

Open

Overview & Scrutiny Committee

Agenda

6.00 pm
Thursday, 1st December 2011
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke	
Vice-Chairman: Councillor T Ingham	
Councillor J Baker	Councillor G W Ballinger
Councillor A J Buckley	Councillor N Gale
Councillor J Greener	Councillor I Hardiman
Councillor J A Hart	Councillor V Higgs
Councillor J Holden	Councillor D J McCann
Councillor A M Sewell	Councillor D R Sheppard
Councillor S J Williams	

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Declarations of Interest – Guidance Note

Code of Conduct

Members are reminded that under the Code of Conduct, it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda if appropriate. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their meetings in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For Further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact , Louisa Bright, Democratic Services Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 1st December 2011

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interest In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered. Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 3rd November 2011.	5
5.	Update on the Fire in the Retail Premises in Kidderminster Town Centre To receive a verbal update from the Leader of the Council on the fire in the retail premises in Kidderminster Town Centre.	-
6.	Crime and Disorder Update To consider a report from the Community Safety and Partnerships Officer on crime and disorder issues and to receive an update regarding progress being made against the Wyre Forest Community Safety Partnership's priorities for 2011/12.	12
7.	New HQ To consider a report from the Director of Legal and Corporate Services which provides an update on the progress of the New Council Headquarters.	17

8.	Budget Review Panel To consider a paper from the Director of Resources which seeks agreement for the Terms of Reference for the Budget Review Panel.	20
9.	Recommendations from the Treasury Management Review Panel To consider recommendations from the Treasury Management Review Panel of 10 th November 2011: <ul style="list-style-type: none"> • Kidderminster Carpet Museum Trust Request for Cashflow Support (2011) • Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2011/12 • Local Authority Mortgage Scheme (LAMS) 	23
10.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from 22 nd November 2011.	26
11.	Work Programme To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	28
12.	Press Involvement To consider any future items for scrutiny that might require publicity.	
13.	To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
14.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

15.	To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

**THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER**

THURSDAY, 3RD NOVEMBER 2011 (6 PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), J Baker, G W Ballinger, N Gale, J Greener, I Hardiman, P B Harrison, J A Hart, V Higgs, D J McCann, M A Salter, A M Sewell, D R Sheppard and S J Williams.

Observers

Councillors: J-P Champion, N J Desmond, P Dyke, M J Hart, F M Oborski, T L Onslow, J Phillips and J A Shaw.

OS.58 Apologies for Absence

Apologies for absence were received from Councillors: A J Buckley and J Holden.

OS.59 Appointment of Substitutes

Councillor P B Harrison was appointed as a substitute for Councillor A J Buckley. Councillor M A Salter was appointed as a substitute for Councillor J Holden.

OS.60 Declaration of Interests

Councillor H Dyke declared a personal interest in agenda item 20 – Review of the Homelessness Contract, as her husband works for The Community Housing Group but in an area unrelated to homelessness.

Councillor J Greener declared a prejudicial interest in agenda item 20 – Review of the Homelessness Contract, as she is a Board Member of The Community Housing Group.

Councillor N Gale declared a prejudicial interest in agenda item 20 – Review of the Homelessness Contract, as she is a Board Member of The Community Housing Group.

Councillor I Hardiman declared a prejudicial interest in agenda item 20 – Review of the Homelessness Contract, as he is a Board Member of The Community Housing Group.

Councillor P Dyke declared a personal interest in agenda item 20 – Review of the Homelessness Contract, as he works for The Community Housing Group.

Councillor D McCann declared a personal interest in agenda item 5 – Worcestershire Health and Overview Scrutiny Committee, as a family member works at Worcester Hospital.

Councillor P Harrison declared a personal interest in agenda item 9 – Review of Grants to Voluntary Organisations, as he is a Board Member of the Citizens Advice Bureau.

Councillor V Higgs declared a personal interest in agenda item 9 – Review of Grants to Voluntary Organisations, as she works for Age Concern.

OS.61 Minutes

Decision: The minutes of the meeting held on 6th October 2011 be confirmed as a correct record and signed by the Chairman.

OS.62 Worcestershire Health and Overview Scrutiny Committee

The Committee received an update from Councillor Oborski on the six committee meetings held since May 2011 and advised that as part of a series on issues within the NHS, Radio 5 was broadcasting a programme on the failings of geriatric care at the Alexandra Hospital in Redditch.

The Chairman thanked Councillor Oborski for her detailed report and asked Members to email or telephone Councillor Oborski direct with any concerns or issues they would like raised at future meetings.

Agreed: The progress report be noted.

OS.63 Recommendations from the Waste Review Panel

The Committee considered recommendations from the Waste Review Panel held on 19th October 2011 on the future arrangements for the collection of Waste and Recycling and the amendment of the terms and conditions of the staff within the Waste and Recycling service.

The Director of Resources advised that the staff consultation period came to an end on 4th November 2011 and initial feedback received from the Unions was the majority of staff were in favour of the proposed changes.

The Chairman of the Review Panel, Councillor Baker, thanked Members of the Review Panel for their participation in the meeting and advised that the Panel felt that the recommendation would contribute to the savings identified within the Financial Strategy 2011 – 13.

Agreed: Recommend to Cabinet:

- 1. To support the amendment of the terms and conditions of the staff within the Waste and Recycling service in respect of the introduction of a 4 day working week.**
- 2. On the grounds of improvements to the environment and the cost savings it would generate, the frequency of the collection of medical waste be amended to fortnightly, with additional capacity provided if required.**

Councillor T Onslow entered the meeting at this point, (6.30pm).

OS.64 Universal Credits Replacing Housing Benefit

The Committee received a briefing from the Revenue and Benefits Manager on the changes to the Housing Benefit system. Members were advised that the Universal Credit system would bring together a range of working age benefits into a single payment with the aim of:

- Simplifying the system
- Improving work incentives
- Smoothing the transitions into and out of work
- Reducing in-work poverty
- Cutting back on fraud and error.

Members were advised that full details of the changes and how the new systems would work were not known at present and further Member briefing sessions would be held in due course.

Agreed: The update be noted.

OS.65

How Are We Doing? Priorities Performance Update

The Committee considered a report from the Temporary Policy and Performance Officer which updated Members on the performance of the Council up to 30th September 2011, and included Council Priorities.

The Temporary Policy and Performance Officer led Members through the report and advised that work to address the missed targets had been undertaken. Business Plan Member Champions had met with their respective Directors to discuss the progress of the actions.

In response to a Member's question, it was confirmed that the address on page 31 of the report should read 94 Shakespeare Drive and not 56 Worcester Road as stated.

In respect of page 46 of the report, a Member asked when the appointment of the Kidderminster Town Centre Manager would be completed. The Leader of the Council advised that the appointment was in the process of being made and Members would be advised when the post was filled. A Member confirmed that following a meeting with the Director of Planning and Regulatory Services, assurance was given that the position would be filled shortly.

A Member expressed concern in relation to page 51 RES PI 35, that the increase in the cost per claim was due to the Worcestershire Hub recharge. The Director of Resources advised that due to changes in the accounting policy, recharge costs were applied to all areas and a recharge from the Hub did not mean the overall costs of the authority had increased. The Director was asked to provide details of all recharges from the Hub to other sections of the Council.

A Member advised that a common theme had appeared in the updates that IT issues have an impact on the target delivery. It was suggested when trials of new IT equipment were undertaken, realistic targets be given to take into account any IT problems.

The Chairman thanked Members who had given an update on Business Plans and asked for meetings to be held with Directors for the next quarterly update.

Agreed:

- **Members to be informed when the new Kidderminster Town Centre Manager was appointed.**
- **The Director of Resources to provide information on recharges from the Worcestershire Hub to other sections of the Council.**

OS.66 Review of Grants to Voluntary Organisations

The Committee considered a report from the Director of Community and Partnership Services on the proposal to conduct a strategic review of the Grants to Voluntary Organisations.

Members were taken through the report and advised that a review had taken place in 2008 which had looked at the monitoring process and the application forms had been updated. The previous review had not scrutinised the funds.

Agreed:

- 1. A review panel be established from Members of the Overview and Scrutiny Committee to consider the proposal.**
- 2. The Democratic Services Officer to email Group Leaders requesting nominations for the Panel.**

OS.67 South Worcestershire Development Plan Preferred Options Response

The Committee considered a report from the Senior Forward Planning Officer which set out the background to the South Worcestershire Development Plan and the implications for the District Council.

Members were led through the report and advised that concerns raised from the Local Development Framework Review Panel in relation to sustainability of future developments and the impact on services provided by the Wyre Forest District had been addressed in the response.

Agreed: Recommend to Cabinet:

The representations set out at Appendix 1 of the report to the Overview and Scrutiny Committee be approved by Cabinet for submission to the South Worcestershire Authorities.

OS.68 Call-in Procedure

The Committee considered a report from the Chief Executive which sought the Committee's views on potential amendments to the call-in procedure in the Council's constitution.

Councillor Oborski left the meeting at this point, (7.15pm).

The Chief Executive led Members through page 62 of the report which highlighted the areas for change.

A Member expressed his frustration that the Overview and Scrutiny Committee could not recommend straight to Council as he felt it undermined the Scrutiny process.

The Chairman reminded Members of the need to act appropriately or she would adjourn the meeting.

The Member advised he felt strongly about certain issues and apologised to the Committee for his behaviour.

Agenda Item No. 4

A debate ensued about the role of the Transformation Board and Members were advised that the purpose of the Board was for the sharing of information and not decision making.

Agreed: Recommend to the Transformation Board that they formulate wording to give effect to the following changes to the call in procedure set out in paragraphs 9.1 to 9.7 of the report that was considered by the Transformation Board on 13th September 2011.

OS.69

Community Safety Partnership Future Arrangements

The Committee considered a report from the Director of Community and Partnership Services on a review of Community Safety Partnership working across Worcestershire.

Members were led through the report and advised that the merger would not affect the local work carried out within the District would not cease.

Agreed: Recommend to Cabinet:

- 1. That Wyre Forest Community Safety Partnership (CSP) and Wyre Forest District Council Cabinet (as the responsible authority) agrees to the restructuring of the current CSP arrangements into two CSPs (North and South Worcestershire) and one county strategic Community Safety Board.**
- 2. The three North Worcestershire CSPs immediately progress the merger into a single North Worcestershire CSP. The responsible Authorities to progress to merger and obtain appropriate local approvals and Home Office agreement to the merger by 1 April 2012 or earlier.**
- 3. Agree to discussions commencing at the earliest opportunity with the Chairmen of Redditch and Bromsgrove CSPs, relevant portfolio holders and Community Safety co-ordinators to progress the merger.**
- 4. Support the continuation of locality based operational and responsive partnership working through the operational management group and appropriate local Wyre Forest representation on the merged North Worcestershire CSP.**

Councillor Onslow and Councillor Baker left the meeting at this point, (7.48pm).

OS.70

Eastern Gateway: Concept Feasibility Report

The Committee considered a report from the Head of Economic Development and Regeneration – North Worcestershire which sought Members' views on the Concept Feasibility Report.

Councillor Baker returned to the meeting at this point, (7.51pm). Members were led through the report and advised that it was intended to be used as evidence in support of the emerging Kidderminster Central Area Action Plan.

Members welcomed the detailed report and supported the proposals to the area. A Member asked what funds were available for maintaining the appearance of empty

shops and requested the current percentage of vacant floor space in Kidderminster compared to other North Worcestershire towns.

Agreed: Recommend to Cabinet:

- 1. The Eastern Gateway: Concept Feasibility Report be approved.**
- 2. The Head of Economic Development and Regeneration to seek clarification on the issues raised and notify Members of the Committee accordingly.**

OS.71 Worcestershire Regulatory Services - Enforcement Policy

The Chief Executive led Members through a report from the Director of Planning and Regulatory Services with set out a proposed revised Enforcement Policy in respect of the Worcestershire Regulatory Services (WRS).

The Cabinet Member for Environmental Services confirmed that if the policy were to be adopted, Wyre Forest District Council would still have the ultimate say in issues concerning the District.

Agreed: Recommend to Cabinet:

- The proposed revised Enforcement Policy in respect of Worcestershire Regulatory Services be adopted**

OS.72 Feedback from Cabinet

Agreed: The content of the Cabinet action list, following consideration of the recommendations from 18th October 2011 be noted.

OS.73 Work Programme

Agreed: The Democratic Services Officer to identify an additional meeting in January 2012 for the responses to the Gypsy, Traveller and Travelling Showpeople Site Allocation consultation.

Councillors Gale, Greener, Hardiman and P Dyke left the meeting at this point, (8.05pm).

OS.74 Exempt Information

Decision: Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of "Exempt Information" as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.

OS.75 Review of the Homelessness Contract

The Committee considered a report from the Strategic Housing Services Manager in relation to the review of the homelessness; housing advice and housing register contract (the contract) prior to the third year end and considered possible options for the future of the service delivery.

Agenda Item No. 4

The Committee felt issues raised from responses to the consultation with customers, stakeholders and Members be addressed.

Recommend to Cabinet:

- **Option Three “Extend the current contract by two years” as set out in the report to the Overview and Scrutiny Committee be progressed.**

There being no further business, the meeting ended at 8.35 pm.



Overview and Scrutiny Committee

Briefing Paper

Report of: Kathryn Washington, Community Safety & Partnerships Officer
Date: Thursday 1st December 2011
Open

Crime and Disorder Update

1. Background

- 1.1 The Wyre Forest Community Safety Partnership was established as a result of the Crime and Disorder Act 1998 (CDA98).
- 1.2 In Wyre Forest, the CDA98 places a statutory duty on Wyre Forest District Council, Worcestershire County Council, West Mercia Police, West Mercia Police Authority, Hereford and Worcester Fire & Rescue Service, NHS Worcestershire and West Mercia Probation Trust to work in partnership with each other and other relevant local bodies from the public, private and voluntary sector.
- 1.3 Partners have a duty to reduce crime and disorder, anti social behaviour, behaviour adversely affecting the environment, substance misuse and reduce re-offending.

2. Priorities

- 2.1 The Partnership planning processes are informed by the annual strategic assessment. This is a statutory requirement, which identifies current and potential crime, disorder and community safety issues.
- 2.2 This evidence led approach has identified the need to focus on community based and Kidderminster town centre related issues.

3. Delivering the Partnership Plan

- 3.1 Earlier this year, the WFCSP restructured in order to deliver the Partnership Plan as effectively as possible. At an operational level, two theme groups have been established: Safer Communities and Safer Town Centres. The Management Group has also been set up, replacing an existing monthly meeting. This group meets on a bi monthly basis, overseeing progress of the theme groups and managing performance.
- 3.2 Each theme group has an action plan and meets on a monthly basis. Hilary Hollis, WFCSP Project Officer, chairs the Safer Communities Theme Group and Helen Dyke, from KRISP, chairs the Safer Town Centres Theme Group.

Agenda Item No. 6

- 3.3 The Safer Communities Theme Group is focusing on youth ASB /ASB in public places, environmental community safety issues, and domestic abuse. Current activity includes supporting Neighbourhood Tasking and its development, 16 days of action against domestic abuse campaign, home security scheme and Christmas crime prevention campaign.
- 3.4 The Safer Town Centres Theme Group is focusing on the day and night-time economies and reducing re-offending. Current projects include supporting Churches Together to establish a street pastor's scheme, ensuring the effective use of the Shopwatch scheme and playing an active role in the development of the Worcestershire Integrated Offender Management Scheme.
- 3.5 The Partnership also supports the delivery of countywide priorities. These are drugs and alcohol, domestic abuse, preventing violent extremism, anti social behaviour (including safeguarding, hate crime, and reducing re-offending. The Partnership reports to the Safer Communities Board regarding the progress it is making in helping to achieve these priorities.

4. Areas of Highest Need

- 4.1 The WFCSP Support Team is assisting Vestia Community Trust (community arm of the Community Housing Group) with the Area of Highest Need.
- 4.2 The Area of Highest Need is supporting partnerships in each of the three areas: Horsefair, Walshes and Rifle Range. The priorities and outcomes include a significant focus on community safety. To enable closer working, the WFCSP Support Team is co-located with the AoHN Need Team at the Community Housing Group's head office.
- 4.3 Neighbourhood Tasking is supporting the delivery of the Partnership Plan. It provides a co-ordinated approach to area specific issues based around the themes of community safety, environmental, economic, health and well-being and children and young people. The monthly meetings allow front line managers to share intelligence (both crime performance data and personal) and allow partners to bring issues, which are causing them concern and seek partner support to resolve them. Actions are put into place using an evidence led and problem solving based approach.

5. Funding

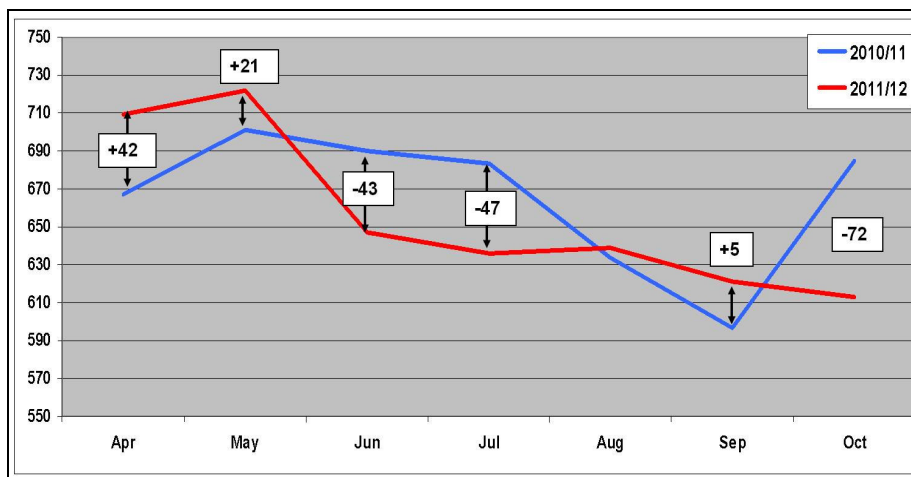
- 5.1 The WFCSP receives funding through the Community Safety Fund, provide by Worcestershire County Council and allocated using a needs based formula. This year, WFCSP has been allocated £109,385. This funds the Support Team, that includes a Project Officer (part time), Clerical Assistant (part time) and Analyst (full time). The Partnership Co-ordinator is mainstreamed through the District Council.
- 5.2 The remaining funding is used to support the delivery of the Partnership Plan. The Partnership has provided funding to external organisations and WFCSP partners in order to do this. The Partnership is particularly pleased to support the voluntary and community sector and it has provided grants to Barnardos, Our Way Self Advocacy, Wyre Forest Nightstop and Mediation Scheme,

Aggborough and Spennells Community Connect and Churches Together in Kidderminster.

- 5.3 2012/13 will be the last year that the community safety funding is available before it transfers to the Police and Crime Commissioner (PCC). The WFCSP has been provisionally advised that it will receive £57,122 in 2012/13; this is a significant reduction from this current financial year. It should be noted that all CSPs in Worcestershire are experiencing this funding reduction.

6. Performance

- 6.1 Performance is assessed using a range of data source (recorded crime, anti social behaviour, deliberate fires) and is used at a range of groups at varying geographical and decision-making levels.
- 6.2 Within the different theme and neighbourhood tasking groups, the performance measures selected are specifically based around the 'priorities' that the group has decided upon and are designed to aid action planning and decision making at a local level. This approach ensures that decisions can be evidenced through intelligence.
- 6.3 Year to date performance for all recorded crime currently illustrates a 1.5% reduction, compared to the same period last year. This equates to 70 fewer offences compared to 2010/11. The graph below also demonstrates a decreasing trend throughout the current financial year. Historically, recorded crime tends to be relatively low throughout the winter months so it is possible that this decreasing trend will continue further.

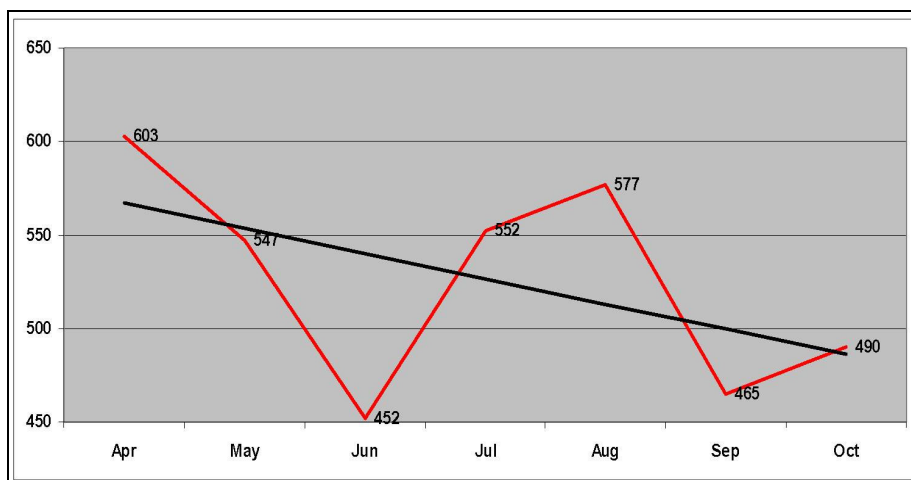


All Recorded Crime April-October 2011 compared to April-October 2010

Reductions in offences shown by crime type

Crime Type	Recorded offences (April - October 2010)	Recorded offences (April - October 2011)	Actual Difference	Percentage Difference (%)
Dwelling Burglary	171	146	-25	-14.62
Most Serious Violence	79	41	-38	-48.10
Non Dwelling Burglary	371	343	-28	-7.55
Shoplifting	332	274	-58	-17.47
Theft From Motor Vehicle	286	269	-17	-5.94
Theft Of Motor Vehicle	135	116	-19	-14.07
Criminal Damage to a Vehicle	366	338	-28	-7.65

- 6.4 As a part of the simplification of the National Standard for Incident Recording, as of April 2011, the number of ASB recording categories has changed from approximately 14 to just three (Personal, Environmental and Nuisance) This change in recording practices has meant that it is no longer possible to compare the level of ASB this financial year to previous years. The new way of counting ASB incidents is different to that of previous years so it would not be a fair or accurate comparison.
- 6.5 However, it is still possible to monitor the level of reporting on a ward-by-ward basis to monitor for any unusually high levels, and as the year goes on, we will be able to monitor against previous months and quarters to assess any seasonal trends or anomalies.



Number of anti social behaviour incidents recorded April-October 2011

7. Police and Crime Commissioners (PCC)

- 7.1 This is a central piece of Government policy under the Police Reform and Social Responsibility Act. The PCC will be established at West Mercia level from November 2012, with a range of powers including a reciprocal duty to co-operate with CSPs and to have regard to each other's priorities for fulfilling the s17 responsibilities.
- 7.2 PCCs will have control of all central government funding, which currently goes to Community Safety Partnerships. The PCC could make community safety grants to other organisations and so it will be critical to ensure that Worcestershire has clear and robust strategic and partnership plans that also meet the priorities of the PCC.

8. Future Community Safety Partnership Arrangements

- 8.1 A report concerning the proposed strategic merger of Community Safety Partnerships in North Worcestershire was received by the Overview and Scrutiny Committee at its meeting on 3rd November. Due to it being a responsible authority, the District Council is taking the recommendation through its decision-making processes.
- 8.2 A meeting between the respective cabinet members, CSP Chairs and officers has been arranged for 30th November to begin initial discussions.

Officer Contact Details:

Name: Kathryn Washington
Title: Community Safety & Partnerships Officer
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Overview and Scrutiny Committee

Briefing Paper

Report of: Caroline Newlands, Director of Legal and Corporate Services
Date: Thursday 1st December 2011
Open

New H.Q.

1. Summary

Commencement	-	06 June 2011
Completion	-	15 June 2012
Duration	-	54 Weeks
Weeks Complete	-	23 Weeks
Remaining Weeks	-	31 Weeks

Currently based on Programme issued by Thomas Vale Construction (TVC) on 09 June 2011.

2. Construction Progress

- Reduced level dig/remodel ground levels/stone over site complete;
- Foundation bases cast;
- Lift pit works complete;
- Foul drainage within building footprint of building ongoing;
- Ground investigation for Ground Source Heat Pump complete; and
- Erection of structural steelwork complete;
- Roof purlins and bracings installation underway;
- Precast concrete floor planks ongoing; and
- Ground floor preparation commenced.

3. Works Due to Commence

- Roof carcass; and
- Roof coverings

4. Key Issues

4.1 Procurement

- On-going procurement of catering installation.
- Delay in the tender evaluation as a result of tenderers not complying with specification in their tender submissions.

4.2 Facilities

- Welcome manual - The document will be called "Guide to Your New HQ". The structure and content of the document has been formulated.

4.3 Employee Focus Group

- Meetings are continuing to take place. Matters raised are being addressed at Steering Group Meetings.

4.4 Communications

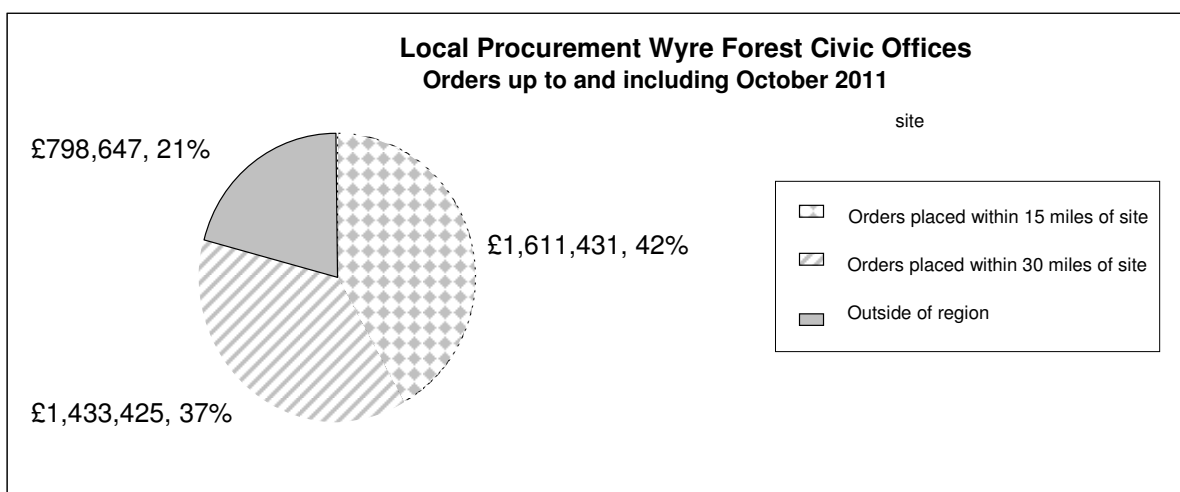
- Current photos are available on COLIN;
- TVC carrying out liaison communication with local businesses and had not received any adverse feedback;

4.5 Construction Matters

- Energisation of the Substation - The lease has been agreed and engrossed. Arrangements underway for it to be sealed on behalf of the Council and have it released for completion;
- Risks to Programme - Weather as winter period approaches.

4.6 Local Procurement

- The Pie Chart below shows level of local procurement i.e. orders placed with sub-contractors and/or suppliers within a 15 and 30 mile radius of the Project base, up to and including October 2011, and is also summarised below:
- Total value of orders placed - £3,843,503
 - Total value of orders placed with local sub-contractors/suppliers within a 15 mile radius of the Project base - £1,611,431 (42%)
 - Total value of orders placed with local sub-contractors/suppliers within a 30 mile radius of the Project base - £1,433,425 (37%)
 - Total value of orders placed with sub-contractors/suppliers outside the 30 mile radius of the Project base - £798,647 (21%)



WFDC HQ

PROGRESS PHOTOS:

Progress Photos taken on 20 October 2011



Budget Review Panel Terms of Reference

A Introduction and Background

1. The (then) Finance and Corporate Affairs Policy and Scrutiny Panel on 15th March 2005 agreed to establish a Budget Review Group, now called the Budget Review Panel, to scrutinise and prioritise all Council Activities with reference to the Base Budget and future Budget Strategies proposed by the Cabinet. The work of the Budget Review Panel fell within the remit of the Corporate Resources Scrutiny Committee (until May 2011), and now the Overview & Scrutiny Committee.
2. The first meeting was held on 13th April 2005 and a Work Programme was agreed for 2005-2008.
3. For the budget period 2012-15 the main emphasis of the review will be as follows:
 - Consideration of the Cabinet's Budget Proposals and alternative budgets.
4. The Budget Review Panel meets as required and reports directly to the Overview & Scrutiny Committee. The possible dates for the Panel to meet have been identified as follows:
 - Thursday 12th January 2012 – 4pm
 - Thursday 19th January 2012 – 4pm
 - Thursday 26th January 2012 – 4pm

B Composition of Panel

5. The Panel comprises six (four) members. Non-Cabinet members may be appointed as substitutes in exceptional circumstances.
6. The Panel may be chaired by one member, or on a rota basis by any Member expressing a particular interest in a given service area. Where no such expression of interest is given, the Chairmanship shall fall to the Chairman of the Overview and Scrutiny Committee.

C Purpose and Objectives:

7. Meetings of the Panel will provide a forum for discussion of key budget issues and consideration of the budget.
8. The objective of the Panel is to examine the principles that underline the Base Budget, Service Business Plans and Budget Strategy to establish that:

- They are measured, clear, focused, achievable and based on sound financial and operational practices.
- The relationship between the Budget, Service Business Plans and the priorities contained within the Community Strategy, Corporate Plan and other Plans/Strategies are real and designed to improve services in the Council's priority areas.
- Politically, managerially and operationally the Council is clear about the direction and priorities for action to meet our objectives, standards and priorities.

D Projected Outcomes:

9. The Panel's projected outcomes will be to have:

- Support the Cabinet in developing budget proposals
- Examined the Budget as a whole and selected Service Plans in relation to efficiency
- Held the appropriate Cabinet Members to account over their Budget and Service Plan proposals
- Assisted the above Committee in providing an opportunity for public transparency and awareness of the Budget-setting process for the community.

E Approach to Reviews

10. As one of the aims of the exercise is to hold the Cabinet to account for their proposed Budget, the Panel has agreed the following approach to reviews:

- Examine and implement the Priority Model approved as part of the Financial Strategy for 2009-2012, as amended for 2012-15
- Comment as appropriate on the individual Cabinet Proposal;
- Comment as appropriate, on the overall Three-Year Budget Strategy
- Based on the above and any other relevant findings, to make recommendations to the Overview & Scrutiny Committee in relation to the allocation of resources for services in future Budgets.

F Scope of Questions

11. The overall scope of the questions will include the following:

(i) Budget Strategy

- Is the Budget based on a sustainable approach?
- What are the criteria for the allocation of capital and revenue resources available?
- Are the Cabinet's Budget-monitoring arrangements robust enough to anticipate and manage Budget pressures?
- How does the proposed Budget fit with the Council's priorities in the Corporate Plan, Community Strategies and other Strategies?
- Is the approach taken in relation to the "Wyre Forest Forward" programme and the impact that they have on the delivery of services robust?
- Is Budget risk management robust and projected within the Finance Strategy?
- That proposals (if any) have been put forward to manage the implications of any recent legislative requirements?

G Information to be provided to the Panel

12. The Panel will receive the Cabinet's Financial Strategy which will include:
- Three Year Budget and Policy Framework – 2012-15, including Cabinet Proposals;
 - Capital Programme 2012-13 Onwards;
 - Base Budget Variations
 - Risk Management and the Budget Process
 - Income Service Options

Wyre Forest District Council

Overview and Scrutiny Committee

1st December 2011

Recommendation from the Treasury Management Review Panel

10th November 2011

**Kidderminster Carpet Museum Trust Request for Cashflow Support
(2011)**

The Panel considered a report from the Director of Resources which asked for the Panel's support following a request from the Kidderminster Carpet Museum Trust regarding cashflow assistance.

The Carpet Museum Trust had successfully raised £1.9 million via a Stage 2 Heritage Lottery Fund bid and was currently in the construction phase of a new Carpet Museum for Kidderminster, due for completion in 2012.

Members felt it was important to help the Carpet Museum Trust but noted that the appropriate legal agreement would be put into place.

**Recommended to Overview and Scrutiny Committee to recommend to
Cabinet:**

- **The Council support the request of Cashflow support up to £100,000 in line with the scheme approved by Council for the Carpet Museum Trust, contingent upon a third party lender being identified to resource the remaining £45,000 of cash flow support.**

Wyre Forest District Council

**Overview and Scrutiny Committee
1st December 2011**

**Recommendation from the Treasury Management Review Panel
10th November 2011**

**Treasury Management Strategy Statement and Annual Investment
Strategy Mid-year Review Report 2011/12**

The Panel considered a report from the Director of Resources which provided Members with a mid-year review of the Council's treasury management policies, practices, and activities in accordance with the revised CIPFA Treasury Management Code of Practice.

**Recommended to Overview and Scrutiny Committee to recommend to
Cabinet:**

- **The Treasury Management Mid-year Review Report be approved.**

Wyre Forest District Council

Overview and Scrutiny Committee

1st December 2011

Recommendation from the Treasury Management Review Panel

10th November 2011

Local Authority Mortgage Scheme (LAMS)

The Panel considered a report from the Director of Resources on a new product called the Local Authority Mortgage Scheme.

During 2009, following the reduction of the Local Authorities Interest Rate (determined by CLG), the Council undertook a scrutiny exercise to determine whether the authority should reintroduce Local Authority Mortgages. It was agreed at that time that the Council would not proceed at that time but it would be looked again in the future.

The Scheme is being offered through the Council's treasury advisors Sector and there are already five Councils around the country taking part. Under the scheme, the Council could make a £1m investment for an initial five year period and this would be treated as capital expenditure. The Council would be underwriting 20 percent of approved mortgages, to assist first time buyers for the first five years of the loan term.

It was important to note that mortgages would only be offered to people who meet the lenders current lending criteria. This scheme purely assists those who do not have sufficient funds for the mortgage deposit.

The Panel noted the details of the report and were content with the low risk the Council would be involved in if the Scheme was set up.

Recommended to Overview and Scrutiny Committee to recommend to Cabinet:

- **The Council should formally consider the Local Authority Mortgage Scheme.**

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET

MEETING HELD ON TUESDAY 22ND NOVEMBER 2011

**Agenda
Item No.**

DECISION

7.2 Eastern Gateway: Concept Feasibility Report

Decision: The Eastern Gateway Concept Feasibility Report be adopted as informal planning guidance in support of the Kidderminster Central Area Action Plan and the Kidderminster Regeneration Prospectus / ReWyre Initiative. Cabinet also agreed that Officers develop a land assembly and disposal strategy.

9.1 Worcestershire Regulatory Services - Enforcement Policy

Decision: The Worcestershire Regulatory Services Enforcement Policy be adopted.

9.2 Review of the Current Arrangements for the Collection of Waste and Recycling

Decision:

- 1. The principle of a Four Day Waste Collection Service (Tuesday–Friday) be introduced utilizing the Route Optimisation Software.**
- 2. The Director of Resources be given delegated responsibility to undertake the review objectives in consultation with the Cabinet Member for Environmental Services.**

Recommended to Council:

- 1. To support the amendment to the terms and conditions of the staff within the Waste and Recycling Service in respect of the introduction of a 4 day working week.**
- 2. On the grounds of improvements to the environment and the cost savings it would generate, the frequency of the collection of medical waste be amended to fortnightly, with additional capacity provided if required.**

10.1 South Worcestershire Development Plan Preferred Options Response

Decision: The representations set out at Appendix 1 of the report to Cabinet for submission to the South Worcestershire Authorities be approved.

10.2 Wyre Forest District Council Empty Property Strategy

Decision: The Wyre Forest District Council Empty Property Strategy be adopted.

11.1 Recommendations from Overview and Scrutiny Committee, 3rd November 2011

Future Community Safety Partnership Arrangements

Decision:

Recommended to Council

Wyre Forest Community Safety Partnership (CSP) and Wyre Forest District Council (as the responsible authority) agrees to the restructuring of the current CSP arrangements into one CSP for North Worcestershire, by merging with Redditch and Bromsgrove CSP's.

14.1 Review of Homeless Contract with Community Housing Group

Decision:

- 1. The existing Homelessness contract with the Community Housing Group (CHG) be extended for the further two year period (in accordance with the provisions of the existing contract) and that CHG assist the Council to deliver the contract savings set out in the Council's Financial Strategy.**
- 2. The Director of Planning and Regulatory Services in consultation with the Director of Resources and the Director of Legal and Corporate Services undertake the necessary procurement exercise to commission a new contract to take effect from April 2014.**

**Overview & Scrutiny Committee 2011/2012
Work Programme**

June

Recommendations from Sports & Leisure Review Panel
Set up Treasury Management Review Panel
New Council HQ - update
Directorate Business Plans – Allocate
Quarterly Scrutiny Briefings

July

Finance update to incorporate progress report on Wyre Forest Forward
Community Housing Contract - Performance Review
Co-option of Members

September

Recommendations from Recording Equipment, Blogging and Social Media Review
Scoping Form – Cllr Yarranton
Qtr exception reporting incorporate directorate business plans
Flooding & Watercourse Shared Service
Churchfields Masterplan Supplementary Planning Guidance – adoption
Responses to current LDF framework consultation
Gypsy/traveller site allocation

October

Waste Management Review
Finance update to incorporate progress report on Wyre Forest Forward
New Council HQ - update
Empty Housing Strategy
Green Street Conservation Area Designation – Consultation
National Planning Policy Framework Consultation from CLG

November

Worcestershire Health & Overview Scrutiny Committee - Update
Homelessness Review (Review of Housing Advice & Homelessness Contract)
Universal credits replacing housing benefit.
Qtr exception reporting incorporate directorate business plans
Grants to Voluntary Bodies
South Worcestershire Development Plan Preferred Options Consultation
(Recommendations from LDF)
Constitution – Call In
Future Community Safety Partnership Arrangements
Eastern Gateway Feasibility Study
Worcestershire Regulatory Services Enforcement Policy
Recommendations from Waste Review Panel

December

Update on the fire in the retail premises in Kidderminster Town Centre
New Council HQ - update
Budget Review Panel – Terms of Reference
Crime & Disorder – update
Treasury Management Strategy Statement and Annual Investment Strategy Mid Year
Review Report 2011/12 (Recommendations from Treasury Management Panel)

January

Recommendations from Treasury Review Panel (TM strategy statement for 2012/13)
Consultation of Financial Strategy 2012-15 (Recommendations from Budget Review Panel)
Worcestershire Homelessness Strategy
Enforced Sale Policy
Gypsy, Traveller and Travelling Showpeople Site Allocation Consultation Responses

February

Qtr exception reporting incorporate directorate business plans
Delivering the Equality Act 2010
Financial Strategy 2012-2015
Consultation of Financial Strategy 2012-15 (Recs from Budget Review Panel)
Finance update to incorporate progress report on WF Forward
Treasury Management Strategy Statement Minimum Revenue Provision and updated Prudential Indicators (Recs from Treasury Management Panel)
Areley Kings appraisal
Green Street Conservation Area Designation – Adoption
LDF Publication document

March

New Council HQ - update
Carbon Management Plan
Extra Care Strategy (Date TBC – K Bailey)

April

Finance update to incorporate progress report on WF Forward
Qtr exception reporting incorporate directorate business plans
Tracking Recommendations