

FORWARD PLAN OF KEY DECISIONS

1 MARCH TO 30 JUNE 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 March to 30 June 2010. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

Further details of each Key Decision are appended to the Forward Plan. To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. The Forward Plan is updated and published on the Council's website on a monthly basis.

CABINET MEMBERSHIP

Councillor R. Hollingworth
Councillor G. N. Denaro

Councillor Dr. D. W. P. Booth
Councillor J. T. Duddy

Councillor Mrs. J. Dyer M.B.E.
Councillor Mrs. M. A. Sherrey
Councillor R. D. Smith
Councillor M. J. A. Webb
Councillor P. J. Whittaker

Leader of the Council and Portfolio Holder for the Improvement Plan
Deputy Leader and Portfolio Holder for Resources (including Financial Services, Legal, Equalities & Democratic Services, Human Resources and ICT)
Portfolio Holder for Street Scene and Project Management of the Town Centre
Portfolio Holder for Economic Development, Retail Regeneration and Revenue Generation (including Car Parking)
Portfolio Holder for Planning and Transport
Portfolio Holder for Vulnerable and Older People (including Lifeline)
Portfolio Holder for Youth, Sports, Recreation and Culture
Portfolio Holder for Community and Customer Engagement and Community Safety
Portfolio Holder for Strategic Housing, Environment and Climate Change

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to The Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: k.firth@bromsgrove.gov.uk

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 3 March 2010		Treasury Management Strategy and Investment Strategy 2010/11 to 2012/13	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
2	Cabinet 3 March 2010		Bromsgrove Low Cost Housing Scheme	Key	Councillor P. J. Whittaker	
3	Cabinet 3 March 2010		Homeless Grant Funding – Outturn for 2009/10 and Proposed Use for 2010/11	Key	Councillor P. J. Whittaker	
4	Cabinet 3 March 2010	Cabinet 3 February 2010	Supporting People Strategy for Worcestershire 2010/13	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
5	Cabinet 3 March 2010		Improvement Plan Exception Report – January 2010	Non-Key	Councillor R. Hollingworth	
6	Cabinet 3 March 2010		Non Domestic Rates – Hardship Relief Policy	Non-Key	Councillor R. Hollingworth	
7	Cabinet 3 March 2010		Overview Board/Older People Task Group Report	Non-Key	Councillor Mrs. M. A. Sherrey	
8	Cabinet 3 March 2010		Performance Monitoring – January 2010	Non-Key	Councillor R. Hollingworth	
9	Cabinet 3 March 2010		Write-Offs – Council Tax and Business Rates <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key	Councillor G. N. Denaro	

10	Cabinet 7 April 2010	Cabinet 3 March 2010	Capital Strategy 2010/13	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council. Delayed by officers for further consideration
11	Cabinet 7 April 2010	Cabinet 3 March 2010	Council Plan 2010/13 Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council. Delayed by officers for further consideration
12	Cabinet 7 April 2010		Access Policy for Trans-People (Sports & Leisure Services & Facilities)	Key	Councillors G. N. Denaro & R. D. Smith	
13	Cabinet 7 April 2010	Cabinet 3 February 2010	Countywide Home Improvement Agency for Worcestershire – Progress on Delivery	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
14	Cabinet 7 April 2010	Cabinet 3 February 2010	Pavement Café Policy	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
15	Cabinet 7 April 2010		Artrix – Restructuring of Operating Trust	Non-Key	Councillor R. D. Smith	
16	Cabinet 7 April 2010	Cabinet 3 March 2009	Benefit Take-Up Strategy	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration
17	Cabinet 7 April 2010	Cabinet 4 March 2009	Economic Development Strategy	Non-Key	Councillor J. T. Duddy	Delayed pending discussions regarding Economic Development in North Worcestershire. Consultants have been commissioned to prepare a Strategy

18	Cabinet 7 April 2010	Cabinet 3 February 2010	Proposed Bromsgrove Memorial	Non-Key	Councillor M. J. A. Webb	Delayed by officers for further consideration
19	Cabinet 7 April 2010	Cabinet 4 November 2009	Community Engagement Strategy Review	Non-Key	Councillor M. J. A. Webb	Deferred to take account of new departmental business plans
20	Cabinet 7 April 2010		Improvement Plan Exception Report – February 2010	Non-Key	Councillor R. Hollingworth	
21	Cabinet 7 April 2010		Performance Monitoring – February 2010	Non-Key	Councillor R. Hollingworth	
22	Cabinet 7 April 2010	Cabinet 3 February 2010	Policy for Events in Bromsgrove High Street (review of policy)	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration
23	Cabinet 28 April 2010	Cabinet 3 March 2010	Pre-application Planning Advice - Charges	Non-Key*		* Cabinet will make recommendations to the full Council. Delayed by officers for further consideration
24	Cabinet 28 April 2010	Cabinet 3 February 2010	Countywide Housing Strategy for Worcestershire	Key	Councillor P. J. Whittaker	Delayed by officers for further consideration
25	Cabinet 28 April 2010		Community Involvement in the Democratic Process – Overview Board/Task Group report	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
26	Cabinet 28 April 2010		Improvement Plan Exception Report – March 2010	Non-Key	Councillor R. Hollingworth	
27	Cabinet 28 April 2010		Performance Monitoring – March 2010	Non-Key	Councillor R. Hollingworth	

28	Cabinet 2 June 2010		Improvement Plan Exception Report – April 2010	Non-Key	Councillor R. Hollingworth	
29	Cabinet 2 June 2010		Improving Residents Satisfaction - Scrutiny Board/Task Group Report	Non-Key	Councillor M. J. A. Webb	
30	Cabinet 2 June 2010		Performance Monitoring – April 2010	Non-Key	Councillor R. Hollingworth	
31	Cabinet 30 June 2010		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
32	Cabinet 30 June 2010		Improvement Plan Exception Report – April 2010	Non-Key	Councillor R. Hollingworth	
33	Cabinet 30 June 2010		Performance Monitoring – May 2010	Non-Key	Councillor R. Hollingworth	

NOTE: There will be no Cabinet meeting in May 2010

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

<p>LEAD MEMBER/ PORTFOLIO HOLDER Peter Whitaker</p>	<p>ITEM BROMSGROVE LOW-COST HOUSING SCHEME</p>	<p>WARDS AFFECTED All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER None</p> <p>REPORT AUTHOR Jayne Burton. Housing Performance Monitoring and Enabling Officer</p>	<p>SUMMARY</p> <p>1.1 Since 1989 Bromsgrove District Council has operated a Low-Cost Housing Scheme involving 222, one two and three bedroom houses sold to first time buyers at 70% of market value. The purchasers then had the opportunity to staircase out to full ownership and a number have exercised this right meaning that there are now only one hundred and twenty properties left in the scheme.</p> <p>1.2 The current eligibility criteria is restricted to applicants who live in Bromsgrove District. Currently there is little demand for these properties, and there are only fifteen applicants on the Low Cost Housing waiting list. Low demand is partly due to the current difficulties of obtaining mortgages for these types of affordable properties and partly due to lack of awareness of the scheme. As properties only become available occasionally with very little notice the applicants on the list are rarely in a position to move and the properties then have to be passed to estate agents for open marketing to any potential purchasers who may be from outside the District.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Affects all wards</p>

	<p>1.3 This report therefore proposes an extension to the eligibility criteria and revised methods of marketing the scheme and properties that become available for sale.</p>	
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<p>CONSULTATION DETAILS</p> <p>Stakeholders N/A</p>	<p>Method of Consultation Circulated to Heads of Service and Portfolio Holder via email</p>	<p>Consultation period or dates N/A</p>
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<p>DECISION TO BE MADE IN PARTNERSHIP WITH N/A</p>

Item No.3

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2009

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

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

Item No. 4

KEY DECISION

Proposed to be made by
the Cabinet on
3 March 2010

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

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

Proposed to be made by
the Cabinet on
7 April 2010

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

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

N/A

Item No. 13

KEY DECISION

Proposed to be made by
the Cabinet on
7 April 2010

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH 6 District Councils County Council Supporting people Occupational Therapy Service.

KEY DECISION

Proposed to be made by
the Cabinet on
7 April 2010

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

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

DECISION TO BE MADE IN PARTNERSHIP WITH
N/A

Item No. 24

KEY DECISION

Proposed to be made by
the Cabinet on
28 April 2010

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

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