

FORWARD PLAN OF KEY DECISIONS

1 APRIL TO 31 JULY 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 April to 31 July 2010. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

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

Key Decisions will include:

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

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

CABINET MEMBERSHIP

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| Councillor R. Hollingworth | Leader of the Council and Portfolio Holder for Policy, Performance and Partnerships |
| Councillor G. N. Denaro | Deputy Leader and Portfolio Holder for Finance and Resources (including Customer Services, Legal, Equalities, Democratic Services and Human Resources) |
| Councillor Dr. D. W. P. Booth | Portfolio Holder for Transformation (including ICT and Town Centre Programme) |
| Councillor J. T. Duddy | Portfolio Holder for Revenue Generation and Economic Development (including Retail/Manufacturing Regeneration and Car Parking) |
| Councillor Mrs. J. Dyer M.B.E. | Portfolio Holder for Planning and Regeneration (including Train Station and Longbridge) |
| Councillor Mrs. M. A. Sherrey | Portfolio Holder for Children and Young People, Older People and the Vulnerable |
| Councillor R. D. Smith | Portfolio Holder for One Community (including Community Engagement) |
| Councillor M. J. A. Webb | Portfolio Holder for Community (including Leisure, Cultural Services, Environmental Services and Crime and Disorder/CCTV) |
| Councillor P. J. Whittaker | Portfolio Holder for Regulation, Housing and Climate Change |

CONSULTATION AND REPRESENTATIONS

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

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

| Item No. | Decision Taker & Expected Date of Decision | Original Expected Date of Decision | Proposed Decision | Type of Decision (Key or Non-Key) | Lead Councillor/ Portfolio Holder | Comments |
|----------|--|--|--|--|--------------------------------------|--|
| 1 | Cabinet 7 April 2010 | Cabinet 3 March 2010 | Council Plan 2010/13 Part 2 | Non-Key* | Councillor R. Hollingworth | * Cabinet will make recommendations to the full Council. Delayed by officers for further consideration |
| 2 | Cabinet 7 April 2010 | Cabinet 3 February 2010 | Countywide Home Improvement Agency for Worcestershire – Progress on Delivery | Key | Councillor P. J. Whittaker | Delayed by officers for further consideration |
| 3 | Cabinet 7 April 2010 | | Artrix – Restructuring of Operating Trust | Non-Key | Councillor M. J. A. Webb | |
| 4 | Cabinet 7 April 2010 | | Fairtrade Town | Non-Key | Councillor R. Hollingworth | |
| 5 | Cabinet 7 April 2010 | | Improvement Plan Exception Report – February 2010 | Non-Key | Councillor R. Hollingworth | |
| 6 | Cabinet 7 April 2010 | | Performance Monitoring – February 2010 | Non-Key | Councillor R. Hollingworth | |
| 7 | Cabinet 7 April 2010 | Cabinet 3 March 2010 | Pre-application Planning Advice - Charges | Non-Key | Councillor Mrs. J. Dyer | Delayed by officers for further consideration |
| 8 | Cabinet 7 April 2010 | | Write-Off – Housing Benefit <i>(this report will contain exempt information and be considered in private session)</i> | Non-Key | Councillor G. N. Denaro | |

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

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

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

Item No. 2

KEY DECISION

Proposed to be made by
the Cabinet on
7 April 2010

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| <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> |

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| | 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 |
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| 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. |

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

Proposed to be made by
the Cabinet on
2 June 2010

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| <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> |

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| <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
2 June 2010

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| <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> |

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| | <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> | | |

KEY DECISION

Proposed to be made by
the Cabinet on
2 June 2010

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| <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 |
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| 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