p>
<p>Tuesday 1st Dec 2009 6.00 p.m.</p>	<p>The Draft Budget Proposals <i>Presentation on the Budget Process, recommended Capital Programme and Draft Base Budget for 2010 -</i></p>	<p><i>Presentations to Scrutiny Steering Board on the budget process, draft Capital Programme and base revenue budget.</i></p>	<p>Cllr G Denaro – Cabinet Member</p> <p><i>Executive Director Services Tony Beirne</i></p>	<p>Full Council 24th February 2010.</p>	<p>Recommendations on amendments to the Capital Programme and Draft Base Budget 2010-2011.</p>

	2011		Head of Financial Services Jayne Pickering		
	The Treasury Strategy To consider the investment portfolio of the Council.		Cllr G Denaro – Cabinet Member Head of Financial Services Jayne Pickering	Cllr G Denaro – Cabinet Member Cabinet March 2010	
	Scrutiny of Crime and Disorder To consider the statutory provisions for the scrutiny of crime and disorder.	A report of the Head of Legal, Equalities and Democratic Services to consider the statutory provisions for the scrutiny of crime and disorder.	Angela Heighway – Joint Head of Service Redditch & Bromsgrove Bev Houghton – Community Safety Manager (Redditch & Bromsgrove) Claire Felton – Head of Legal, Equalities and Democratic Services Sarah Sellers –		Agreement on the process for drawing up the draft procedures for the scrutiny of crime and disorder partnerships.

			<p><i>Senior Solicitor</i></p> <p><i>Michael Carr – Scrutiny Officer</i></p>		
<p>Tuesday 5th Jan 2010 6.00 p.m.</p>	<p><i>The Draft Budget Proposals</i> <i>Consideration by Scrutiny Steering Board of detailed budget for each area and proposed growth and budget reductions (if required).</i></p>	<p>A report of the Head of Financial Services</p>	<p><i>Cllr G Denaro – Cabinet Member</i></p> <p><i>Executive Director Services Tony Beirne</i></p> <p><i>Head of Financial Services Jayne Pickering</i></p>	<p>Full Council 24th February 2010.</p> <p>6th Jan. 2010 - Consideration by Cabinet of Revenue budget.</p>	
<p>Wednesday 10th February 2010 6.00pm</p>	<p><i>Scrutiny of Crime and Disorder</i></p>	<p>A report of the Head of Legal, Equalities and Democratic Services to consider and agree the draft process for the scrutiny of crime and disorder partnerships.</p>	<p><i>Cllr M. J. A. Webb – Cabinet Member for Community and Customer Engagement and Community Safety.</i></p> <p><i>John Godwin CDRP Chairman and Dept. Head of Service, Street</i></p>	<p>The Joint Overview and Scrutiny Board</p> <p>The Bromsgrove Community Safety Partnership</p>	

			<p><i>Scene & Community, BDC</i></p> <p><i>Angela Heighway – Head of Strategy and Partnerships Redditch Borough Council (TBC)</i></p> <p><i>Beverly Houghton - Community Safety Manager (Redditch & Bromsgrove) TBC</i></p>		
	<p><i>Councillor Calls for Action</i></p>	<p>A report of the Head of Legal, Equalities and Democratic Services to consider the statutory provisions for the Councillor Calls for Actions and the process for this at Bromsgrove District Council.</p>		<p>The Joint Overview and Scrutiny Board</p>	
<p>Tuesday 9th March 2010 6.00pm</p>	<p><i>Scrutiny of Crime and Disorder</i></p>	<p><i>A report of the Head of Strategy and Partnerships to consider the key issues for crime and disorder scrutiny in Bromsgrove, the key targets and performance</i></p>	<p><i>Cllr M. J. A. Webb – Cabinet Member for Community and Customer Engagement and Community</i></p>		

		<p><i>indicators for the Bromsgrove Community Safety Partnership.</i></p>	<p><i>Safety.</i></p> <p><i>John Godwin CDRP Chairman and Dept. Head of Service, Street Scene & Community, BDC</i></p> <p><i>Cllr Sheila Blagg - West Mercia Police Authority TBC</i></p> <p><i>Angela Heighway – Head of Strategy and Partnerships Redditch Borough Council (TBC)</i></p> <p><i>Beverly Houghton - Community Safety Manager (Redditch & Bromsgrove) TBC</i></p> <p><i>Chris Santoriello- Smith - Senior Neighbourhood Warden, BDC TBC</i></p> <p><i>Emily Humphreys - Bromsgrove Community</i></p>		
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			<i>Safety Partnership TBC</i> <i>Insp Dave Shaw- West Mercia Police TBC</i>		
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Appendix 2a - Current JOSB Task Groups

Current Task Groups	Date Report Due	Other Information
NONE		

Appendix 2b - JOSB Task Group Reviews

Task Group	Date of Review (when Task Group is due to reconvene)
NONE	

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

1ST DECEMBER 2009

UPDATE OF MEDIUM TERM FINANCIAL PLAN 2010/11-2012/13

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

1. Summary

- 1.1. To provide information to enable Members to review the current position on the Medium Term Financial Plan 2010/11 – 2012/13 and to make recommendations to Cabinet in relation to this budget.

2. Recommendations

- 2.1. It is recommended that the Joint Overview and Scrutiny Board:
 - 2.1.1 Consider the pressures as identified in Appendix A and recommend to Executive Cabinet any changes in priority categorisation.
 - 2.1.2 Consider the unavoidable pressures identified at Appendix B and recommend any changes to Executive Cabinet
 - 2.1.3 consider the savings identified at Appendix C
 - 2.1.4 consider the new bids for the Capital Programme as included at Appendix D and recommend any changes in scheme priority to Executive Cabinet.

3. Background

- 3.1. The Council on 7th January 2009 approved a medium term financial plan that included the Revenue and Capital budget requirements for 2009/10 - 2011/12..
- 3.2. On 7th October 2009 the Executive Cabinet approved the budget process and timetable to be followed to review the medium term financial plan for 2010/11 – 2012/13.
- 3.3. As part of the approved budget process Executive Cabinet proposed a revised set of 6 priorities against the Council objectives for focus of resources which were approved by Council on 16th September 2009. These were:

1. Economic Development
2. Town Centre
3. Value for Money
4. One Community
5. Housing
6. Climate Change

3.4. The approved objectives and priorities have been used to drive the budget process as follows:

- Budget pressures have only been proposed to members by senior management if they have been identified as unavoidable / or they are fundamental in achieving the Council's priorities.
- Financial savings have been focused on more efficient working practices and alternative methods of service delivery
- Disinvesting in non priority areas.
- Capital Projects to be proposed only if they meet the priorities of the Council

3.5 The current financial plan covers a period of 3 years. The plan is developed in conjunction with treasury management and ICT strategies to deliver a coordinated approach to the delivery of the Councils priorities.

4 Base budget information

4.1 The current budget book that was sent to all members in February 2009 includes the Base budget for 2010/11 and 2011/12. These budgets are been updated for this financial plan together with the proposed plans for 2012/13.

4.2 The base budget for 2010/11-2011/12 included a number of approved changes to the funding of services from the financial position of 2008/09. These included:

- Savings in relation to delivering services by alternative methods. (£523k). This includes the savings relating to the shared management team.
- Council Tax level to increase at 4.45% per annum
- Savings from co-mingle recycling service (£200k)

4.3 The pay structure for 2010/11 includes the impact of the Job Evaluation process during February 2008. In addition there is an assumption for a pay award of 1% included in the current projections which may be reduced depending on the shortfall in the budget requirement. In addition a number of Job Evaluation appeals are currently being undertaken and a revised salary estimate will be produced once the final outcomes have been assessed. Therefore the current base budget will be amended for

the final budget setting to reflect the revised JE and pay award outcomes and assumptions. Based on this initial information the net expenditure is:

- Base Budget for 2010/11 £12.482m
- Base Budget for 2011/12 £12.860m
- Base Budget for 2012/13 £13.433m

4.4 Within this the following assumptions have been made for the main elements of the budget:

Pay awards	1% per annum (Note 1)
Utility costs	5.0% per annum
Business rates	5.00% per annum
Other costs	2.5% per annum
Government Grants	Based on confirmed settlement for 2010/11 and 5% reduction for 2011/12 & 2012/13 (Note 4)
Investment interest	1.75%/2.75%% per annum (Note 2)
Pension fund increase	Note 3
Vacancy Management	4.0%
Council Tax Base increase	0.2% - 0.5%

Notes:

1. For the purposes of these initial projections it has been assumed that a pay award of 1% will be given in 2010/11. Further discussions will be held in relation to future years pay award assumptions and factored into 2011/12 & 12/13 at the final budget meeting in 2010.
2. Investment interest for 2010/11-2012/13 has been included at 0.75%/2.%. This is based on the most recent information obtained from our treasury advisors.
3. Following the presentation of the 2007 Pension Fund Valuation the actuaries have assessed that in order to move toward a fully funded pension scheme the rate needs to increase in incremental steps to a maximum of 20.8% by 2013/14. The applicable rate for 2010/11 is 19%. The rate payable from 2011/12 will be further revised following the next valuation of the Pension Fund on 31 March 2010.
4. There has been a confirmed grant settlement for 2010/11. The current assumption is that there will be a real terms decrease in grant from 2011/12 of 5% per annum. This impact has been built into the future projections.

4.5 Savings of 4% each year on the pay bill have been assumed through vacancy management. These savings will also be used to cover the costs of recruitment.

- 4.6 The Job Evaluation Scheme was implemented in May 2009. The protection period is for 2 years and will finish in May 2011. The impact of the appeals has not been included in this update as the final outcomes have yet to be established.

5 Budget Pressures

- 5.1 Officers have identified a number of budget pressures that have either been deemed “unavoidable” or “high” priority. Unavoidable includes the ongoing effects of pressures identified during 2009/10 together with any corrections in the budget. A high priority is something that is in direct pursuit of the Council’s priorities. Each unavoidable and high pressure has a specific “funding request” schedule completed which reflects how the funding required meets the Council objectives. The current unavoidable pressures are detailed in Appendix A and high pressures in Appendix B
- 5.2 A number of other budget pressures have been identified but these have been categorised as medium and low following discussions with officers and do not form part of the current financial projections. These are also included within Appendix B.
- 5.3 Members are asked to consider any changes to the unavoidable costs and priority of pressures identified.

6. Budget reductions / additional income

- 6.1 The savings have been proposed by Corporate Management Team who have sought to identify areas which could demonstrate:
- Additional income generation
 - Reduction to costs with no impact on service delivery
 - Alternative methods of service delivery / more efficient working practices / shared / collaborative working to realise savings
 - Reduction in cost of services which do not directly impact on the Councils priorities
- 6.2 The savings/ additional income details are shown in Appendix C.
- 6.3. As part of the review of the Financial Plan officers have included proposals to generate efficiency savings through joint working or alternative ways of providing our services over the next 3 years. Included in the 2010/11 budget as approved in January 2009 is a target of £523k saving with a further £100k in 2011/12.
- 6.4. Included in Appendix A is an increase of £148k to the original savings target of £523k. This is due to the additional savings realised from CCTV / Lifeline, ICT and the potential savings that could be generated by changing the method of service delivery arrangements at the Dolphin Centre.

7. Government Grant

7.1 The Council had received the formal settlement for 2010/11. The financial increase in the grant is shown below:

	2009/10 £'000	2010/11 £'000	Increase £ (%)
Formula Grant (FG)	4,946	5,047	2%

7.2 Following discussions with other authorities and in consideration of the national economic climate it is assumed that there will be a cash reduction in the Grant awarded to Local Authorities from 2011/12. An estimate of 5% for each year has been included in the current position.

7.3 The impact of this reduction from 2011/12 is as follows

	2011/12 £'000	Value of decrease (5%) £'000	2012/13 £'000	Value of decrease (5%) £'000	Total Value of 5% reduction £'000
Formula Grant (FG)	4,795	252	4,555	240	492

9. Investment Interest

9.1 An element within the overall medium term financial plan is Investment Interest. Members will be aware that due to the current financial climate a decision has been taken to hold investments in very low risk organisations which offer a lower rate of return than those institutions which may be considered as slightly higher risk. The projections from our treasury advisors are less optimistic than previously estimated in the increases over the 3 year period. The projections contained within this report include investment increases of 0/75% to 2% by 2012/13.

9.2 The quarterly integrated finance and performance report will report the position on the investments generated by the Council and detail any changes as a result of changes to the base rate.

10. Capital Programme

10.1 As part of the Medium Term Financial Plan and Capital Strategy members approved a number of criteria in relation to the Capital Programme including:

- The capital programme is limited to £1m per annum funded from the Council's own resources (in order to maximise the investment interest);
- Cabinet give consideration to fund housing grants over and above the £1m.

10.2 Cabinet also approved the capital investment criteria (as part of the Capital Strategy) that a scheme should satisfy for inclusion in the capital budget as follows:

- Enable delivery of the Councils priorities
- Maintain existing assets to standards suitable for service delivery.
- Improve and acquire assets to meet service and customer needs.
- Improve the stewardship of assets; spend to save (innovative schemes that will secure the Council a better rate of return than the investment interest earned); to reduce longer-term problems and liabilities.
- Satisfy legal obligations of the Council (e.g. health and safety requirements, and compliance with the disability discrimination legislation).
- Develop community assets in areas of need.
- Maximise the use of other funds to encourage investment in specific areas such as energy efficiency, economic development and infrastructure developments (using funds derived from Section 106 agreements with developers).
- Maximise the benefits of partnership working.

10.3 The Capital Programme for 2010/11 and 2011/12 was approved as part of the 3 year Financial Plan for 2009/10. The projects approved have been reviewed with the aim to reduce funding requirements whilst still maintaining service delivery. In addition the consideration of the service Business Plans has resulted in new schemes being proposed for 2010/11 – 2012/13 to meet the priorities of the Council together with the funding associated with the previously agreed replacement plan for fleet vehicles and plant. The proposed new bids for the Capital Programme are attached at Appendix D for consideration.

10.4 If Members approve the level of Capital Spend to 2012/13 the effect on capital receipts will be as follows based on expected expenditure in 2008/09:

	2010/11	2011/12	2012/13
	£'000	£'000	£'000
Opening Balance	2,234	1,302	102
Used in Year	-1,332	-1,600	-90
Received in year	400	400	90
Closing Balance	1,302	102	102

The figures in the above table include general capital receipts for funding of projects across the District. In addition an estimate of capital receipts has been made of £100k per annum in relation to any sales of assets and £300k government grant that the Council may receive during the financial plan period.

- 10.5 The impact of borrowing for assets will affect the revenue account. A review has been undertaken based on the projected capital programme to ensure sufficient funds are set aside to provide a repairs and replacement fund for the future.
- 10.6 If all Capital Programme funding requests are approved there is a projected £102k balance remaining in the capital receipts fund for 2012/13. This will limit the Councils ability to fund major projects in the future and it is assumed that the Council will be in a position of borrowing over the medium term if new projects are identified.

11. Overall Position

- 11.1 Based on the assumptions and the proposed pressures (high only) and savings the current position for each of the three years is as follows:

	2010/11 £'000	2011/12 £'000	2012/13 £'000
Base cost of General Fund Services	12,482	12,860	13,433
Pressures – High bids & unavoidables	743	694	672
Savings	-807	-501	-550
Investment Income	-67	-93	-85
Recharge to capital programme	-136	-136	-136
Net operating expenditure	12,215	12,824	13,334
Area Based Grant	-23	-22	-22
Surplus from Collection Fund	-51		
Government Grant	-5,047	-4,795	-4,555
Assumed Council Tax @ 2.5% (2010/11-2011/12 & 4.45% 2012/13)	-7,023	-7,234	-7,594
Overall Shortfall	71	773	1,163

- 11.2 The Council is to set a balanced budget for 2010/11-2012/13 and therefore will have to approve further savings, increase income or reduce high pressures for the 3 year period. Any additional spending, over and above the pressures identified above, would also need to be funded by additional savings.

12 Balances

- 12.1 The current projected level of balances at 31.03.10 is £1.547m assuming all costs approved are spent. It is anticipated that a proportion of the balances will be utilised to meet the severance costs associated with the joint management structure. An update to the balances position will be reported to Members as part of the ongoing budget process.

13 Fees and charges

- 13.1 The financial plan 2010/11-2012/13 currently assumes a 2.5% increase in all income. A detailed review of income generated and comparison with other organisations is currently being undertaken to ensure the Council maximises its available income streams.

14 Financial Implications

- 14.1 None other than those included in the report.

15 Legal Implications

- 15.1 None as a direct result of the draft budget. Legal and Human resource issues will be addressed during any discussions in relation to restructures and redundancies.

16. Corporate Objectives

- 16.1 The delivery of a balanced budget demonstrates the Council's ability to fund objectives and priorities within a reasonable level of increase to residents.

17. Risk Management

- 17.1 The main risks associated with the details included in this report are:

17.2 Non compliance with the statutory deadlines to set a balanced budget.

17.3 No formal consultation undertaken with the public

17.4 Poor use of resources scoring in relation to consideration of the budget

17.5 These risks are being managed as follows:

17.6 Non compliance with statutory deadlines

Risk Register: Financial Services

Key Objective Ref.: 6

Key Objective: Effective and Efficient Accountancy Service

17.7 No formal consultation undertaken with the public

Risk Register: Financial Services
 Key Objective Ref.: 6
 Key Objective: Effective and Efficient Accountancy Service

17.8 Poor use of resources scoring in relation to consideration of the budget

Risk Register: Financial Services
 Key Objective Ref.: 6
 Key Objective: Effective and Efficient Accountancy Service

17.9 Key actions and controls to manage these risks include:

- Detailed timetable in place to manage the budget process with departments and accountancy support
- Allocation of qualified and professional staff to focus on budget setting accounts
- Regular updates at Corporate Management Team in relation to budget processes
- Formal consultation on the budget with the Budget Jury
- Formal consultation in place with unions and individual employees
- Formal consultation with customer panel via SNAP in place

18. Customer Implications

18.1 The setting of the budget against the Corporate Priorities will ensure that the Council demonstrates to the customer that we have aligned our resources to the key services required.

19. Other Implications

Procurement Issues N/A
Governance/Performance Management N/A
Community Safety including Section 17 of Crime and Disorder Act 1998 - N/A
Policy - N/A
Environmental -N/A
Equalities and Diversity -N/A

20. Others Consulted on the report

Portfolio Holder	Yes
Chief Executive	Yes

Corporate Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	Yes

21 APPENDICES

Appendix A – High, Medium and Low Pressures

Appendix B – Unavoidable pressures

Appendix C – Savings / additional income generated

Appendix D – Capital Programme – proposed

22 BACKGROUND PAPERS

Budget timetable

Detailed budget working papers

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NEW REVENUE BIDS

APPENDIX C

Description	Department	2010/11 £'000	2011/12 £'000	2012/13 £'000	H/M/L	Commentary (link to priorities etc)
Funding for LSP	CORPORATE COMMS & POLICY	25	25	25	H	To increase funding to the LSP to ensure delivery of Council Objectives in priority areas
Age Well Scheme	STREET SCENE & COMMUNITY	10	20	20	H	The development of an Age Well Scheme for Bromsgrove would link directly to the new corporate priority One Community and Wellbeing, being focussed on provision of a range of opportunities for older people including smoking cessation and physical activity.
Discretionary Housing Payment	FINANCIAL SERVICES	5			H	To fund an increase in the Discretionary Housing Payments made by the Council - Link to Sense of Community and Customer Satisfaction
Upgrade to corporate resilient link between RBC & BDC	E-GOV AND CUSTOMER SERVICES	20	15	15	H	To improve link (resilience) between RBC & BDC to allow for additional shared services
Mosaic	CORPORATE COMMS & POLICY	8			H	To purchase Mosaic for 1 year to enable Council to identify customers and to target services to these customers
Strategic Plan development - flooding	PLANNING & ENVIRONMENT	15			H	To support the development of a strategic plan for flooding and watercourse management
Arrix Holding Trust	STREET SCENE & COMMUNITY	1	1	1	M	To be funded from other budgets
Climate Change - operational budget	STREET SCENE & COMMUNITY	10	10	10	M	To provide a budget for the climate change officer to deliver projects and meet statutory targets
Roundabout landscape Improvements	STREET SCENE & COMMUNITY	22			M	To improve appearance of roundabouts and image of Bromsgrove, enable further sponsorship of the roundabouts. Puddlewharf - Plant 2000 crocus around perimeter 50 no ornamental grasses in existing border £670.00 Buntsford : Plant 3000 Crocus
Wrap around to highlight events in District	CORPORATE COMMS & POLICY	6	6	6	M	To highlight events around the district
Wrap around consultation for residents	CORPORATE COMMS & POLICY	6			M	One off cost for wrap around to increase community consultation
HR21- CHRIS 21 development	HR & OD	7	7	7	M	To provide an enhancement to CHRIS21 to deliver and integrated HR and payroll system
Information Management	E-GOV AND CUSTOMER SERVICES	10	10	10	M	To provide sufficient funds to enable the Council to continue to support effective management of information through storage/ training and disposal arrangements
Microsoft SW License	E-GOV AND CUSTOMER SERVICES	25	25	25	M	To enable the upgrade of MS office
Implementation of E-forms for Benefits	FINANCIAL SERVICES	16	4	4	M	To provide electronic forms for benefit claims to enable access 24/7 and to reduce amount of manual intervention in the process
Town Centre Prospectus	CORPORATE COMMS & POLICY	15			M	To fund a high quality prospectus to attract new retail offer to the town
Young Advisors	CORPORATE COMMS & POLICY	4			M	To improve engagement with the youth of the District
Homelessness Prevention Grant	PLANNING & ENVIRONMENT		50	50	M	To maintain the funding for homeless prevention grants - this bid on basis of funding being withdrawn
Energy Efficiency	PLANNING & ENVIRONMENT	10			M	To enable funding for the home insulation project
Inter-generational Officer (post only no op's budget)	STREET SCENE & COMMUNITY	24	24	25	L	An inter-generational officer would be able to focus on areas of work across a number of teams within street scene and community in order to deliver against the new corporate priorities of older people, stronger communities and being healthy . The post will enable an action plan to be developed to encompass youth work, health priorities, arts, sports, education and community safety partnership objectives.
Easter Egg Hunt	STREET SCENE & COMMUNITY	4	4	4	L	As well as meeting the priorities of the Council, this would add a new series of events taking place at a time in the year where there is a shortfall of local events/activities. We would also look to deliver these at similar locations to that of Street Theatre - Bromsgrove Town Centre, Wythall, Rubery and Hagley. of the Improvement - Community Engagement/Community Events/Regeneration/Customer Satisfaction - Economic Develeoppment - Town Centre
Band Contest/Bromsgrove's Got Talent?	STREET SCENE & COMMUNITY	8	10	12	L	An idea around the Britain's Got Talent has been suggested many times and this would be a fantastic opportunity to include teenagers (an audience we don't currently do great deal for) The idea would be set around an event at Waseley Park (No Neighbours to worry about) and another in Sanders Park or Recreation Ground. We would select top 2 bands/performances to appear at a finale at the ARtrix. These would again link to Increase in both number of events and people attending Events.
Increase Bandstand Programme to other areas	STREET SCENE & COMMUNITY	5	8	10	L	During summer 2009 we have undertaken customer surveys in the locations: Hagley, Wythall and Rubery and have received positive feedback identifying a need for increased Arts based activities for children, families and older people. Eg: Drumming, Clowns, Art Workshops, Music Concerts, Brass Bands etc.. similar to those already received in Sanders Park Bandstand Programme. We would deliver a similar Programme to these three areas and grow the event each year. These would link to Improvement - Community Engagement/Community Events/Regeneration/Customer Satisfaction - Economic Develeoppment - Town Centre
CYP magazine/mapping and plotting of activities/se	STREET SCENE & COMMUNITY	5	5	5	L	Marketing/Improvement
Recycling in Schools Project	STREET SCENE & COMMUNITY	2	2	3	L	

NEW REVENUE BIDS

APPENDIX C

Description	Department	2010/11 £'000	2011/12 £'000	2012/13 £'000	H/M/L	Commentary (link to priorities etc)
Community Safety Town Centre Wardens (linked to night time economy)	STREET SCENE & COMMUNITY	56	56	56	L	To extend the current Neighbourhood Warden team from 3 to 5. The extra two wardens will be branded town centre wardens and will be dedicated to work within the St Johns Ward with special emphasis on the Town Centre and Sanders Park. An additional two wardens for town centre will allow the community safety team to have presence in these two hotspots most Thursday, Friday and Saturday evening as well as providing high visibility presence during some of the daytime periods to engage with communities that come into the town. The main priorities for these wardens will be to promote the town centre as a safe place to be, and increase customer satisfaction with the council in dealing with asb and disorder. The Wardens are able to offer a personal service of people who live, work and visit the town centre which will in turn improve their customer experience. Wardens will be a visible presence on behalf of the authority displaying a zero tolerance towards anti-social behaviour and disorder. Wardens will be able to work in conjunction with CCTV operations, Local policing teams and able to liaise closely with To provide a Whats on guide to market activities across the District
Whats on Guide	STREET SCENE & COMMUNITY	5	5	5	L	
Cleaning Machine for toilets	STREET SCENE & COMMUNITY	1			L	
Officer Climate Change	STREET SCENE & COMMUNITY	17	17	17	L	
Microsoft Project	E-GOV AND CUSTOMER SERVICES	5			L	
Distribution of Together Bromsgrove	CORPORATE COMMS & POLICY	38	38	38	L	
Older Persons Directory	CORPORATE COMMS & POLICY	8			L	
Life Channel	CORPORATE COMMS & POLICY	5			L	
Historic Buildings Grant	PLANNING & ENVIRONMENT	20	20	20	L	
Health & Safety Training	HR & OD	33	33	33	L	
MS Office Training - project	HR & OD	10	10	10	L	
TOTAL NEW BIDS - REVENUE		461	405	411		

UNAVOIDABLE PRESSURES

APPENDIX D

Description	Department	2010/11 £'000	2011/12 £'000	2012/13 £'000	Commentary (link to priorities etc)
Concessionary Travel Claims	STREET SCENE & COMMUNITY	50	50	50	Original Budget underestimated
60+ swimming programme	STREET SCENE & COMMUNITY	12			To maintain the level of financial support to the over 60s swimming programme
Ballot Boxes	LEGAL, EQUALITIES & DEMOCRATIC	12			Health & Safety requirement - to purchase new ballot boxes to ensure security and safety of customers and staff
Museum costs until transfer (over and above 20K)	STREET SCENE & COMMUNITY	4	4	4	Budget to met increased cost of keeping the museum in udable condition but closed. Expect situation to be resolved by 12/13 removing the need for funding.
Health & Safety inspections	STREET SCENE & COMMUNITY	8	4	4	H&S Requirements cemetery wall repairs & Memorial
DC Car Parking refunds	STREET SCENE & COMMUNITY	20	20	20	To meet costs associated with the refunds given to the public for use of the car park at the Dolphin Centre
Members Allowances	LEGAL, EQUALITIES & DEMOCRATIC	5	5	5	To meet the approved level of approved spend on members allowances - link to saving rate change
Elections	LEGAL, EQUALITIES & DEMOCRATIC		40		To meet costs associated with District Council elections - 60k already in budget
Elections	LEGAL, EQUALITIES & DEMOCRATIC	100			Parliamentary - income shown as received from Government
Elections systems support	E-GOV AND CUSTOMER SERVICES	27	27	27	Support / License cost for the shared elections service
CGS	E-GOV AND CUSTOMER SERVICES	10			To fund the costs associated with delivery of the statutory census
Payment to Royal Mail for delivery pre noon	CORPORATE COMMS & POLICY	3	3	3	To fund the costs associated with the delivery of the post before 12pm
Co					Additional cost increases from the Audit Commission in relation to
Audity inspection Fees	CORPORATE	30	30	30	inspection fees
BDHT cleansing income	STREET SCENE & COMMUNITY	50	50	50	Link to saving within cleansing DW21 to off set lack of income
Market Hall loss of income	PLANNING & ENVIRONMENT	16	16	16	Net income shortfall from original budget for market hall compared with new market facility
Income from BDHT re sale of houses	PLANNING & ENVIRONMENT		50	50	Income not being received from sale of houses via BDHT
Bank Charges	FINANCIAL SERVICES	12	12	12	Cost of giro charges for the Council Tax payments made by the customers
Bank Charges	FINANCIAL SERVICES	7	7	7	Cost of bank charges for council tax and NDR payment
Bank Charges	FINANCIAL SERVICES	41	41	41	Cost of standard bank charges now impacting on the Council for the general account following the free period of banking
Housing Benefit Admin Grant	FINANCIAL SERVICES	45	65	85	Impact of the proposed reduction in housing benefit administration grant as included in DWP report
Aston Fields and Sherwood road loss income due to sale of units	LEGAL, EQUALITIES & DEMOCRATIC	65	67	69	Budgeted income targets but will not be met if premises are sold.
Bromsgrove Rovers rent	CORPORATE	15	15	15	Pepper corn rent implications if a success bid is submitted in due course following winding up order
Repairs and Renewals funds	CORPORATE	130	130	130	To provide a fund for future repairs and renewals reserves for equipment and vehicles in the future
TOTAL UNAVOIDABLE		662	636	614	

Savings and income growth

APPENDIX A

Description	Department	2010/11 £'000	2011/12 £'000	2012/13 £'000	COMMENTARY
Review of Ryland Centre Funding	STREET SCENE & COMMUNITY	0	0	6	To remove BDC's grant support to the Ryland Centre
Cemetery Increased Income from Phase 2 and 3 at North Cemetery	STREET SCENE & COMMUNITY	0	4	8	Additional income generated
Elections	LEGAL, EQUALITIES & DEMOCRATIC	0	0	60	Remove funding as not required in 2012/13
Increased Income at Sanders Park	STREET SCENE & COMMUNITY	1	2	3	Hire Fees, Pavilion Rent & Resales
HGV Car Parking Introduced	STREET SCENE & COMMUNITY	2	2	2	Stourbridge Road car park charges
Increased allotment income from new plots	STREET SCENE & COMMUNITY	3	3	3	Based 90 new plots being available.
Increased football pitch income following capital investment	STREET SCENE & COMMUNITY	3	3	3	Income off set by increased cost of provision
"Together Bromsgrove" – cut one edition	CORPORATE COMMS & POLICY	5	5	5	Estimated net cost per edition
Reduce members car allowance to 0.40p per mile	LEGAL, EQUALITIES & DEMOCRATIC	5	5	5	Currently overspent to budget by £4k - reduction would bring budget back in line
Multit Storey Lighting savings.	STREET SCENE & COMMUNITY	8	8	8	Capital bid to improve efficiency of lighting provision would generate savings
Stop the Destination Wocs funding	STREET SCENE & COMMUNITY	10	10	10	To remove funding currently made by BDC
General Savings	CORPORATE COMMS & POLICY	10	10	10	
Housing Benefits - recovery of overpayments (may allocate 50/t post)	FINANCIAL SERVICES	10	10	10	Additional income generated
Late payments fee to be levied	FINANCIAL SERVICES	12	12	12	Based on % of current C Tax DD's to levy £10 fee per late/returned DD
Street Trading Consents	PLANNING AND ENVIRONMENT	15	15	15	Income generated from street trading consents
OD budget	HR & OD	20	20	20	To reduce OD corporate budget to £120k
Additional investment income	CORPORATE	20			Additional capital receipts from sale of industrial units c. £1m generating cash available for investment at least for 2010/11
Parking Increased Income	STREET SCENE & COMMUNITY	22	22	22	Based on report to cab 2/9/09 - £95k total - £43k re staffing - £33k hanover street - £10k 30 min tickets +£13k re waiting spaces removed
Parking Increased Income	STREET SCENE & COMMUNITY	25	25		From Market Hall site - temporary car park - 2 years
Parking Increased Income	STREET SCENE & COMMUNITY	83	83	83	Based on additional volume of car park sales during 2009/10
Grant funding re concessionary fares	STREET SCENE & COMMUNITY	90			Estimated additional grant to be received in 2010/11
Local Neighbourhood Partnerships	CORPORATE COMMS & POLICY	90	120	123	Removal of LNPs across the District
Elections	LEGAL, EQUALITIES & DEMOCRATIC	100			Parliamentary election offset by expenditure pressure
Change in salary budget requirement based on 0% pay award 2010/11	CORPORATE	125	125	125	Remove/replace original 2010/11 salary budgets with required levels based on 0% pay award
Alternative Methods of Service Delivery	CORPORATE	148	17	17	Net impact of shared service/ joint working and alternative methods of delivering Council services
TOTAL SAVINGS		807	501	550	

NEW CAPITAL BIDS

APPENDIX B

Description	Department	2010/11 £'000	2011/12 £'000	2012/13 £'000	H/M/L	Commentary (link to priorities)
North Bromsgrove Cemetery Phase 2 Expansion Multi Storey Lighting linked to savings	STREET SCENE & COMMUNITY	95			H	North Bromsgrove Cemetery was planned as a three phase development. Phase 1 opened in 2006 has approximately 1-2 years of full burial space left in consecrated ground. In order to continue to provide burial space for residents we need to develop Phase 1 - this funding would provide additional spaces for a number of years
Funding contribution to risky play/diversionary scheme at Catsmill (Shelley Close).	STREET SCENE & COMMUNITY	25			H	
Play Area removals and Upgrades	STREET SCENE & COMMUNITY	12	0	0	H	To provide play equipment / diversionary activities in Catsmill - the funding of £12k will be used with £50k from DCFS to meet overall project costs
Depot Site Alarm System	STREET SCENE & COMMUNITY	12			H	To remove a number of play areas that are unsuitable and to upgrade the facilities where appropriate
Funding for DFGs	STREET SCENE & COMMUNITY	25			H	To provide a more suitable alarm system at the depot
Pavilion Roof and Toilet Enhancements (sanders park)	PLANNING & ENVIRONMENT	90	90	90	H	To increase funding for DFGs to level expected in the statutory provision
Pay on Foot expense	STREET SCENE & COMMUNITY	55			H	The roof is in need of replacement/repair. It has been patched up over the years but leaks have impacted on the facilities within the building. The toilets are also in need of updating/improving in response to seasonal complaints of facilities.
Boleyn Road Football Pitch	STREET SCENE & COMMUNITY	200	80	0	M	Additional Pay on Foot installations
King George Football Pitch	STREET SCENE & COMMUNITY	115			M	Following the recent PPG17 Audit and the issues addressed with lack/qualitative of provision, we are looking to enhance current provision by improving drainage of existing pitches, creating a new car parking area and creating 1 senior, 2 Junior and 1 mini p
Plotments- New Inns Lane Frankley	STREET SCENE & COMMUNITY	85			M	Following the recent PPG17 Audit and the issues addressed with lack/qualitative of provision, we are looking to enhance current provision by improving drainage and the creation of two changing rooms to support the senior pitch. All this work will meet the f
Allotment extensions- Watt Close	STREET SCENE & COMMUNITY	20			M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Play Area removals and Upgrades	STREET SCENE & COMMUNITY	18			M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Bromsgrove Rugby Football Club	STREET SCENE & COMMUNITY	50	64	50	M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Mower with Grass Collection	STREET SCENE & COMMUNITY	15			M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Luton Van	STREET SCENE & COMMUNITY	25			M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Grants to RSLs	PLANNING & ENVIRONMENT	250			M	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Old Cemetery Toilets	STREET SCENE & COMMUNITY	17			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
3 Small RCVs	STREET SCENE & COMMUNITY	210			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
15000 Wheelie Bins	STREET SCENE & COMMUNITY	450			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Fork Lift for Stores	STREET SCENE & COMMUNITY	25			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
Gates & Barrier	STREET SCENE & COMMUNITY	35			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
BURT	CORPORATE COMMS & POLICY	25			L	Following the recent PPG17 audit the District has a current shortfall for allotments. Where possible we want to utilise existing BDC land. This area of land will provide the district with a further 45 plots at 1/32 Acre and car parking area.
TOTAL NEW BIDS - CAPITAL		1,854	234	140		

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

1ST DECEMBER 2009

REVIEW OF TREASURY MANAGEMENT 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 Treasury Management arrangements in place to ensure the security and effectiveness of Council investments.

2. RECOMMENDATION

- 2.1 Members to note the current arrangements for Treasury Management activities within the Council.

3. BACKGROUND

- 3.1 Treasury Management is defined as : the management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- 3.2 Local authorities manage surplus cash as part of their broader treasury management responsibilities. They operate within a national investment framework in which the Chartered Institute of Public Finance and Accountancy (CIPFA) describes the practices that define good treasury management. Local authorities are currently expected to:
- Define local investment limits and guidelines in an annual investment strategy prior to the start of each financial year and ensure that it is approved by full Council
 - Prepare an annual treasury management strategy and plan prior to the start of each financial year; and
 - Prepare an annual report after the year-end.

- 3.3 Bromsgrove District Council has – in the normal course of business – surplus cash, from which it seeks a return through investment. In 2004 the capital receipt generated from the Large Scale Voluntary Transfer of housing stock to BDHT increased the investments held by the Council and with the rates of return available at that time this investment income became a valuable source of income, which helped reduce the Council Tax burden.
- 3.4 In terms of governance and scrutiny, the Council has always complied with the national framework and (CIPFA) recommended practice. Current arrangements include:
- Treasury Management Strategy (TMS) – the annual TMS, which sets out the planned treasury management approach for the forthcoming year is presented to, and approved by, full Council in March each year (i.e. in advance of the financial year); and
 - Treasury management activity and performance is also incorporated within the Quarterly Integrated Finance and Performance reports presented to Cabinet and the Performance Management Board.

The Council currently complies with this recommended practice.

- 3.5 The world has been experiencing an economic downturn of exceptional proportions in which the origins can be traced back to the US and the sale of risky mortgages. However, by Summer 2007, the problem spread around the world, eventually leading to the collapse of the Icelandic banking system.
- 3.6 At the time, 127 English local authorities had funds in one or more of the Icelandic banks, with deposits totalling more than £954 million.
- 3.7 Many other local authorities – including this Council – did not have any funds invested in Icelandic banks at the time of their collapse. However, the repercussions of the collapse of Icelandic banks raised questions about the stewardship of funds held by local authorities.
- 3.8 In response to the Icelandic banking collapse, the Audit Commission carried out an urgent investigation, which examined local authorities' arrangements for placing and managing cash on deposit. This led to the publication of a national report in March 2009.
- 3.9 One of the key messages highlighted in the Audit Commission's report was that local treasury management arrangements vary and (nationally) the governance and scrutiny of treasury management arrangements specifically is generally poor.

- 3.10 A key recommendation within the Audit Commission's report was that CIPFA should revise and tighten its Treasury Management Code to take account of the findings in their report.
- 3.11 Consequently CIPFA are currently consulting upon a revised Treasury Management Code and guidance notes. The key changes to that Code are as follows:
- Enhancement of the role of scrutiny of treasury management strategies and procedures. It will be the Council's responsibility to identify an appropriate body or individual to have responsibility for the scrutiny function, which may be a committee such as a finance committee or audit committee.
 - Currently, full Council must approve the Treasury Management Strategy. The revised Code will allow approval from a relevant committee. Where approval is not by full Council, the decisions made must be reported to full Council.
 - The revised Code will require Treasury Management training to be available for relevant Council members with responsibility for treasury management; and
 - The existing Code requires the Treasury Management Strategy to be approved prior to the start of the financial year and a report presented after the end of the financial year. The revised Code will also require an interim or mid-year operational report.
- 3.12 Many of the concerns raised in the Audit Commission's report did not apply to this Council. Most notably of course, our approach protected the Council from unnecessary exposure to the Icelandic banking collapse. However officers will address the outcomes of the consultation to improve arrangements further at Bromsgrove District Council.

4. CURRENT ARRANGEMENTS AT BROMSGROVE

- 4.1 The current funds are managed in house with one of the finance officers undertaking this responsibility as part of a wider role. To ensure specialist advice and support is available for our investment purposes the Council has a contract with an external advisor "Arlingclose" who provide bespoke advice to officers to enable informed judgements to be made on placing investments with organisations. Members will be aware that we were advised as far back as May 2006 to withdraw any funds invested in Icelandic Banks following advice from Arlingclose due to their concerns as to the financial infrastructure of these institutions.
- 4.2 Daily schedules on ratings for individual banking institutions are received from Arlingclose by a number of officers in finance. In addition a weekly

update on movements in rates and economic changes are available. Regular meetings are held to discuss the opportunities for investment and revisions to policy and strategy together with Arlingclose providing training to officers in legislation changes and the development of the annual strategy in conjunction with Council officers.

4.3 Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council’s customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

The Council has not had and does not expect any default losses by any of its counterparties in relation to investments.

Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.

The credit criteria in respect of financial assets managed in-house by the Council are as follows:

Financial Asset Category	Criteria (Fitch ratings)	Maximum Investment
Deposits with banks	Short Term: F1+/F1 Support: 1,2,3 Long Term: minimum ‘AA-’/A	£3million/£2million
Deposits with building societies	Short Term: F1+/F1 Support: 1,2,3 Long Term: minimum ‘AA-’/A	£3million/£2million
Deposits with Debt Management Account – Deposit Facility (DMADF)		£no upper limit *

Fitch Ratings is an international credit rating agency (one of three nationally recognised rating agencies alongside Moody’s and Standard & Poor’s). Fitch Rating’s long-term credit ratings are set up along a scale from ‘AAA’ to ‘D’ where ‘AAA’ designates the best quality companies, reliable and stable through to ‘D’ where the company has defaulted on obligations and Fitch believes that it will generally default on all or most of its obligations. Fitch’s short term ratings indicate the potential level of default within a 12 month period. F1+ is the best quality grade, indicating exceptionally strong capacity of obligor to meet its financial commitment

At 30 September 2009 short term investments comprised:

	31 March 09 £	30 Sept 09 £
Deposits with Banks/Building Societies	8,425	10,550
Deposits with Debt Management Office (DMADF)*	5,500	5,000
Total	13,925	15,550

Investments with the DMADF are guaranteed by HM Treasury. Following advice from the Council's treasury advisors, from a credit perspective no upper limit was imposed on investments with the DMADF.

4.4 Income from investments

An investment income target of £166k has been set for 2009/10 using a projected return rate of 1.5 – 1.75 %. During the year bank base rates have dropped to 0.5% with little expectation of any upward increase in rates in the near future.

In the first half of 2009/10 the Council received income from investments of £43k. In order to maximise available returns within our risk criteria the Council is currently working with our treasury advisors with the view to placing a proportion of our investments in bonds issued by Multilateral Development Banks. These bonds meet the Government's criteria for specified investments (i.e. offering high security and high liquidity)

4.5 In addition to the external advice in relation to the choice of investments there are a number of robust internal control arrangements in place within the Council which are set out within the Treasury Management Principles (TMPs) which are regularly reviewed to ensure the most effective and secure controls are in place.

4.6 The Principles include the following controls that are adhered to by officers when any dealing / investments are being made :

- Daily cash flow monitoring
- Ensuring investments are only placed with the approved counter part list (very limited at present time)
- Adherence and recognition of the Councils money laundering policy

- Secure password protected access to nominated officers in finance to place investments
- Approved limits of investment levels with individual institutions
- Separate authorisation of investments from senior accountants
- Monthly reconciliations of the payments made and investments against the bank account.
- Quarterly monitoring of investment portfolio to Cabinet and Performance Management Board

5. FINANCIAL IMPLICATIONS

5.1 None other than those already included in this report.

6. LEGAL IMPLICATIONS

6.1 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 treasury management.

7. COUNCIL OBJECTIVES

6.1 The effective management of our investments ensures the funding is available for the delivery of all of the Council objectives

8. RISK MANAGEMENT

8.1 The effective controls we have in place ensure the balance between risk and generating a level of investment income back to the Council.

9. CUSTOMER IMPLICATIONS

9.1 Effective and secure treasury management arrangements ensure that the investments made

10. EQUALITIES AND DIVERSITY IMPLICATIONS

10.1 There are no equalities and diversity issues arising from this report.

11. VALUE FOR MONEY IMPLICATIONS

11.1 Effective management of our investments within a robust framework support the Councils delivery of value for money within a low risk environment.

12. 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

13. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	
Chief Executive	
Executive Director - Partnerships and Projects	
Executive Director – Services	
Assistant Chief Executive	
Head of Service	
Head of Financial Services	
Head of Legal, Equalities & Democratic Services	
Head of Organisational Development & HR	
Corporate Procurement Team	

14. WARDS AFFECTED

15. APPENDICES

None

16. BACKGROUND PAPERS

Treasury Management Strategy March 2009
Quarterly integrated finance reports to Cabinet & PMB

CONTACT OFFICER

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BROMSGROVE DISTRICT COUNCIL

JOINT OVERVIEW & SCRUTINY BOARD

TUESDAY 1ST DECEMBER 2009

SCRUTINY OF CRIME AND DISORDER

Responsible Portfolio Holder	Cllr G. N. Denaro
Responsible Head of Service For Overview and Scrutiny	Mrs. C. Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY

- 1.1 This report is to brief Members of the Joint Overview and Scrutiny Board on the statutory provisions for the scrutiny of crime and disorder.

2. RECOMMENDATIONS

- 2.1. That Members note the requirements and role for the scrutiny of crime and disorder and comment on how they would like to see this taken forward.
- 2.2. That the Chairman of the Joint Overview and Scrutiny Board be requested to meet with the Portfolio Holder for Community and Customer Engagement and Community Safety and relevant officers, including a representative from the Community Safety Partnership, to discuss the approach and timetable for the scrutiny of crime and disorder in line with statutory requirements.
- 2.3. That any proposed protocol resulting from the outcome of the meeting referred to in 2.2 above be submitted to the Joint Overview and Scrutiny Board and the Community Safety Partnership for formal approval.
- 2.4. That a special meeting of the Joint Overview and Scrutiny Board be convened in the spring of 2010 to consider crime and disorder scrutiny matters.

3. BACKGROUND

- 3.1 Sections 19 – 21 Police and Justice Act 2006 (effective as from 30th April 2009) and the Crime and Disorder (Overview and Scrutiny) Regulations 2009 refer to the requirement to introduce procedures for the scrutiny of the Crime and Disorder Reduction Partnerships (CDRPs), including the introduction or designation of a scrutiny committee for this purpose. In Bromsgrove the Joint Overview and Scrutiny Board (JOSB) has been designated as the committee responsible for scrutiny of the CDRP.

- 3.2. The statutory powers a crime and disorder scrutiny committee has are:
- To scrutinise how the CDRP partnership members are discharging their crime and disorder functions,
 - To require information to be provided by partners, and require attendance at meetings, and
 - To require partners to respond to reports and 'have regard' to recommendations.
- 3.3. Legislation requires the members of the local CDRP to take part in the Overview and Scrutiny process. This includes the main CDRP partners ('responsible authorities'): the Council, the police authority and police force, the primary care trust, the fire and rescue authority, plus the 'co-operating bodies': probation, parish councils, NHS trusts, proprietors of independent schools, further education institutions.
- 3.4. In Bromsgrove, the JOSB has been designated as the crime and disorder scrutiny committee. At its meeting on Wednesday 29th April 2009, the Council made amendments to the Overview and Scrutiny functions and resolved:
- ~ "(a) that a Joint Overview and Scrutiny Board be created to enable the Council to discharge the following functions: Councillor Calls for Action, Crime and Disorder Calls for Action, Petitions, scrutiny of the budget; and that it be designated as the Crime and Disorder Committee in accordance with the Police and Justice Act 2006".

4. CRIME AND DISORDER REDUCTION PARTNERSHIPS

- 4.1. Crime and Disorder Reduction Partnerships (CDRPs) are partnership bodies made up of the key statutory organisations involved in tackling and preventing crime and disorder in the local area. In Bromsgrove the CDRP is known as the Community Safety Partnership.
- 4.2. The 1998 Crime and Disorder Act established partnerships between the police, local authorities, probation service, health authorities, the voluntary sector, and local residents and businesses. According to the Home Office, "these partnerships are working to reduce crime and disorder in their area by:
- ~ Establishing the levels of crime and disorder problems in their area, and consulting widely with the population of that area to make sure that the partnership's perception matches that of local people, especially minority groups, such as gay men and lesbians, or members of ethnic minorities.
 - ~ Devising a strategy containing measures to tackle those priority problems. This is to include targets, and target owners for each of the priority areas. The strategy will last for three years, but must be kept under review by the partnership". (Home Office)
- 4.3. In Bromsgrove the Community Safety Partnership includes: Bromsgrove District Council (including the Portfolio Holder for Community Safety and

The Head of Street Scene & Community, the Community Safety team, Neighbourhood Wardens and Local Strategic Partnership Officer), West Mercia Police, the West Mercia Police Authority, the West Mercia Probation Trust, Worcestershire County Council, Redditch Borough Council, Bromsgrove District Housing Trust, Worcestershire PCT and Worcestershire Drug Alcohol Abuse Team (DAAT).

5. FREQUENCY OF MEETINGS

- 5.1. According to the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 4, "A crime disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions, no less than twice in every twelve month period".
- 5.2. It is currently envisaged that the JOSB will continue to act as the crime and disorder scrutiny committee and will meet around 4 times a year to consider crime and disorder matters. The JOSB would also be able to establish Task Group reviews to consider specific crime and disorder issues in depth and report back to the main committee, in accordance with current constitutional arrangements.
- 5.3. It is recommended that a further meeting of the JOSB be convened in the Spring of 2010 in order to consider crime and disorder scrutiny matters and the performance of the CDRP. Key stakeholders from the CDRP could also be invited to attend this meeting. It is proposed that the timetable for the future pattern of crime and disorder scrutiny meetings be finally agreed after the proposed discussions between the Chairman of the JOSB and the Portfolio Holder for Community and Customer Engagement and Community Safety.

6. ATTENDANCE AT COMMITTEE MEETINGS

- 6.1. In discharging its scrutiny of crime and disorder functions, the JOSB will require the attendance before it of relevant officers, employees or members of a responsible crime and disorder body or partner organisation to answer questions or otherwise provide information. In such a case, representatives will be requested to attend in the normal way (see the Overview and Scrutiny Guidance published by Bromsgrove District Council). It is envisaged that this process be clarified in a crime and disorder protocol or guidance agreed between the JOSB and the Community Safety Partnership.
- 6.2. According to the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 6(2), "the crime and disorder committee must give the person whose attendance it requires... at least two weeks' notice of the date on which that person is required to attend, unless the person agrees to a shorter period of notice" and at (3), "a person whose attendance is

required... shall attend on the specified date, unless the person has a reasonable excuse”.

7. REQUESTS FOR INFORMATION

- 7.1. According to the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 5(1), where a crime and disorder committee makes a request for information relevant to the exercise of its functions to the responsible authorities or the co-operating persons or bodies, the authorities must provide such information. Such information “must be provided no later than the date indicated in the request or, if some or all of the information cannot be reasonably be provided on such date, as soon as reasonably possible”. It is envisaged that this process be clarified in a crime and disorder protocol or guidance agreed between the JOSB and the Community Safety Partnership.

8. SCRUTINY REPORTS AND RECOMMENDATIONS

- 8.1. Overview and scrutiny committees may decide, upon consideration of a matter, to make a report and recommendations to the responsible authority and decision maker(s), in accordance with the usual Overview and Scrutiny process (as set out in the Overview and Scrutiny Guidance published by Bromsgrove District Council).
- 8.2. Overview and scrutiny committees cannot make any executive decisions, but they may make recommendations to any statutory partner or organisation that affects the well being of local residents, including members of the Community Safety Partnership (or CDRP). Scrutiny reports usually aim to set out the context and findings of a scrutiny investigation and set out any recommendations, along with the evidence to support those recommendations.

9. THE EXECUTIVE RESPONSE

- 9.1. When scrutiny recommendations are put forward to any organisation or partnerships, overview and scrutiny committees usually request an Executive Response. In the case of recommendations to Bromsgrove District Council, the Executive Response is usually requested from the Cabinet. In the case of other organisations, an Executive Response may be requested to the decision making body of the agencies to which recommendations have been addressed.
- 9.2. An Executive Response usually outlines the broad response to the report and recommendations put forward by the scrutiny committee along with an Executive Decision for each of the individual recommendations for which it has authority. An Executive Decision may either agree, reject or amend a scrutiny recommendation. An Executive Response may also include an action plan and timetable for the implementation of agreed scrutiny recommendations.

- 9.3. According to the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 7 (1), “where a crime and disorder committee makes a report or recommendations to a responsible authority or to a co-operating person or body.... The responses to such report or recommendations of each relevant authority, body or person shall be-
- ~ In writing; and
 - ~ Submitted to the crime and disorder committee with a period of 1 month from the date of the report or recommendations or, if this is not reasonably possible, as soon as possible thereafter”.
- 9.4. It is envisaged that this process be clarified in a crime and disorder protocol or guidance agreed between the JOSB and the Community Safety Partnership.

10. MONITORING AND REVIEW

- 10.1. The Overview and Scrutiny Boards at Bromsgrove District Council, like most other local authority scrutiny committees, routinely monitor and review the implementation of agreed scrutiny recommendations. This enables all parties to check on the implementation status of agreed recommendations and helps to monitor the effectiveness of the scrutiny process.
- 10.2. According to the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 7 (2), “the crime and disorder committee shall review such responses and monitor the action (if any) taken by the relevant responsible authorities, co-operating persons or bodies in accordance with its powers”.
- 10.3. In order to do this, the responsible agencies will be requested to provide a periodic update on the implementation of agreed scrutiny recommendations, until all of the agreed recommendations have been fully implemented. Where the responsible agencies have provided an action plan as a part of their Executive Response, this can be used as a tool to effectively monitor implementation. It is envisaged that this process be clarified in a crime and disorder protocol or guidance agreed between the JOSB and the Community Safety Partnership.

11. SCRUTINY OF CRIME AND DISORDER PROTOCOL OR GUIDANCE

- 11.1. In order to ensure that there is a clear process for discharging the scrutiny of crime and disorder function, there is a need to establish appropriate procedures, protocols or guidance for how it should be carried out. There may also be a need to amend the Council Constitution to reflect this.
- 11.2. It is therefore recommended that the Chairman of the JOSB meet with the Portfolio Holder for Community and Customer Engagement and Community Safety and appropriate officers to discuss possible options for establishing a process to effectively scrutinise crime and disorder matters.

11.3. According to the Home Office Guidance for the Scrutiny of Crime and Disorder Matters – England, Implementing Sections 19 and 20 of the Police and Justice Act 2006, local authorities and CDRP partners should “consider developing a short, flexible and meaningful protocol which lays the mutual expectations of scrutiny members and partners of the community safety members and partners of the community safety scrutiny process”. (Scrutiny of Crime and Disorder Matters – England p.25).

11.4. Attached at Appendix 1 is a prototype protocol by way of example of what may be included in an agreed protocol or guidance. This is intended to establish and agree outline procedures and clarify expectations on how the scrutiny of crime and disorder will work. It is not envisaged as a straight jacket to the practical working of the process. It is advised that the Chairman of the JOSB discuss the protocol or guidance at the proposed meeting with the Portfolio Holder for Community and Customer Engagement and Community Safety.

12. INVOLVEMENT OF THE WEST MERCIA POLICE AUTHORITY

12.1. According to the Home Office Guidance for the Scrutiny of Crime and Disorder Matters – England, Implementing Sections 19 and 20 of the Police and Justice Act 2006, “local authorities should, in all instances, presume that the police authority should play an active part at committee when community safety matters are being discussed” (p.29). It goes on to outline different options that may be followed to involve police authorities in the process, including the cooption of a member of the police authority or the appointment of a member of the police authority as an advisor to the crime and disorder scrutiny committee. The latter option is given in the guidance as the probable preference for most district authorities and it is envisaged at this stage that the West Mercia Police Authority will be requested to nominate a representative as advisor to the JOSB on crime and disorder matters, with a standing invitation to attend when crime and disorder issues are being discussed and requested to attend when expert advice is envisaged to be required.

12.2. It is advised that consideration of this option is considered at the proposed meeting between the Chairman and the Portfolio Holder for Community and Customer Engagement and Community Safety.

13. FINANCIAL IMPLICATIONS

13.1 There are no financial implications envisaged for the purposed of this report.

14. LEGAL IMPLICATIONS

14.1 The following legislation, regulations and Government Guidance is relevant to the discharge of the scrutiny of crime and disorder function, as outlined in this report:

- ~ The 1998 Crime and Disorder Act.
- ~ Police and Justice Act 2006 Sections 19 – 21.
- ~ The Crime and Disorder (Overview and Scrutiny) Regulations 2009.
- ~ The National Support Framework, Delivering Safer and Confident Communities, guidance for the scrutiny of crime and disorder matters – England.

15. COUNCIL OBJECTIVES

- 15.1 The scrutiny of crime and disorder links to the Council Objective Three: Sense of Community and Well Being.

16. RISK MANAGEMENT

- 16.1. If the Council fails to adopt a policy and procedure for the scrutiny of crime and disorder matters, this could result in a failure to comply with a legislative requirement; the loss of an opportunity to improve or achieve an outcome for local communities with regards to crime and disorder issues; and it would affect the Council's reputation.

- 16.2. These risks are being managed through the designation of a crime and disorder scrutiny committee, through the proposals to establish an agreed approach and protocol between the Joint Overview and Scrutiny Board and the Community Safety Partnership.

17. CUSTOMER IMPLICATIONS

- 17.1. The recommendations contained in this report will involve engagement with statutory and non-statutory partner organisations which may be involved in the Overview and Scrutiny process and specifically in the scrutiny of the crime and disorder partnerships. This will help to inform and engage with Council partners in a constructive process.

- 17.2. Council partner organisations may, as part of the Overview and Scrutiny process, be invited to attend Overview and Scrutiny meetings to give evidence as part of a scrutiny inquiry, they may be requested to provide written evidence to a scrutiny committee, or they may be asked to respond to Overview and Scrutiny recommendations on their area of service provision. All of these things are already possible under previous legislative arrangements, but the proposals set out in this report will reinforce this role and provide more formalised arrangements for the scrutiny of crime and disorder partnerships.

- 17.3. Implications for local residents may include future local public inquiries into crime and disorder matters, which may result in the consideration of crime and disorder issues of public concern being raised within a local democratic and public forum, with the view of tackling these issues to improve community well being.

18. EQUALITIES AND DIVERSITY IMPLICATIONS

18.1 The consideration of crime and disorder issues by Bromsgrove Overview and Scrutiny Committees will routinely give extra consideration of the equality and diversity implications of matters under consideration, including identification of particular issues for minority groups and access to services by all sections of the community.

19. VALUE FOR MONEY IMPLICATIONS

19.1 There are no value for money implications for the purpose of this report.

20. CLIMATE CHANGE AND CARBON IMPLICATIONS

20.1 There are no climate change and carbon implications for the purposes of this report.

21. OTHER IMPLICATIONS

Procurement Issues None
Personnel Implications None
Governance/Performance Management The proposals set out in this report will further develop the governance arrangements for Overview and Scrutiny through the scrutiny of crime and disorder partnerships.
Community Safety including Section 17 of Crime and Disorder Act 1998 The proposals set out in this report will further develop the provisions for the scrutiny of crime and disorder partnerships.
Policy None
Environmental None

22. 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

23. WARDS AFFECTED

All Wards.

24. APPENDICES

Appendix 1 The Scrutiny of Crime and Disorder Partnerships Protocol – Draft.

Appendix 2 Crimewatch, effective scrutiny of police and crime – Local Government Association

25. BACKGROUND PAPERS

- ~ The Crime and Disorder (Overview and Scrutiny) Regulations 2009.
- ~ The National Support Framework, Delivering Safer and Confident Communities, guidance for the scrutiny of crime and disorder matters – England.

CONTACT OFFICER

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The Scrutiny of Crime and Disorder Partnerships Protocol - DRAFT

1. Introduction

The purpose of this protocol is to describe the roles and relationships of the bodies involved in the scrutiny of crime and disorder partnerships and to outline the process for how this will work, in order to help build the relationships between the crime and disorder partnership bodies and the Overview and Scrutiny committees at (Local Authority Name) Council. It is not intended to provide a ridged standard and should be interpreted flexibly where necessary to accommodate the partner agencies involved through mutual agreement.

2. Roles and Responsibilities

The Crime and Disorder Reduction Partnership

The (Local Authority Name) Crime and Disorder Reduction Partnership (CDRP) xx (find their definition of what they do).

The Crime and Disorder Scrutiny Committee

In (Local Authority Name) the crime and disorder scrutiny committee has been designated as the **(scrutiny committee name)**. This committee may delegate crime and disorder scrutiny to subcommittees, as required.

The role of the crime and disorder scrutiny committee is to examine how the CDRP members are discharging their crime and disorder functions and where appropriate, to make reports and recommendations to the CDRP partners.

3. Crime and Disorder Scrutiny Committee Meetings

The Crime and Disorder Scrutiny Committee meets at least 4 times a year. Each meeting shall include a consideration of crime and disorder matters as a standing item.

Subcommittees and/or Task Groups may be established by the committee that report back to the main committee and additional meetings may be convened for this purpose.

Representation of the (name) Metropolitan Police Association

The (name) Metropolitan Police Association (XXMPA) will be invited to nominate a Crime and Disorder Advisor to the Crime and Disorder Scrutiny Committee, who will have a standing invitation to attend meetings of the committee and any subcommittees.

4. The Overview and Scrutiny Work Programme

The CDRP should be requested annually to report to the Crime and Disorder Scrutiny Committee on the key crime and disorder issues in (Local Authority Name) and key targets for the CDRP – (The (Local Authority Name) Community Safety Strategy???. This should help to identify the key issues where the Crime and Disorder Scrutiny Committee can make a constructive and useful contribution to the work of the CDRP.

The Crime and Disorder Scrutiny Committee should, in consultation with the CDRP, decide which key issues of crime and disorder to consider during the year and these topics should be added to the Overview and Scrutiny Work Programme as a part of the normal Overview and Scrutiny work planning process.

Additional topics for consideration may arise during the year. These could either be brought up by the Crime and Disorder Scrutiny Committee or referred to the scrutiny committee by the CDRP. Crime and disorder issues for consideration by the committee may also arise from a Councillor Call for Action, referral from the Council or from the Leader and Cabinet or from a proposal submitted by a member of the public.

5. Attendance Requests

The Crime and Disorder Scrutiny Committee or subcommittees may request the attendance of a representative of the CDRP or a member body of the partnership. This should be made in writing, giving at least one month notice and outline the reasons for the request.

6. Requests for Information

The Crime and Disorder Scrutiny Committee and subcommittees may request written information from the CDRP or a member body of the partnership, eg a report on a particular crime and disorder issue. The request should be made in writing, giving at least one month notice, describing precisely what information is requested and outlining the reasons for the request. If it is not possible for the information to be provided within the timescale required, the CDRP body should write back giving the reasons for this and giving a time when the information will become available and any alternative information available instead.

7. Reviewing CDRP Performance

The Crime and Disorder Scrutiny Committee should request the CDRP to report on its performance annually. This should include performance against its key targets and performance indicators.

8. Scrutiny Reports and Recommendations

The Crime and Disorder Scrutiny Committee may make recommendations and/or a report to the CDRP or a member body. Recommendations should be recorded in the minutes of the Crime and Disorder Scrutiny Committee and referred to the CDRP (and where appropriate, specific board members), **within 5 working days**. Recommendations may be accompanied by a report where an issue has been considered in depth.

Recommendations should be made to the lead agencies responsible for making the executive decisions, identifying the lead agency and referencing other partner agencies involved.

9. The Executive Response

The CDRP and other executive decision makers identified in the scrutiny recommendations should respond **within 6 weeks** with an Executive Response and Executive Decisions.

The Executive Response should briefly outline the response of the CDRP and/or the other executive decision makers identified and the Executive Decisions should either **agree, amend** or **reject** each recommendation.

10. The Scrutiny Implementation Plan

The CDRP and other executive decision makers identified should also provide, long with the Executive Response or **within 3 months**, a Scrutiny Implementation Plan outlining the specific actions they intend to take for each agreed or amended recommendation and identify the completion date for each.

11. Implementation Tracking

The Crime and Disorder Scrutiny Committee should ask representatives of the CDRP and other executive decision makers identified to report back on the implementation of the agreed or amended recommendations when all of the recommendations are due to be implemented.

Where implementation spans over a long period of time, the Crime and Disorder Scrutiny Committee may request an interim progress report.

The Crime and Disorder Scrutiny Committee should determine whether or not the recommendations are fully implemented and where recommendations are not implemented seek agreement on a new implementation date and reconsider the issue some time after this new date.

If it should be impossible to implement the recommendation, the decision maker should be asked to provide an explanation for this and what action they decide to take instead.



Local Government Association

crimewatch

effective scrutiny of police and crime

“What are the issues which concern people in the area you represent? Crime and anti-social behaviour are often mentioned. Crime and anti-social behaviour can blight the lives of individuals and communities. Thankfully, serious crime remains rare. But even low-level disorder such as graffiti and abandoned cars ruin our public spaces and are associated with fear of crime, holding back regeneration of disadvantaged areas and creating an environment in which crime can take hold.

“Councillors as community leaders are in touch with these concerns. Councils have proved they can work side-by-side with a whole range of other agencies in order to tackle crime. Councillors have the expertise to listen to and act on the needs of local people. Residents now have new opportunities to talk to public agencies to find out about crime, to influence activity and to hold agencies to account. And the police are central to these arrangements.

“Our traditions see the police being anchored in the community, and we all know that policing is most effective when accountable to the people they serve. To ensure that the police focus on issues which matter to local people, councils can now extend their community leadership role, through the new scrutiny powers on crime and disorder. This provides an opportunity to hold public services to account, to review what is being done to tackle local problems, and to find better ways to reduce crime and disorder locally.

“This publication aims to highlight what effective scrutiny of police and crime can achieve.”

**Councillor Les Lawrence, Chairman,
LGA Safer Communities Board**



seven steps to success: a good scrutiny review . . .

focuses on a priority issue

- There is intelligent prioritisation of subjects for review, choosing important, timely issues, where scrutiny can add value
- Reviews do not conflict with other service improvement work, or the programme of external inspectorates

is well planned

- Reviews are well planned/scoped, have clear objectives and a manageable scale
- In planning the review, there is understanding of who needs to be influenced, and how to do this (stakeholder analysis)

builds profile and understanding

- There is effective communication about forthcoming reviews with decision-makers and with the staff of the service

is innovative

- The work encourages new ideas, innovation and dialogue, through finding new ways to work
- An imaginative approach to evidence gathering is taken, including hearing from the public and service users, whilst maintaining the focus of the review

is constructive

- Decision-makers and relevant staff are engaged in the scrutiny debate in a way which contributes to a constructive outcome
- Reviews into something which may have gone wrong focus on learning for the future

advocates change

- Recommendations are made, as appropriate, both to improve how the partnership tackles immediate problems, and which will feed into the longer term policy framework and budget. Necessary challenge is not evaded.
- Recommendations made to external service providers and other agencies, are supported by good communication and awareness of the need to build partnership working

leads to action

- The findings of the review are communicated and support of the executive, the council and the partnership sought.
- Implementation of agreed recommendations is carried out (and the scrutiny committee monitors that this happens).

further information

The statutory guidance for crime and disorder scrutiny can be found at: <http://www.crimereduction.homeoffice.gov.uk/regions/regions022.htm>

The Centre for Public Scrutiny guide to Councillor Calls for Action can be found at: <http://www.cfps.org.uk/what-we-do/publications/cfps-general/?id=92>

A wider conversation: effective scrutiny of Local Strategic Partnerships (February 2007) is available from: <http://www.idea.gov.uk/idk/aio/6017524>

Information on Local Area Agreements is available from the LGA website including: *A councillor's guide to the new Local Area Agreements*, and *Changing places: Local Area Agreements and two-tier local government*.

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the new scrutiny powers

Councils have new powers to scrutinise crime and disorder issues. Provisions for crime and disorder scrutiny in the Police and Justice Act 2006 came into force in England at the end of April 2009. At the same time the Councillor Call for Action (CCfA) on crime and disorder came into effect.

The members of Crime and Disorder Reduction Partnerships are required to take part in scrutiny locally. This includes the main partners ('responsible authorities'): the council, the police authority and police force, the primary care trust, the fire and rescue authority, plus the 'co-operating bodies': probation (soon to become a responsible authority), parish councils, NHS trusts, proprietors of independent schools, further education institutions.

the powers this scrutiny committee has are:

- to scrutinise how the partnership members are discharging their crime and disorder functions;
- to require information to be provided by partners, and require attendance at meetings;
- to require partners (responsible authorities and the co-operating partners) to respond to reports within 28 days, and 'have regard' to recommendations.

These new powers can be integrated into your existing arrangements for overview and scrutiny. There is flexibility about how this can be done. Your council may well have already have carried out scrutiny investigations on crime and disorder issues. This will have involved the police, and other organisations dealing with crime and anti-social behaviour, on a voluntary basis, so for many areas there is a strong foundation on which to build.

The police, and other partners, will be signed up to crime targets in the Local Area Agreement. There are specific scrutiny powers in relation to delivery of Local Area Agreements, but for the police, the Police and Justice Act provides a framework within which to review performance against Local Area Agreement targets, and to make scrutiny recommendations.

CCfA gives councillors a new right to raise matters of concern to their constituents with their council's overview and scrutiny committee, where other attempts to resolve the issue have been exhausted. It is a further tool to strengthen councillors in their role as advocates and champions for the communities that elected them.

reducing the fear of crime: London Borough of Merton

Merton is the fourth safest borough in London. Figures for most categories of crime have fallen year on year. Yet fear of crime persists. In the annual residents' survey of 2008, fear of crime rose by 7 per cent to 43 per cent, as the topmost concern of Merton residents. The fear of crime appeared out of proportion to the risk, and was harming local people's lives.

That's why councillors from the London Borough of Merton undertook a scrutiny review on the issue of fear of crime. A detailed review of the national and local evidence was undertaken, for example identifying which parts of the borough had higher crime levels. Four members of the scrutiny commission met with the police Borough Commander and his colleagues to learn more about what was being done to reduce fear of crime in the area. The review chair attended meetings of the Merton Seniors Forum, and the student parliament at Merton College to discuss how fear of crime impacts on the daily lives of older and younger people. Recommendations to the Safer Merton partnership included, plans for better public information,



tackling issues in specific areas such as the town centres and station areas, and on public transport, and work on 'designing out crime' in housing estates and town centres. Councillor Peter Southgate, who chaired the review, commented

"Fear of crime blights people's lives, and inhibits them from doing everything they might want to do. Whilst there's no easy answer, a series of measures to address anti-social behaviour - rather than serious crime - can give them back the confidence they need to get out and about again, and lead more fulfilled lives."



Councillor Peter Southgate
London Borough of Merton

making arrangements to use the new powers

All English authorities now have to set up an overview and scrutiny committee for crime and disorder, or designate an existing scrutiny committee as having this role. In many cases such a committee will already exist. There does not have to be a separate crime and disorder scrutiny committee or sub-committee. This function can be exercised by an overarching scrutiny committee, or scrutiny management committee, if this is what is preferred locally. These powers can also be exercised by task and finish groups or panels set up to carry out a specific scrutiny review.

In areas with two tiers of local government, the powers are held by districts and county councils. Crime and Disorder Reduction Partnerships are at a district level, with a county strategy group providing co-ordination county-wide. There is local choice about how to carry out crime and disorder scrutiny in a two tier area, as long as every area is covered by arrangements for crime and disorder to be scrutinised. There is also a requirement that the committee with the responsibility to scrutinise crime and disorder issues should consider this at least once a year.

hearing different views

The scrutiny committee dealing with crime and disorder issues can choose to co-opt additional people to become part of the committee. These could be long-term co-options, or for the purpose of a specific review.

The Local Government Act 2003 allows councils to introduce a co-option scheme granting voting rights to co-optees on scrutiny committees who are not councillors. Whether or not your council has such a scheme, the Crime and Disorder (Overview and Scrutiny) Regulations 2009 allow the designated committee to co-opt people and to give them voting rights. There should not be a greater number of these co-optees than the number of councillors voted onto the committee by the council.

The Association of Police Authorities has urged councils to consider co-option of a member of the police authority onto the scrutiny committee. Openness, dialogue, and clarity of function with the police authority are vital, but bear in mind there are other ways in which these could be achieved, not only co-option.

Different voices can be heard in scrutiny as expert advisors, observers, through planned consultation and public meetings of various kinds, visits, and inviting witnesses to scrutiny hearings.



what scrutiny might achieve

Some positive ways in which scrutiny could contribute to crime and disorder reduction:

- improve the performance of the Crime and Disorder Reduction Partnership in achieving the goals set out in the strategy to reduce crime, reviewing information about the incidence of crime and public confidence levels;
- engaging councillors, the wider community, the police and other public services, in innovation, finding new ways to tackle the causes of crime and its consequences for the area;
- support councillors who are not part of the council executive to contribute to strategy development for crime and disorder reduction;
- enhance democratic accountability and openness locally in relation to non-council services;
- engage service users and other local people in wider dialogue with the Crime and Disorder Reduction Partnership.

Scrutiny will work through a range of activities. These could include regular performance reports, question and answer sessions with the appropriate cabinet member and representatives of other partner bodies, one-off depth reviews, and a wide range of approaches to public involvement.

reviewing neighbourhood policing: Nottingham City Council

This scrutiny panel aimed to investigate whether neighbourhood policing in Nottingham contributed towards community safety, reduced crime and fear of crime. The review, was chaired by Councillor Cat Arnold, who said:

“We chose three local beat areas for investigation. Councillors visited these three neighbourhoods to meet the police teams at their police stations, and we discussed policing of the neighbourhood with local residents and the police. We also heard from other contributors.”

The recommendations made particularly focused on getting different parts of the council to work better with the neighbourhood beat teams. This included the council’s neighbourhood management team; youth work; work on licensing to tackle alcohol-related crime; and better public information on community safety issues. Recommendations also promoted broader involvement of ward councillors in meetings with police; and joint training between councillors, police, housing and other neighbourhood staff.



Councillor Cat Arnold
Nottingham City Council



councillors tackling crime and disorder

Crime and Disorder Reduction Partnerships have existed since 1998. The partnership will regularly ensure that the incidence of crime and disorder, and levels of public confidence in the area are systematically assessed. A Crime and Disorder Reduction Strategy will frame their work.

Scrutiny is just one of the democratic roles through which councillors lead and shape the work of Crime and Disorder Reduction Partnerships.

- **Leadership:** leaders and other executive members have a vital role in the Crime and Disorder Reduction Partnerships. Councillors also play a leadership role in relation to the police as members of police authorities, alongside magistrates and independent nominees.
- **Strategy development:** councillors agree the Crime and Disorder Reduction Strategy, and the LAA and the Sustainable Community Strategy which will all set out plans to reduce crime.
- **Scrutiny:** councils are increasingly involved in scrutinising other public services. As well as powers in relation to crime and policing, councils scrutinise NHS bodies and health issues, and LAA partners.

- **Neighbourhood representation:** at a neighbourhood level, there will be meetings between councillors, the police and the public which will review the incidence of crime in the area as well as levels of public confidence, and discuss how the council is working with the police to deal with this.

the effects of criminal damage: Basildon District Council

Vandalism, particularly in the area's parks and open spaces, and to public sector housing, was investigated by this review. Councillors wanted to understand why vandalism is committed, who it affects, and the level and cost of damage to council-owned land and property. This included graffiti, vandalism, arson, damage to cars and to property.

The task and finish group of four councillors gathered information from the police, university academics, relevant council staff, and the local victim support group. Essex police provided a presentation with statistics on the extent of criminal damage locally.

There was detailed investigation of the costs of criminal damage to the council-owned parks and open spaces, and to their housing service initiatives to design out crime

were considered. Risks to council houses left empty were of particular concern. The review also heard from the council's graffiti removal service and community wardens. Recommendations covered actions which could be taken within the council, better reporting on the role of the crime and disorder reduction partnership to councillors, and better public information. Lead member and champion for scrutiny, Councillor Sylvia Buckley, said:

“ This was an early and successful overview and scrutiny review that identified a wide range of initiatives to reduce criminal damage in our district; the council continues to monitor progress and build upon the review outcomes. ”



Councillor Sylvia Buckley
Basildon District Council



Lessons from health scrutiny

Councils have had specific powers to scrutinise health since 2001.

Councillors may want to consider locally how that has worked, and what pointers that provides for the scrutiny of crime partners. Here are some suggested lessons.

- **Agree how you are going to work**

From the outset, liaise with external services and partner organisations who may be subject to scrutiny.

Create a protocol or code of conduct agreeing mutual roles, and practical arrangements about how you are going to work. Meet partners regularly to horizon-scan for future issues and review how work is progressing.

- **Create positive expectations**

Good early reviews engage a range of services including the council; are on subjects seen as useful and positive by agencies under scrutiny; are contained and manageable in scale; are on topics where there is a consensus that “things need to change”. Use scrutiny to build effective partnerships.

- **Develop skills and understanding**

Joint training and development will help you learn about the culture and assumptions of different organisations. Don't just do this at the beginning. Members need basic knowledge about structures and responsibilities of service under scrutiny, but don't let them be intimidated by professionals or jargon.

- **Scrutiny must be member-led**

Identify issues they think are important. Ensure organisations under scrutiny understand the democratic role of members as community leaders – unlike other non-executives.

- **Plan and prioritise your work programme**

Ensure scrutiny does what only scrutiny can do – use its unique characteristics: democratic engagement, partnership building, local priorities and place-building. Don't duplicate inspectorates and regulators. Ensure reviews have very clear objectives. Be realistic – better to do a limited number of reviews in depth and well. Don't let national priorities squeeze out local issues – you don't have to take part in national consultations if it is not a local priority.

- **Community and user involvement is vital**

Ensure information provided for elected members and community is clear for lay people. Allow time and resources for consultation, and use your imagination about how to do it. Use existing resources and organisations to consult, as well as new initiatives such as surveys. Let people know how their involvement contributed to the review findings and subsequent changes.

- **Ensure that scrutiny makes a difference**

Ensure that reviews are evidence-based and engage with influential people and organisations. Develop clear, timely, targeted recommendations, linked to evidence and public opinion, which are challenging but achievable. Allow scrutinised organisations to check your facts before publication.

- **Manage communications**

Build positive links with the local media and help them understand what scrutiny is. Use them to engage the public. Agree joint press releases if possible and agree who will deal with the media.

- **Evaluate and learn from your experience**

Monitor the response to recommendations. Review your projects and work programme to see what could be improved; engage those being scrutinised in this.

The lessons from health scrutiny are from *A wider conversation: effective scrutiny of Local Strategic Partnerships* (IDeA 2007)



the bigger picture, locally

December 2009 will see the first of the new Comprehensive Area Assessment (CAA) or One Place reports. This will review the characteristics of the area and how well it is being served by public services. It will highlight excellence and problems not being tackled. Scrutiny reports will be one way that the council can show it is tackling any problems of crime in the area, as part of this assessment.

avoiding gang culture: Newcastle upon Tyne

Between January 2007 and March 2008, there was high-profile media coverage of teenagers who were shot or stabbed to death in London, often in gang-related incidents. Councillors wanted to know whether the factors existed for the development of this type of gang-related crime in Newcastle, and how the city could protect against it.

Councillors heard from researchers on gang activity, and discussed the local situation with Northumbria police, the youth offending team, and community groups. Councillor Ian Graham, chaired the group.

“Most young people in Newcastle lead fulfilling, productive lives. Some gather in groups which can intimidate older residents, but this is overwhelmingly just friends socialising. For a variety of historical and cultural reasons”

Newcastle has not been affected by the type of gang culture seen in other cities. Even so, we cannot be complacent.”



Councillor Ian Graham
Newcastle City Council

The review recommended that guidance on gang culture should be produced for neighbourhood crime teams, for colleges of further education and youth workers. There should be monitoring by relevant agencies and pre-emptive action if necessary. Public information should provide reassurance, promote the positive achievements of young people, and equip councillors to tackle concerns raised with them by residents. Agencies should work together to tackle the root causes of economic and social exclusion, such as lack of skills and lack of political and social networks within communities.

