

BDC Overview and Scrutiny Board - Action Sheet (2024/25)

10th September 2024 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Levelling Up – Market Hall	The risk registers for the project to be updated to refer to BDC only and to remove reference to RBC.	Democratic Services emailed relevant officers on 12/9/24. Sent chase up email 22/1/25.	Rachel Egan, Assistant Director of Regeneration and Property Services	7/11/24 The documents emailed to Members (excluding Public Realm which is being updated and will be provided shortly).	Completed – 22/1/25 Updated risk log for Public Realm in the Appendices of the February report which does not reference RBC.

17th October 2024 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Levelling up – Market Hall	Updated cost plan	18/10/24 Officers emailed. Sent chase up email on 22/1/25.	Rachel Egan, Assistant Director of Regeneration and Property Services	6/11/24 email from Regeneration Project Delivery Manager. Unable to provide as with Keir and still working on along with programme before works start, this is due on 18 th November 2024.	Completed - 22/1/25 Cost plan (cashflow) from Keir will be included as an Appendix in February report.

6th January 2025 Meeting

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
Introduction of Food Waste Collection	Confirmation of decisions the Authority will make regarding space being procured at anaerobic digester site.	Emailed relevant Officers on 8/1/25. Sent chase up email on 22/1/25.	Simon Parry/Matthew Austin		Outstanding
North Worcestershire Community Safety Partnership	1. To provide training to Members and Officers regarding ASB tools/powers available.	Emailed relevant Officers on 8/1/25	Bev Houghton		Completed - ASB All Member Briefing scheduled for 30/4/25
	2. To ensure Members are aware of specific services provided in their ward areas.	Emailed relevant Officers on 8/1/25	Bev Houghton		Completed - Bev Houghton emailed Members on 17/1/25
	3. To provide an update on the DISC Programme regarding the shop theft issue in the Rubery area.	Emailed relevant Officers on 8/1/25	Lindsey Berry		Completed – Email from Lyndsey Berry circulated to Members on 28/1/25
	4. Re-deployable Camera Implementation requests from Members – to provide contact details for the Safe and Neighbourhood Team.	Emailed relevant Officers on 8/1/25	Bev Houghton		Outstanding – To be completed soon

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	5. To review SNT's response "wasn't safe" regarding the joy riding issues within Councillor Hunter's ward.	Emailed relevant Officers on 8/1/25	Bev Houghton		Outstanding – To be completed soon
	6. To communicate with the SNT to review graffiti issues within the District.	Emailed relevant Officers on 8/1/25	Bev Houghton		Outstanding – To be completed soon
Cabinet Work Programme	1. To include the Strategic Parking Review (Pre-Scrutiny) item to the O & S Work Programme for 11 th February 2025 meeting.		Sarah Woodfield		Completed
	2. To clarify the new item for the Local Development Scheme.	Emailed relevant Officers on 7/1/25	Mike Dunphy		Completed - The Local Development Scheme is the document which sets out the timetable for the local plan, there will also be multiple opportunities to scrutinise the plan via the Strategic Planning Steering Group.
O & S Action Sheet	1. What the consultant (who attended CAG) was paid and also date rate for other consultants who worked on the strategy.	Emailed relevant Officers on 7/1/25	Ishrat Karimi Fini		Completed - Response received 21/1/25 - Consultant Paid for CAG £235.00 Incl expenses. Other consultant for development of Play Audit & Investment Strategy per day £350.00 including expenses.
	2. Provide timescales for the meeting with Ruth and the PfH re the audit	Emailed relevant Officers on 7/1/25	Ishrat Karimi Fini		Response received 21/1/25 - Ruth Bamford and Ishrat Karimi Fini will be meeting the portfolio holder on 30/1/25 to discuss next steps and approach with

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	for parish council play area provision.				Parish Councils (an update on the outcome of this meeting has been requested).
	3. Updated Action Sheet details to be included in the minutes for 6/1/25.		Sarah Woodfield		Completed - Included as an Appendix to the minutes.
	4. Update action sheet accordingly on matters discussed during the O & S meeting on 6/1/25.		Sarah Woodfield		Completed
O & S Work Programme	1. To provide a scheduled date for the Update on the Artrix.	Emailed relevant Officers on 7/1/25			24/1/25 To remove from the work programme, as instructed by the Chairman.
	2. To provide a scheduled date for the Bromsgrove District Plan Consultation (Pre-Scrutiny)	Emailed relevant Officers on 7/1/25	Mike Dunphy		Response received 8/1/25 – Date not scheduled as the local development scheme will set the date.