

Open

Overview & Scrutiny Committee

Agenda

6.00pm
Thursday, 5th July 2012
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 R Bishop

Councillor C Brewer

Councillor L Davies

Councillor N Gale

Councillor J Greener

Councillor P B Harrison

Councillor J A Hart

Councillor P V Hayward

Councillor V Higgs

Councillor H J Martin

Councillor D C H McCann

Councillor B McFarland

Councillor M Rayner

Councillor C Rogers

Councillor A M Sewell

Councillor D R Sheppard

Councillor S J Williams

Councillor G C Yarranton

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, 5th July 2012

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 Community Assets & Localism, 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 meetings held on the 31 st May and 14 th June 2012.	5
5.	How Are We Doing? Priorities Performance Update To consider a report from the Business Improvement Officer on the performance of the Council, including it's Priorities, for Quarter 4 (from 1st January to 31st March 2012).	10
6.	Wyre Forest Affordable Warmth Action Plan To consider a report from the Principal Health and Sustainability Officer which provides a progress update on the Wyre Forest Affordable Warmth Action Plan 2011-12.	14
7.	Wyre Forest Climate Change Action Plan To consider a report from the Principal Health and Sustainability Officer which provides a progress update on the Wyre Forest Climate Change Action Plan 2011-12.	18
8.	Treasury Management Review Panel To agree the membership of the Treasury Management Review Panel for the current municipal year.	-

9.	Scrutiny Proposal Forms To consider Scrutiny Proposal Forms submitted by Councillors F M Oborski and G C Yarranton.	23
10.	Worcestershire County Council Infrastructure Consultation To consider a report from the Planning Policy Manager on the County Council Infrastructure Consultation. (Please note that this item is to follow).	-
11.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from 19 th June 2012.	27
12.	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
13.	Press Involvement To consider any future items for scrutiny that might require publicity.	
14.	To consider any other business, details of which have been communicated to the Director of Community Assets & Localism 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.	
15.	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

16.	To consider any other business, details of which have been communicated to the Director of Community Assets & Localism 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, 31ST MAY 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), G W Ballinger, R Bishop, C Brewer, L Davies, N Gale, J Greener, P B Harrison, J A Hart, P V Hayward, V Higgs, H J Martin, D C H McCann, B McFarland, F M Oborski, M Rayner, C Rogers, J A Shaw, S J Williams and G C Yarranton.

Observers

Councillors: J-P Campion, J Phillips.

OS.1 Apologies for Absence

Apologies for absence were received from Councillors: T Ingham (Vice-Chairman), A M Sewell and D R Sheppard.

OS.2 Appointment of Substitutes

Councillor G W Ballinger was appointed as a substitute for Councillor D R Sheppard.

Councillor F M Oborski was appointed as a substitute for Councillor T Ingham.

Councillor J A Shaw was appointed as a substitute for Councillor A M Sewell.

The Chairman welcomed new and established Members to the Committee meeting. Members were advised of the scrutiny proposal procedure and the agreed scoring scheme. The Chairman also advised Members that there were no limit to the number of review panels which could be undertaken and if required extra Scrutiny meetings could be requested.

Councillor F M Oborski entered the meeting at this point (6.03pm).

OS.3 Declaration of Interests

No declarations of interest were made.

OS.4 Minutes

Decision: The minutes of the meeting held on 12th April 2012 be confirmed as a correct record and signed by the Chairman.

OS.5 Introductions

The Chairman welcomed new Members to the Committee.

OS.6 South Kidderminster Enterprise Park, Local Development Order – Consultation Responses and Revised Order

The Committee considered a report from the Principal Planning Officer which provided an update on the results of the public consultation undertaken on the draft Local Development Order (LDO) for South Kidderminster Enterprise Park, and introduced the amended version of the LDO which had been redrafted taking into account the responses received via the consultation process.

Councillor C Rogers entered the meeting at this point (6.06pm).

Members were led through the report by the Principal Planning Policy Officer and advised that an LDO was an Order created by a Local Planning Authority, through which permitted development rights additional to those granted nationally by Government, are granted to certain types of development within a particular area. The LDO proposed for the South Kidderminster Enterprise Park would assist in providing a less restrictive planning regime for businesses within, and locating to, the corridor and to act as a stimulus for an area that had been recognised and prioritised for economic development.

Agreed: Recommend to Cabinet:

- **The Local Development Order, as set out at Appendix 2 to the report of the Overview and Scrutiny Committee on 31st May 2012 be recommended to Council for approval for submission to the Secretary of State.**

OS.7 Recommendation Tracking

The Chairman led Members through the tracking recommendations made during the 2011-2012 municipal year and thanked Officers for providing the updates. The following points were noted:

- Page 24 – South Worcestershire Development Plan Preferred Options Response: The Planning Policy Manager confirmed the Local Development Framework Review Panel would receive an update on the representations received from the South Worcestershire Authorities.
- Page 25 – Community Safety Partnership Future Arrangements: The crime and disorder update in December 2012 would provide an update on the work carried out over the last 10 years of the partnership.
- Page 30 – Future Arrangements for the Management of Sports and Leisure Centres: A Member requested an update on the Wychavon Leisure discussions and visit, and also a response to any discussions about Stourport.
- Any outstanding Housing issues would be addressed by the Housing Review Panel.

Agreed:

- **The Democratic Services Officer to request a response to the Sports and Leisure Centre issues raised from the Cultural Services Manager**
- **The report be noted.**

OS.8 Work Programme

The Committee considered the work programme for the current municipal year. The Chairman advised Members that items for information or noting would be presented at the Members Forum's and items which required a decision would be discussed and debated by this Committee.

A Member advised that a scrutiny proposal form had been submitted in relation to the Wyre Forest Matters Local Strategic Partnership, Areas of Highest Needs project. The proposal form would be scored under the agreed scoring mechanism. An outstanding proposal form relating to Puxton Marsh was raised by a Member, the Chairman requested Housing Officers re-visit the issues raised.

Agreed: The work programme be noted.

There being no further business, the meeting ended at 6.53 pm.

WYRE FOREST DISTRICT COUNCIL

SPECIAL OVERVIEW & SCRUTINY COMMITTEE

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

THURSDAY, 14TH JUNE 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), R Bishop, C Brewer, N Gale, J Greener, P B Harrison, V Higgs, H J Martin, D C H McCann, B McFarland, M Rayner, C Rogers, J A Shaw, D R Sheppard, N J Thomas, S J Williams and G C Yarranton.

Observers

Councillors: M J Hart, F M Oborski and J Phillips.

OS.9 Apologies for Absence

Apologies for absence were received from Councillors: L Davies, J A Hart, P V Hayward and A M Sewell.

OS.10 Appointment of Substitutes

Councillor J A Shaw was appointed as a substitute for Councillor A M Sewell. Councillor N J Thomas was appointed as a substitute for Councillor L Davies.

OS.11 Declaration of Interests

No declarations of interest were made.

The Chairman advised the Committee that the cross party Local Development Framework Review Panel had carried out an in-depth scrutiny into this topic, and recommendations from the Review Panel come to the full Overview and Scrutiny Committee for a final decision.

**OS.12 Wyre Forest District Local Development Framework
Site Allocations and Policies and Kidderminster Central Area Action Plan
DPDs- Pre-submission publication consultation and submission for
Independent Examination**

The Committee considered a report from the Planning Policy Manager on the Site Allocations and Policies and Kidderminster Central Area Action Plan (KCAAP) Development Plan Documents (DPDs) and their accompanying Sustainability Appraisal for pre-submission publication and submission to the Secretary of State.

The Committee received a presentation from the Planning Policy Manager and Principal Planning Policy Officer which gave an overview of:

Agenda Item No. 4

- Where the Council was with the Local Development Framework and the next steps
- The changes arising from the National Planning Policy Framework
- Information on what constitutes a 'sound' Development Plan Document and the background evidence base

The presentation also outlined the main elements of the Site Allocations and Policies, the Kidderminster Central Area Action Plan and advised Members of the publication and submission arrangements.

Councillor M Hart left the meeting at this point, (6.50pm).

A debate ensued and Officers responded to a variety of questions including public transport, economic regeneration, education and housing provision. Members also raised the issues relating to the infrastructure within the District, the Director of Economic Prosperity and Place confirmed that Worcestershire County Council had a series of transport packages which were being worked on at a strategic level through the Local Transport Plan 3 and the Growing Places Funding, which if progressed may address some of the concerns raised.

Councillor G Yarranton left the meeting at this point, (7.10pm).

The Committee suggested the proposed six week consultation period between July and September as set out in the Consultation Plan be extended to eight weeks as the dates covered the Summer holiday period.

Agreed: Recommend to Cabinet:

- **The Draft Site Allocations and Policies and Kidderminster Central Area Action Plan, as set out at Appendices 1 and 2 to the report of the Special Overview and Scrutiny Committee on 14th June 2012, be approved for pre-submission publication and subsequent submission to the Secretary of State in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.**
- **The Sustainability Appraisal Reports, as set out at Appendix 4 to the report of the Special Overview and Scrutiny Committee on 14th June 2012 be approved for publication and submission to the Secretary of State alongside the Development Plan Documents.**
- **The arrangements for the pre-submission publication and submission of the Development Plan Documents be undertaken in accordance with the Consultation Plan, as set out at Appendix 5 to the report of the Special Overview and Scrutiny Committee on 14th June 2012, but extending the consultation period from six weeks to eight weeks.**

There being no further business, the meeting ended at 7.36 pm.



Overview & Scrutiny Committee

Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer
Date: Thursday 5th July 2012
Open

How Are We Doing? Priorities Performance Update

1. Summary

- 1.1 To update Members on the performance of the Council, including its Priorities, for Quarter 4 (from 1st January to 31st March 2012).






2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan 2011-14 (*Engage, Consult, Deliver*).
- 2.2 The Council has a number of processes in place to monitor our performance including:
- Council Priorities – as set out in the Corporate Plan.
 - Directorate Business Plans – produced annually by each of the four Directorates to guide business activity at service level, however from 1st April 2012 these have been replaced by the Wyre Forest Forward Plan which brings together all of the Councils priorities and measures for 2012/13.
 - Performance indicators (PIs) – set locally to measure specific service functions.

3. Key Issues

- 3.1 A summary of performance against the Corporate Plan Priorities for 2011/12 is shown below with full details in **Appendix 1**.

3.1.1 Priority 1 – Securing the Economic Prosperity of the District

Actions -		4 Action completed
		0 Actions on track
		1 Action missed due date
PIs -		1 PI significantly missed targets
		1 PI achieved target

Missed Action

PRS BP11 PR42d – ReWyre Initiative Implementation: Develop and implement a Place Marketing strategy to promote the District to investors including potential future businesses, residents and visitors -

Latest Note Arising from State of the Area debate, Town Centre Strategy to be developed; currently in the process of commissioning consultants to assist in developing. This will identify regeneration investment opportunities.

Due Date 31 March 2012

85% Complete

Performance Indicator Target Missed

PRS PI 23 - Empty Shops Grants – This is the fourth quarter that the target has been missed. Like quarter three no applications were received in quarter four. Marketing of the scheme, as reported in quarter three, continues and two information packs have been sent out to prospective businesses. However, to date, these two cases have not progressed any further. All the information regarding the Empty Shops Grants is detailed on the qualifying shops on the Worcestershire Property Search Service website. Agents for the qualifying empty shops have also been contacted on numerous occasions but with no success in generating interest. Referrals from the Valuation Office tend to be new businesses and are therefore interested in the Business Start Up Grant rather than the Empty Shops Grants. Economic downturn does mean there is not much interest in the Empty Shops Grants as businesses are not investing in new premises.

3.1.2 Priority 2 – Delivering Together, with Less

Actions -



6 Action completed



0 Actions on track



0 Action missed due date

3.1.3 Priority 3 – Improving Community Wellbeing

Actions -



2 Action completed



0 Actions missed due date

PIs -



1 PI achieved target

3.1.4 An Exception Report for Business Plans and Performance Indicators is attached as **Appendix 2**.

4. Options

- 4.1 That progress to date for Priorities and Performance Indicators be noted.

5. Consultation

- 5.1 Cabinet Member for Community Well-Being
5.2 Corporate Management Team

6. Related Decisions

- 6.1 None.

7. Relevant Council Policies/Strategies

- 7.1 Wyre Forest District Council Corporate Plan 2011 – 2014.
7.2 Directorate Business Plans for 2011/12.

8. Implications

- 8.1 Resources: No direct implications from this report.
8.2 Equalities: No direct implications from this report.
8.3 Partnership working: No direct implications from this report.
8.4 Human Rights: No direct implications from this report.
8.5 E-Government: No direct implications from this report.

9. Equality Impact Needs Assessment

- 9.1 An equality impact assessment has been undertaken and it is considered that there are no discernible impacts on the nine protected characteristics as set out by the Equality Act 2010.

10. Wards affected

- 10.1 None.

11. Appendices

- 11.1 Appendix 1 – Corporate Plan Priorities Progress Report up to 31st March 2012.
11.2 Appendix 2 – Quarter 4 Business Plan and Performance Indicator Exception Report up to 31st March 2012.

12. Background Papers

Full Priorities, Business Plan and performance indicator information is available on the Council's Performance Management System,

Covalent. Alternatively, reports can be requested from the Business Improvement Officer.










Officer Contact Details:

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Title: Business Improvement Officer
Contact Number: Ext. 2786
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Corporate Plan Priorities 2011/12

Progress report up to 31st March 2012 for Actions and Quarter 4 (January - March 2012) for Performance Indicators

Summary:

Action Status Key & Summary		Action Forecast Key & Summary	
	13 (93%) - Completed	On Target	13 (93%) - Yet to reach target date, but on course for completion by target date
	0 (0%) - Progressing and not reached target date	Not On Target	1 (7%) - Yet to reach target date, and not expected to be completed by target date
	1 (7%) - Overdue		
PI Status		PI Trend	
	1 (25%) Target significantly missed		2 (50%) Improving
	1 (25%) Target missed		0 (0%) No Change
	2 (50%) Target achieved or exceeded		2 (50%) Getting Worse

Priority 1 Securing the economic prosperity of the district

Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
PRS BP11 EM19	To produce a schedule for Educational and enforcement days to support the Council's Loveyourplace campaign.	30-Apr-2011			On Target	Mike Parker	Cllr. Marcus Hart	10-Jun-2011 Easter: Canal Trust Campaign 23rd June - Dog Fouling Campaign 18th July Litter/Flytipping 5th August Litter/Dog fouling 8th August Litter/Dog fouling 6th September Untaxed Vehicles/Fly Posting
PRS BP11 EM20	To implement at least three separate environmental crime campaigns highlighting, educating and enforcing the Loveyourplace initiative. • Easter - April 2011 • Summer holidays - August 2011 • Winter school term - March 2012	31-Mar-2012			On Target	Mike Parker	Cllr. Marcus Hart	11-Nov-2011 17-10-11-11-11-11 educational talks have taken place for seven classes within Kidderminster College complex in relation to litter, the impact on the community and the environment and possible enforcement actions. 05-Sep-2011 New Poster being made for Litter Campaign near winter school term. 12th, 13th & 16th September – Litter Enforcement campaign scheduled.
PRS BP11 PR40	Contribute towards the establishment of North Worcestershire Tourism initiative and publication of promotional leaflet.	31-Mar-2012			On Target	Mike Parker	Cllr. John Campion	13-Mar-2012 New brochure for North Worcestershire distributed w/c 12/03/12. 08-Feb-2012 North Worcestershire Tourism

Appendix 1

	<ul style="list-style-type: none"> Project plan for promotional activities completed by October 2011 Promotional leaflet published by March 2012 							finalising the design and print of 2012 promotional guide for February/March publication and distribution.
PRS BP11 PR42c	ReWyre Initiative (Implementation): Secure a Development Partnership of private sector partners for STC.4 (Lloyd's Garage), Stourport-on-Severn	31-Dec-2011	<div><div>100%</div></div>		On Target	Mike Parker	Cllr. John Campion	18-Oct-2011 Interviews held - approval expected imminently. 09-Sep-2011 Tenders received and being evaluated.
PRS BP11 PR42d	ReWyre Initiative (Implementation): Develop and implement a Place Marketing strategy to promote the District to investors including potential future businesses, residents and visitors - Develop Strategy by October 2011 - Complete implementation by March 2012	31-Mar-2012	<div><div>85%</div></div>		Not On Target	Mike Parker	Cllr. John Campion	25-Jun-2012 Arising from State of the Area debate, Town Centre Strategy to be developed; currently in the process of commissioning consultants to assist in developing. This will identify regeneration investment opportunities. 19-Mar-2012 Currently being worked up as part of the new North Worcestershire Economic Development & Regeneration team work programme.

Code	Title	Q4 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note
		Value	Target	Target					
PRS PI 22	No. of grants awarded to new businesses	6	5	20			Mike Parker	Cllr. John Campion	6 new business grants awarded
PRS PI 23	Empty Shops Grants awarded	0	1	4			Mike Parker	Cllr. John Campion	No retail grants awarded, but 2 sets of information sheets have been sent out.

Priority 2 Delivering together, with less

Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
CAP BP11 CUL32	Complete review to investigate improved partnership working with Friends of Parks groups including the establishment of Service level Agreements based on the Council's management plans.	31-Mar-2012	<div><div>100%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	16-Mar-2012 Final details are being made to the agreement now named Statement of Joint Working. Friends of Broadwaters do not wish to take part although Baxter Gardens, St George's and Springfield are happy to. Parks Forum has been agreed by all and the first meeting is to take



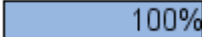



Appendix 1



								place in April 2012.
								13-Jan-2012 Service Level Agreement drafted and final meeting to take place in January with sign up to SLA from majority of groups.
CAP BP11 CUL42	Complete an options appraisal for the management of district Sport and Leisure Centres. - Preferred options to Cabinet by June 2011 - Council decision by July 2011	31-Oct-2011	<div><div>100%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	13-Jan-2012 Review complete and further report prepared for January Cabinet for a final decision.
								13-Oct-2011 Report to Cabinet 18 October 2011 to present options and consultation results
LCS BP11 DS05	To fully consider and conclude the financial options appraisal of shared service proposals for electoral administration and registration service.	31-Mar-2012	<div><div>100%</div></div>		On Target	Caroline Newlands	Cllr. Nathan Desmond; Cllr. Nathan Desmond	16-Aug-2011 Investigated and not pursued.
								26-Jul-2011 Ongoing process.
RES BP11 ACC09	To conduct a fundamental review and prioritisation of all aspects of the Council's services. This will include using lean/systems thinking principles, in order to secure its financial viability and the sustainability of services.	31-Dec-2011	<div><div>100%</div></div>		On Target		Cllr. Nathan Desmond	12-Jan-2012 Financial Strategy, including revised prioritisation presented to Cabinet on 20th December 2011.
								12-Oct-2011 The Review has started and on target. This will form the Financial Strategy due to be considered by Cabinet in December 2011.
RES BP11 ES62	To fully consider and conclude the financial options appraisal of shared service proposals for waste services	31-Mar-2012	<div><div>100%</div></div>		On Target		Cllr. Marcus Hart	13-Mar-2012 Revised collaborative Work Plan established by the H&W Strategic Waste Board. Process involves a more stepped approach towards collaborative working across a number of key strategic work actions.
								05-Jan-2012 Work continues via the County-Wide Strategic Waste Board and the working group Seniors Officers Group.
RES BP11 RB56	To fully consider and conclude the financial options appraisal of shared service proposals in revenues and benefits.	31-Mar-2012	<div><div>100%</div></div>		On Target		Cllr. Nathan Desmond	08-Aug-2011 Decision made by Cabinet at meeting on 19/7/11 that Revs & Bens will remain in-house
								09-Jun-2011 Draft report is currently written, awaiting consideration by CMT and Cabinet

Priority 3 Improving community well-being



Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
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Appendix 1

CAP BP11 CUL43	Continue to provide a health related activities programme through increased promotion and partnership working including: • Sportivate by August 2011 • Hotspot sports by August 2011 • Activity referral by March 2012 • MEND (Mind, Exercise, Nutrition...Do it!) by March 2012	31-Mar-2012			On Target	Linda Collis	Cllr. Tracey Onslow	09-Feb-2012 Activities are ongoing as planned and programmed.
								13-Jan-2012 Delivery on target.
CAP BP11 CUL45	Through the work of the Community Safety Partnership, support the Areas of Highest Need Project specifically through delivery of neighbourhood tasking in each area (Oldington & Foley Park, Broadwaters and the Walshes), focussing on community safety improvements.	31-Mar-2012			On Target	Linda Collis	Cllr. Tracey Onslow	17-May-2012 Completed Tasking up and running in all 3 areas. Community Safety Partnership supporting Tasking and using it to deliver community safety improvements on an ongoing basis.
								15-Mar-2012 15 March - Neighbourhood Tasking (NT) becoming more focussed and structured in the 3 areas. Walshes and Horsefair have both discussed recently on domestic abuse. O&FP Tasking first met in February, next meeting focussing on deliberate fires. Strong commitment from partners for NT.
PRS BP11 HS22	Implement Year One of Housing Services Improvement Plan by March 2012 • Monitor social lettings established by April 2011 • Investigate high number of approaches to acceptances of stat homeless by July 2011 • Develop a new empty homes strategy by November 2011	31-Mar-2012			On Target	Mike Parker	Cllr. Julian Phillips	13-Oct-2011 Strategy completed
								07-Sep-2011 Stat homeless approaches audit completed and draft of Empty Homes Strategy ready for circulation. All other actions completed or underway.

Code	Title	Q4 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note
		Value	Target	Target					
CAP PI 15 (NI 8)	Adult participation in sport and active recreation	Not collected at this frequency.		20.0%			Linda Collis	Cllr. Tracey Onslow	Data is only collected annually by Sport England in a nationwide survey. The requested data will not be available until end of financial year. Community


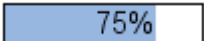





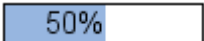




Appendix 1


Code	Title	Q4 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note
		Value	Target	Target					
									Development section continues to deliver a range of initiatives and activities to underpin this performance, including the 'walking project' and GP referral activity scheme.
PRS PI 09	Number of affordable homes delivered (gross)	52	15	60			Mike Parker	Cllr. Julian Phillips	Schemes completed in 2011/12 is 52 including 46 at Wribbenhall, 2 at East street and 4 Existing Satisfactory Dwellings.

Business Plan Exception Report – up to 31st March 2012






Actions which have missed their due date, been cancelled or are 'Not On Target' to be completed by their due date

Community & Partnership Services






Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
CAP BP11 CUL26	Review on Joint Museum Service - Consultation with Joint Museums Board - Recommendations to Cabinet			Not On Target	31-Mar-2012	21-May-2012 Delay with County Council, further meeting arranged for June 2012. Missed target date. 13-Jan-2012 -- enter new status update -	Kay Higman
CAP BP11 CUL27	Encourage greater access and use of Brinton park using heritage lottery. Application to Heritage Lottery Funding for Brinton Park: - Stage 1 submitted by February 2011 - State 2 submitted by June 2012				31-Mar-2012	07-Jul-2011 We were advised on Tuesday 28th June that our application had been unsuccessful.	Joe Scully
CAP BP11 CUL30	Consultation with partners and internal working group regarding Volunteering Policy - Adopt by Council.			Not On Target	31-Jan-2012	21-May-2012 Policy completed, not yet taken to Council for adoption. 05-Jan-2012 Pilot project being run in conjunction with the Ranger Service. Learning points will be included in the Policy.	Lesley Fox
CAP BP11 CUL33	Complete an options appraisal for alternative management and maintenance of the Council's sports pitches and bowling green including asset transfer.			Not On Target	31-Mar-2012	21-May-2012 Playing pitch strategy completed. 13-Jan-2012 Playing pitch strategy is being undertaken which will guide the process further, strategy completed by March 2012.	Kay Higman
CAP BP11 CUL38	Development of Local Children's Partnership. Ensure that the partnership is fit for purpose through stakeholder meetings and consultation.			Not On Target	31-Mar-2012	21-May-2012 Delays due to protracted consultation at WCC level 05-Jan-2012 Ongoing implementation at Worcestershire County Council. Commissioning process is being developed with County Councillors having a major role in the funding process.	Lesley Fox
CAP BP11 CUS48c	Investigate opportunities for joined up working at Bewdley			Not On Target	31-Mar-2012	13-Jan-2012 Multi use facility not progressing. Action cancelled. 13-Oct-2011 No further progress to report	Lucy Wright

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
CAP BP11 CUS55	Provide CMT with consultation results regarding recommendation of cheques no longer being accepted as payment		<div><div>0%</div></div>		30-Jun-2011	11-Jul-2011 Action changed as decision taken not to stop accepting cheques. Change in process that requests customers post cheques as no longer accepted in person at Kidd Hub.	Linda Collis; Lucy Wright






Legal & Corporate Services Directorate

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
LCS BP11 EM06	Data Management System • Investigate available property data management systems/best practice by June 2011 • Develop a new bespoke system for WFDC by October 2011 • Populate with data and commence use by March 2012.		<div><div>75%</div></div>	On Target	31-Mar-2012	30-Apr-2012 Provider identified. Budget reviewed. Procurement to take place. 11-Jan-2012 PG awaiting database training to set up system, in mean time a spreadsheet of property data has been set up and is in the process of being populated.	Richard Hall; Lucy Lomas
LCS BP11 EM07	Review Property Rationalisation Strategy		<div><div>75%</div></div>	On Target	30-Sep-2011	11-Jan-2012 Draft updated Strategy produced in October 2011. 04-Oct-2011 Strategy currently under review.	Lucy Lomas
LCS BP11 EM08	Achieve sales of surplus properties via marketing, auction and sales to existing tenants		<div><div>75%</div></div>	On Target	31-Mar-2012	30-Apr-2012 Ongoing. 11-Jan-2012 Negotiations and marketing of surplus property on-going.	Lucy Lomas
LCS BP11 EM09	Use of the Council's Asset Transfer Policy for transfers to community groups.		<div><div>60%</div></div>	Not On Target	31-Mar-2012	30-Apr-2012 Completed business case received April 2012. 11-Jan-2012 Awaiting completion of Business Case by community group.	Lucy Lomas
LCS BP11 EM10	Make assets more attractive to potential tenants at Comberton Place: • Consider ways the building is used to see if changes can maximise occupancy by September 2011		<div><div>60%</div></div>	Not On Target	30-Dec-2011	30-Apr-2012 Discussions ongoing for lease of first floor and possible community use of vacant ground floor units. 11-Jan-2012 Further discussions for whole of first floor on-going.	Lucy Lomas


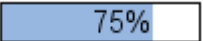

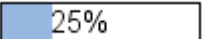

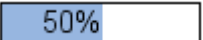

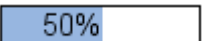

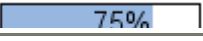
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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	• Restructure service charge to bring in line with RICS code of practice by December 2011						
LCS BP11 EM11	Carry out benchmarking exercise against 'nearest neighbours' to investigate other ways of collecting debt and understand impact of economic climate on property debt		<div><div>60%</div></div>	Not On Target	30-Sep-2011	30-Apr-2012 Lack of responses disappointing. Further chasing being carried out. 11-Jan-2012 Benchmarking questionnaire re-issued to nearest neighbours in Dec-11 due to lack of responses.	Paul Grosvenor; Lucy Lomas
LCS BP11 EM12a	Compliance with statutory Health & Safety requirements - Fixed wire electrical testing - Community Housing Group to carry out of further recommended remedial works		<div><div>60%</div></div>	Not On Target	31-Oct-2011	30-Apr-2012 Information and quote outstanding from CHG. 12-Jan-2012 On his return to work the Building Services Manager in communication and chasing Wyre Forest Community Housing regarding the progress on quote for remedial work which is still outstanding from July 2011.	Richard Hall
LCS BP11 EM13	Stock condition • Identify properties for second phase of Stock Condition Surveys by June 2011 • Second phase of Stock Condition Surveys completed by February 2012 • Incorporate recommendations from Stock Condition survey into rolling Planned Maintenance Program by March 2012		<div><div>75%</div></div>	Not On Target	31-Mar-2012	30-Apr-2012 Properties all identified. Procurement of surveys underway. 11-Jan-2012 Second phase of surveys to be resumed following return of Building Services Manager.	Richard Hall
LCS BP11 EM14	Submit Stage 1 application for Heritage Lottery Funding for Kidderminster Town Hall restoration project.		<div><div>30%</div></div>	Not On Target	31-Mar-2012	30-Apr-2012 Bid being completed. Meeting with officers have taken place. Architect to be appointed. 11-Jan-2012 Project to be resumed following Building Services Manager's return to work.	Richard Hall
LCS BP11 EM15	Development of the Council's new Headquarters • Finalise design by May 2011 • Construction of building complete by July 2012		<div><div>35%</div></div>	On Target	31-Mar-2012	13-Jan-2012 Foundation Bases cast, erection of structural steel work, roof purlins and bracings installation, precast concrete floor plans, ground floor slab poured to all areas, composite panels to flat roof - all completed	Caroline Newlands






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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						13-Oct-2011 Work commenced on site - steel structure in place, roof scheduled for October/November.	
LCS BP11 FM23	Internal promotion of Civic Hall events with the use of A frames & poster boards within hubs, museum, library, Civic Centre, Duke House reception. • Obtain promotional display equipment by May 2011 • Produce promotional material & display at agreed locations - monthly check/update carried out		<div><div></div>75%</div>	On Target	30-Mar-2012	11-Jan-2012 All posters,Banners and promotional material ordered and waiting for delivery. 12-Oct-2011 Another A frame purchased.Posters,Banners,and Pull Ups at proof reading stage.	Jo-anne Bowkett; Matt Smith
LCS BP11 FM25	Set up & manage project accounts to monitor the commercial success of internally organised events at the Town Hall. • Process agreed by May 2011 • Initiate project account & manage through to event conclusion - on-going, as required		<div><div></div>75%</div>	On Target	30-Mar-2012	11-Jan-2012 Two hosted events trialed Northern Soul New Years Eve a success and Emmeline Pankhurst Lecture to take place 24 th Jan. 12-Oct-2011 Agreement amended needs to be approved by Legal.	Jo-anne Bowkett; Matt Smith
LCS BP11 FM28	• Ensure bar contractor adheres to contract service requirements and quarterly review meetings are carried out - April/July, Oct 2011 & Jan 2012 • Create & maintain a spreadsheet to record bar contract income/ booking details by April 2011.		<div><div></div>90%</div>	On Target	30-Jan-2012	11-Jan-2012 Meeting to be arranged for January 12. Spreadsheet up-to-date with record of income/booking details. 12-Oct-2011 On going.	Matt Smith
LCS BP11 FM29	Investigate and implement procedure to overcome lone working situations within Facilities Management team. • Investigate options by September 2011 • Agree & implement procedure by November 2012		<div><div></div>60%</div>	Not On Target	30-Nov-2011	22-May-2012 Contact made from Worcester Telecare requesting update details on existing lone working scheme. MS to discuss with team before reply. 11-Jan-2012 No progress. Awaiting development on corporate lone working arrangements.	Elaine Brookes; Matt Smith
LCS BP11 FM32	Carry out role specific risk assessments and safe systems of work for Facilities Assistant duties. • Produce list of duties to be assessed by December 2011 • Conduct &		<div><div></div>80%</div>	On Target	30-Mar-2012	22-May-2012 Job role risk assessments have been produced for all roles. Review of allocation of duties required in preparation for the move to the new HQ and the termination of the messenger	Elaine Brookes


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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	record risk assessments by January 2012 • Produce safe systems of work by March 2012					service to CHG which will enable SSOW to be produced for current activities. 11-Jan-2012 SSOW to be prepared	
LCS BP11 HR33	Develop a Wyre Forest Management Development Programme			On Target	31-Mar-2012	30-Apr-2012 Business partner in post. Due to delay in this appointment the overall programme is not delivered but we've delivered key elements of it including Insights, Customer Service Challenge and HR breakfast meetings. 11-Jan-2012 Met with OD Business Partner, discussed programme including Insights, Customer Service Challenge, Leading your People and Remote Working. Regular HR breakfast meetings for managers.	Cheralyn Chance; Rachael Simpson
LCS BP11 HR36	Review HR management information systems to enable HR resources to be managed effectively and to inform HR on areas of business need.			On Target	31-Dec-2011	11-Jan-2012 Ongoing, personal files being recalled from Directorates. Security access to be reviewed. 12-Oct-2011 Initial technical issues have been resolved to enable progress	Cheralyn Chance; Rachael Simpson
LCS BP11 HR37	Continue efforts to expand CHRIS (HR system) utilisation – identify what critical areas are not being delivered by CHRIS and produce work-plan for resolution			On Target	31-Mar-2012	30-Apr-2012 Progress has been stalled in this activity due to failure HR not yet having access to CHRIS and the delayed implementation of kiosk. EDRMS is live but due to technical issues progress is sporadic and there is still further work required before the move to new HQ. 11-Jan-2012 Meetings and training sessions with RBC, hierarchy set up.	Cheralyn Chance; Rachael Simpson
LCS BP11 HR39	<ul style="list-style-type: none"> Refresh Human Resources Work Programme in line with new business priorities. Deliver against the work programme in line with WFDC procedures and consultation mechanisms 			On Target	31-Dec-2011	11-Jan-2012 Ongoing policy review. 12-Oct-2011 Work programme identified, policies being reviewed in order of priority. Currently revising Disciplinary Policy.	Cheralyn Chance; Rachael Simpson
LCS BP11	Publish updated HR policies on			On Target	31-Mar-2012	11-Jan-2012 Carried out as processes are	Cheralyn




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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
HR40	intranet and in Wyred Weekly					updated. 12-Oct-2011 Carried out as processes are updated.	Chance; Rachael Simpson
LCS BP11 HR41	Develop Training Plan to address gaps in statutory and mandatory training		<div><div>50%</div></div>	On Target	30-Sep-2011	11-Jan-2012 Working with OD Business Partner to address training needs. 12-Oct-2011 Training Programme approved at CMT on 22.09.10, collating training needs in preparation for delivery of statutory and mandatory training.	Cheralyn Chance; Rachael Simpson
LCS BP11 HR45	Develop initiatives to support workforce through organisational change		<div><div>60%</div></div>	On Target	31-Mar-2012	11-Jan-2012 This will form part of the training programme. 12-Oct-2011 This will form part of the training programme	Cheralyn Chance; Ann-Marie Lockley; Rachael Simpson
LCS BP11 LC47	Engage with our customers to ensure we are maximizing the potential income from searches. • Complete survey consultation by June 2011 • Publish consultation results and re- evaluate the Land Charges Service from the results of the consultation by August 2011		<div><div>0%</div></div>	Not On Target	30-Aug-2011	11-Jan-2012 Target deleted – decision taken with Head of Service (19th Sept 2011) that due to sick leave and additional responsibilities within the section this survey could be shelved this year. 04-Oct-2011 Survey not yet carried out – form problem with IT but now falling behind due to additional work and sick leave	Helen Caldwell
LCS BP11 LS54	- Develop Legal team plans to manage work loads by May 2011 - Keep legal services work plans under regular review and reallocate where necessary for shared services by March 2012		<div><div>60%</div></div>	On Target	31-Mar-2012	11-Jan-2012 Under review following commencement of Litigation Assistant. 04-Oct-2011 Awaiting commencement of litigation assistant.	Jane Alexander
LCS BP11 LS56	Improve research and library facilities for staff : • To investigate all subscriptions to publications taken across the Council by May 2011 • To produce a spreadsheet identifying where savings could be made for consultation by June 2011 • To develop a system for research requests & storage of responses by		<div><div>50%</div></div>	Not On Target	31-Mar-2012	30-Apr-2012 New library facility at HQ. Records Officer visiting all DMTs in May. Will raise subscription issues. Delay due to time spent on sorting files in anticipation of move to New HQ. 11-Jan-2012 Records Officer still on sick leave.	Jane Alexander; Sue Baylis


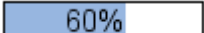

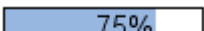

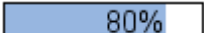


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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	March 2011						
LCS BP11 LS57	Investigate options for benchmarking activities and introduce where appropriate. To keep under review opportunities for benchmarking service delivery and act upon any identified improvements that could be made		<div><div>0%</div></div>	On Target	31-Mar-2012	30-Apr-2012 On hold. 07-Jul-2011 Being done as part of a corporate exercise.	Jane Alexander


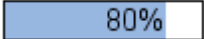





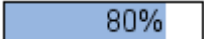

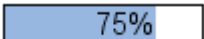
Planning & Regulatory Services Directorate

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
PRS BP11 BC02	To maintain ISO 9001 accreditation through an annual assessment in accordance with the approved Building Control Marketing Strategy		<div><div>75%</div></div>	Not On Target	30-Nov-2011	23-Apr-2012 Maintaining ISO9001 accreditation a decision for the North Worcestershire Building Control Service Manager. 04-Jan-2012 Maintaining ISO9001 accreditation a decision for new service manager.	John Baggott
PRS BP11 BC03	To achieve a score of 74% measured against Local Authority Building Control Service Quality Performance Mark.		<div><div>75%</div></div>	Not On Target	31-Mar-2012	23-Apr-2012 Maintaining LABC service quality mark a decision for the North Worcestershire Building Control Service Manager. 04-Jan-2012 Maintaining LABC service quality mark a decision for new service manager.	John Baggott
PRS BP11 BC04	Establish and embed mobile and flexible working practices and procedures within the Building Control section, via phased adoption by all appropriate officers • 33% of officers by June 2011 • 66% of officers by September 2011 • 100% of officers by December 2011		<div><div>0%</div></div>	Not On Target	31-Dec-2011	04-Jan-2012 New North Worcestershire Building Control Service established on 1st November 2011. Mobile & flexible working practices and procedures a decision for the new service manager. 07-Oct-2011 In light of the establishment of the North Worcestershire Building Control Service and the TUPE transfer of staff, work in this area was put 'on hold'.	John Baggott


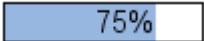

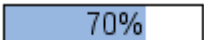



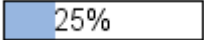


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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
PRS BP11 BC05	Establish and embed "paper-light" working practices and procedures within the section			Not On Target	31-Dec-2011	<p>23-Apr-2012 Following establishment of new North Worcestershire Building Control Service w.e.f. 1st November 2011, all new applications being administered by Bromsgrove DC via their software. Backscanning of historic files ongoing, however some archiving of files will be necessary.</p> <p>04-Jan-2012 Following establishment of new North Worcestershire Building Control Service w.e.f. 1st November 2011, all new applications being administered by Bromsgrove DC via their software. Backscanning of historic files ongoing.</p>	John Baggott
PRS BP11 DC08	Trial, embed and adopt the use of flexible and mobile work practices and procedures within the section			Not On Target	31-Mar-2012	<p>23-Apr-2012 Awaiting necessary hardware & software support to enable a full trial to be undertaken, 'mini' trials being undertaken to inform the need for hardware/software.</p> <p>04-Jan-2012 Necessary hardware being sourced to enable full trial to be undertaken.</p>	John Baggott
PRS BP11 DC11	Development Control Fees - • Undertake costs assessment by March 2011 • Devise and implement locally set planning application fees by December 2011			Not On Target	31-Mar-2012	<p>23-Apr-2012 Following amendments to PAS benchmarking exercise model, revisions made to draft scale of fees at reappraisal. In the meantime, no announcement made by DCLG re potential for adoption of locally set scale of fees and, as such, work is on 'hold'.</p> <p>04-Jan-2012 Following amendments to PAS benchmarking exercise model, revisions made to draft scale of fees at reappraisal. In the meantime, no announcement made by DCLG re potential for adoption of locally set scale of fees.</p>	John Baggott
PRS BP11 EM13	To complete a full review of the Parking Places Order.			Not On Target	30-Sep-2011	16-Jan-2012 All amendments raised and discussed with Legal. Parking Places	Susan Winmill



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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						order being finalised for advertisement. 21-Jul-2011 Points raised with legal in relation to amendments that may be required	
PRS BP11 EM14	To review the cycle of street cleansing, allocation of areas and shift patterns and implement further efficiencies in the delivery of the service using the Operational Management software.			Not On Target	30-Sep-2011	16-Jan-2012 Streetscene go live date 6th February. Reviews of rounds undertaken by department, implementation being undertaken with consultants' schedule. 21-Jul-2011 Amendments to routes already implemented, further reviews planned once these have been tested. Different ways of working being investigated to improve efficiencies.	Susan Winmill
PRS BP11 EM15	To review the patrol routes of CEO's, allocation of areas and shift patterns and implement further efficiencies in the delivery of the service using the Operational Management software.			Not On Target	30-Nov-2011	16-Jan-2012 Parking Services go live date 16th January. 21-Jul-2011 Amendments to routes already implemented, further reviews planned once these have been tested. Different ways of working being investigated to improve efficiencies.	Susan Winmill
PRS BP11 EM17	To implement procedures and actions for extended parking enforcement actions: • Town Centre drop kerb parking enforcement • postal PCN's (in addition to instant contraventions)			Not On Target	31-Dec-2011	16-Jan-2012 Final draft procedure being compiled with Wychavon council in relation to procedure and CEO training and appeals process. 21-Jul-2011 Working with Wychavon DC to produce procedures for CEO's and subsequent appeal documentation and evidence.	Susan Winmill
PRS BP11 EM18	To explore improved technology to support alternative methods of payment for car parking.			Not On Target	30-Sep-2011	16-Jan-2012 Business cases have been reviewed and not shown to cost effective. Other councils systems being reviewed January 2012. 21-Jul-2011 Waiting confirmation of cost implications and financial viewpoint on implementation from TJ.	Susan Winmill
PRS BP11 PR34	Develop a Business Plan for District-wide Town Centre Management			Not On Target	31-Mar-2012	25-Jun-2012 Arising from State of the Area debate, Town Centre Manager	Ken Harrison



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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						currently in process of establishing Town Team which will drive the development of a Business Plan. 19-Mar-2012 Town Centre Manager actively engaging partners to establish draft Business Plan priorities.	
PRS BP11 PR36	Adopt a District-wide Town Centre Management Strategy			Not On Target	31-Mar-2012	25-Jun-2012 Arising from State of the Area debate, Town Centre Strategy to be developed; currently in the process of commissioning consultants to assist in developing. 19-Mar-2012 Town Centre Manager actively engaging partners to establish draft Business Plan priorities.	Ken Harrison
PRS BP11 PR39	Successful processing of: • 20 x Business Start-up grant • 10 x Booster grants applications • Minimum of 4 grants awarded to improve empty shop premises.			On Target	31-Mar-2012	18-May-2012 Final take up figure for year - New Business Start up grants = 17, Booster grants = 2 13-Jan-2012 12 New Business Grants awarded this financial year/2 Booster Grant applications.	Steve Singleton
PRS BP11 PR41	ReWyre Initiative (management): Develop a Business Plan for the ReWyre Board and Management Team.			Not On Target	31-Mar-2012	19-Mar-2012 Target date revised to 31st March 2012 having due consideration to the State of the Area Debate and engagement with wide range of stakeholders. 18-Oct-2011 Awaiting outcome of Rewyre Conference on 4th November.	Ken Harrison
PRS BP11 PR42b	ReWyre Initiative (Implementation): • Prepare Kidderminster Town Centre Design Framework			Not On Target	31-Dec-2011	19-Mar-2012 This is subject to further consideration as part of the State of the Area debate and business planning for Rewyre and has therefore been marked as cancelled pending the outcome of that review. 18-Oct-2011 Work progressing on Eastern gateway plans.	Ken Harrison
PRS BP11 PR42d	ReWyre Initiative (Implementation): Develop and implement a Place			Not On Target	31-Mar-2012	25-Jun-2012 Arising from State of the Area debate, Town Centre Strategy to be	Ken Harrison





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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	Marketing strategy to promote the District to investors including potential future businesses, residents and visitors - Develop Strategy by October 2011 - Complete implementation by March 2012					developed; currently in the process of commissioning consultants to assist in developing. This will identify regeneration investment opportunities. 19-Mar-2012 Currently being worked up as part of the new North Worcestershire Economic Development & Regeneration team work programme.	
PRS BP11 PR42e	ReWyre Initiative (Implementation): • To establish and promote a virtual trail for residents and visitors to local industrial heritage sites of interest within the Wyre Forest District		<div><div>75%</div></div>	Not On Target	31-Mar-2012	25-Jun-2012 No further update to May comment. 18-May-2012 Proposal is subject to an application to the Heritage Lottery Fund a draft of which has been prepared but which required further consultation to provide evidence of need and demand.	Steve Singleton
PRS BP11 PR44	Publish Blakebrook Conservation Area Character Appraisal		<div><div>0%</div></div>	Not On Target	31-Mar-2012		Rebecca Mayman

Resources Directorate







Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
RES BP11 ACC10	Payment of Invoices (linked to Procure to Pay) • To reduce the number of Special Payments within 48 hours by 15% compared to 2010/11 by CMT endorsement of Directors only approving these - quarterly CMT reports • Increase % of payments made by BACS target to 75% - monitor quarterly • Council's Prompt Payment code (currently 30 days) - monitor monthly		<div><div>99%</div></div>	On Target	31-Mar-2012	26-Apr-2012 Special Payments target not achieved. Numbers remain below 3% of total invoices paid. 13-Mar-2012 On Target for 2011.12 but now plateaued.	Tracey Southall
RES BP11 ACC12	Sundry Debtors and Miscellaneous Income - to explore and progress		<div><div>95%</div></div>	On Target	31-Mar-2012	26-Apr-2012 IT issues are continuing to be challenging.	Tracey Southall

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Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	collection through electronic means to decrease the number of cash, cheque and non electronic payments. Monitor impact of Kiosk at Hub.					13-Mar-2012 On Target. Some ICT issues currently being resolved.	
RES BP11 ACC13	Resource Management System - undertake a post implementation review, with view to fine tuning the system in order to derive the most benefit from the project. Project is due to be implemented by the 31st March 2011. Whilst fine tuning will continue throughout the life of the project, the initial post implementation review is planned for July 2011.		<div><div></div>90%</div>	Not On Target	31-Mar-2012	25-Apr-2012 Final phase of implementation - rolled into 2012/13; heavily dependent on resolution of technical problems. 13-Mar-2012 Original deadline now extended to allow for correction of Civica Mobile Software issues.	Trevor Jones
RES BP11 ACC19	To monitor new Payroll contract and work in collaboration with Redditch Borough Council – agree new practices and procedures and develop HR21-Kiosk. • Payroll Contract monitoring from April 2011 – March 2012 • HR21/Kiosk from July – October 2011		<div><div></div>40%</div>	Not On Target	31-Mar-2012	25-Apr-2012 Revised implementation timetable agreed - Run into 2012/13 13-Mar-2012 Delayed.	Tracey Southall
RES BP11 FDS27	Procure new vehicles in accordance with operational requirements and in line with Authority's Replacement Programme.		<div><div></div>95%</div>	On Target	31-Mar-2012	25-Apr-2012 1 Electric Vehicle still outstanding, slipped into 2012/13 13-Mar-2012 2 Vehicles delivered. Moving machine to be delivered before the end of March 2012. The 4 remaining vehicles due to be delivered before the end of March 2012.	Martin Phipps
RES BP11 ICT36	Replace lower specification PC with thin client devices • 15 by June 2011 • 30 by September 2011 • 45 by December 2011 • 60 by March 2012		<div><div></div>90%</div>	On Target	31-Mar-2012	15-Apr-2012 Meetings are taking place with all service area managers to ascertain ICT requirements for new HQ. All office 2007 and Exchange is being delivered internally by Citrix now. 15-Mar-2012 The scope of the original project is complete but following	Dave Johnson






Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						upgrades to the software we have a number of options to deploy applications and user desktops. Initially this is being rolled out at the Hub to simplify deliver and support of applications. This has only been live for a couple of weeks but after initial teething troubles it seems to be settling down. Roll out of Thin Client devices continues to home workers and to replace older PC's, this will only be done if required for new HQ	
RES BP11 ICT37	To work with the Council HQ Project team to ensure new facilities has ICT requirements		<div><div>60%</div></div>	On Target	31-Mar-2012	<p>15-Apr-2012 Line Tender for New HQ has been awarded to BT. Wireless survey for new HQ is about to take place as well as on-going meetings with service managers to ascertain ICT requirements for new HQ.</p> <p>15-Mar-2012 ICT plans in place for move to New HQ including moving and testing of ICT equipment and infrastructure, also the physical setup at New HQ. Suppliers will need to be booked to assist with the setup / configuration of new equipment along with the move and set up of existing equipment. ICT will be working a number of weekend to relocate and set up ICT equipment and infrastructure. Contract for new line will be awarded before the end of March.</p>	Dave Johnson
RES BP11 ICT39	Assist in implementation of an additional 60 Home Workers by implementation of suitable technologies and equipment for both voice and data. As detailed in agreed Cohort Plan. • 10 by June 2011 • 25 by September 2011 • 40 by December 2011 • 60 by March 2012		<div><div>75%</div></div>	On Target	31-Mar-2012	<p>15-Apr-2012 Home working setups are now in progress for forward planning users following them sorting their individual setup ie broadband, sorting accommodation etc.</p> <p>15-Mar-2012 Additional home workers are currently being set up in Planning, Housing and Economic Regeneration using a variety of solutions including Bcrypt and Thin Clients. As part of the planned move to New HQ ICT will be visiting sections to revisit number of</p>	Dave Johnson

Appendix 2

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						current home workers.	
RES BP11 ICT40	Following procurement exercise implement councils preferred solution for Telephony and Unified Communications software / hardware. This will involve training all users on the functionality and use of the new Handset and Software.		 95%	On Target	30-Oct-2011	<p>10-Jan-2012 Formal conference facility using PIN's / dedicated phone number, and Collaboration software have been set up and tested in ICT but still need to be rolled out</p> <p>12-Oct-2011 All equipment has now implementation with the system going Live on 5th September. The following schedule of work has been completed</p> <ul style="list-style-type: none"> · Upgrade of ISDN30 lines for in/out going calls including DDI's to building a more resilient telephony solution · User training for 200+ employees including super users at each site · 300+ new phones deployed · 30 Home Worker phones set up · 400+ extensions set up · 300+ workstations updated with new Shoretel clients · Shoretel Client install and rolled out to 60+ Thin Client users · Workgroups, Pickup Groups, Hunt Groups set up as required · Voice mail for all users · Integration with Hub phone system · Rules for call routing including Manager / PA working · Voice quality of service over the network using new LAN Switches 	Dave Johnson
RES BP11 RB44a	Service Transformation - Implement Electronic Document & Records Management system (EDRMS) within the Benefit Service		 92%	On Target	31-Mar-2012	<p>25-Apr-2012 Ongoing into 2012/13 in conjunction with ICT</p> <p>10-Jan-2012 We are continuing to work alongside IT with regard to the EDRMs. Backscanning of all generic paperwork is due to commence this week.</p>	Val Upton
RES BP11 RB49	To identify and effect recovery of overpayments monies due within		 88%	On Target	31-Mar-2012	25-Apr-2012 -- enter new status update -	Val Upton

Appendix 2



Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	legislation and current Policy on a monthly basis.					25-Apr-2012 Ongoing into 2012/13	
RES BP11 RB52b	Maximise the Council Tax collection level each year - carry out continuous review by scrutinising current recovery working practices, promotion of Discounts and Benefits.			On Target	31-Mar-2012	25-Apr-2012 Achieved 97.2% against a target of 98% so 0.73% short of target. 10-Jan-2012 As per June update	Val Upton
RES BP11 RB53	Increase Direct Debit Payers to 26,500 by continual promotion to raise public awareness of current collection costs against cost of Direct Debit.			On Target	31-Mar-2012	10-Jan-2012 We currently have 24,929 D/D payers 14-Oct-2011 we currently have 25031 D/D payers	Val Upton

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed











Performance Indicators 2011/12

Exception Report for Quarter 4 (January to March 2012)













PIs collected monthly or quarterly that have missed their target. PIs collected annually are not included.

PI Status	
	Alert
	Warning

Responsible OUs Community & Partnership Services















PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
CAP PI 04	Employee Survey response	Not collected at this frequency.			Not collected at this frequency.		43%		Aim to Maximise		24-May-2011 Previously CAP LP21.
CAP PI 05	Online magazine sign-up	Not collected at this frequency.			Not collected at this frequency.		2,000		Aim to Maximise		21-Jun-2011 No of residents in WF = 95,000. 524 residents signed up to WyredIn (as at 11 April 2011). Was previously collected as a percentage of population signing up to online magazine. Definition changed for 2011/12 to show no. of residents signed up. 2010/11 - 0.55% of the population. Original target for 2010/11 was 10% of the population (9,500).
CAP PI 06	Telephone service level	78%	78%	67%	72%	80%	80%		Aim to Maximise		
CAP PI 07	Calls logged on Oneserve	76%	73%	69%	72%	77%	77%		Aim to Maximise		
CAP PI 09	Satisfaction - Summer Holiday Activities	Not collected at this frequency.			Not collected at this frequency.		96%		Aim to Maximise		12-Oct-2010 LP09- this figure was taken from 2 questions from the 250 evaluation questionnaires returned

Appendix 2









PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
											this summer:- 'Overall Enjoyment & Atmosphere' and 'was this a positive experience for you?' The percentage for Overall enjoyment was 99% and the positive experience was 92% therefore, overall the figure was 96%. Of the 6 people who did not consider the activity to be a positive experience- 3 were from the walks, 1 x trips, 1 x Play Here and 1 x Sports.
CAP PI 14	Satisfaction - Sports & Leisure Centres (customer survey)	Not collected at this frequency.			Not collected at this frequency.		80%		Aim to Maximise		18-Oct-2010 Q1 = 81%, Q2 = 81%, Q3 = 79%, Q4 = 84%
CAP PI 15 (NI 8)	Adult participation in sport and active recreation	Not collected at this frequency.			Not collected at this frequency.		20.0%		Aim to Maximise		19-Oct-2011 Data is only collected annually by Sport England in a nationwide survey. The requested data will not be available until end of financial year. Community Development section continues to deliver a range of initiatives and activities to underpin this performance, including the 'walking project' and GP referral activity scheme.
CAP PI 16 BV119a	% satisfied with sports/leisure facilities (general public)	Not collected at this frequency.			Not collected at this frequency.				Aim to Maximise		24-May-2011 Previously Best Value Performance Indicator BV119a
CAP PI 17 BV119c	% satisfied with museums and galleries (general public)	Not collected at this frequency.			Not collected at this frequency.				Aim to Maximise		24-May-2011 Previously Best Value Performance Indicator BV119c.
CAP PI 32	EDRs - Cultural Services	Not collected at this frequency.			Not collected at this frequency.		100%		Aim to Maximise		24-May-2011 Previously CAP LP25
CAP PI 33	EDRs - Customer Services	Not collected at this frequency.			Not collected at this frequency.		100%		Aim to Maximise		24-May-2011 Previously CAP LP26.

Responsible OUs Legal & Corporate Services Directorate



















Appendix 2

PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
LCS PI 02	Electoral Registration Forms	Not collected at this frequency.			Not collected at this frequency.		95%		Aim to Maximise		
LCS PI 03	Property - rent arrears	13.2%	12.4%		12.4%	11%	11%		Aim to Minimise		19-Apr-2012 The Annual Rent Roll is £585694.82. Outstanding debt of £70416.92 for the period ending 31st March 2012 is 12.0% of the Rent Roll, against the target for 2011/12 of 11%. Actual debt compares favourably with 12.3% in 2011, but unfavourably with 10.5% in 2010. Actual debt compares favourably with last month's 12.4%. The Outstanding debt of £70416.92 can be categorised as follows:- With Legal Services, 4 debtors totalling £55651.16, or 79.0%; Instalment Agreements, 6 debtors totalling £8330.64, or 11.8%; With Service Department, 6 debtors totalling £6435.12, or 9.2%.
LCS PI 07	Road closure application	Not collected at this frequency.			Not collected at this frequency.		25%		Aim to Maximise		15-Apr-2011 Regretably, as the I.T. application form was not available until month 12, it was impossible to progress during 201/11.
LCS PI 11 /BV16a	Percentage of Employees with a Disability				1.80%	2.00%	2.00%		Aim to Maximise		
LCS PI 12 /BV17a	Ethnic Minority representation in the workforce - employees				1.0%	2.0%	2.0%		Aim to Maximise		
LCS PI 13 /BV12	Working Days Lost Due to Sickness Absence	Not collected at this frequency.			3.18	2.00	8.00		Aim to Minimise		
LCS PI 14	EDRs - Corporate	Not collected at this frequency.			Not collected at this frequency.		95%		Aim to Maximise		24-May-2011 Previously RE LP43. Code changed following HR transfer to County with responsibility moved to Legal & Corporate Services.

Responsible OUs Planning & Regulatory Services Directorate



















PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
PRS PI 01	LABC QPM Level of Service Score	Not collected at this frequency.			Not collected at this frequency.		74		Aim to Maximise		25-May-2011 Previously PRS 02.
PRS PI 02a	Processing of planning applications: Major applications	Not collected at this frequency.			28.57%	65.00%	60.00%		Aim to Maximise		02-May-2012 The continued relatively low number of new major planning applications being received means that performance in this area has been a challenge for some time due to the number of older and more complex major applications which have reached final determination. Performance continues to be affected with the quarterly return falling below both local and national targets. 2/7 x 100
PRS PI 02b	Processing of planning applications: Minor applications	Not collected at this frequency.			68.09%	75.00%	65.00%		Aim to Maximise		02-May-2012 The number of minor applications being received has seen a gradual reduction in recent quarters; there was , however, a notable increase during Qtr 4. Performance in this area has consistently met the national target of 65%, although the local target (75%) is more of a challenge. Performance in the fourth quarter of 2011/12 exceeded the national but fell short of the local target. 32/47 x 100
PRS PI 02c	Processing of planning applications: Other applications	Not collected at this frequency.			83.72%	85.00%	80.00%		Aim to Maximise		02-May-2012 Performance in this area has fluctuated over recent quarters, although performance against the national target has, for the most part, exceeded the target of 80%. Performance during the 4th quarter exceeded the national target but fell just short of the local target (85%) 72/86 x 100

Appendix 2

PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
PRS PI 05	DVLA CLE2/6 Returns for untaxed vehicles found within the district				61	28	110		Aim to Minimise		
PRS PI 06	Vulnerable vehicles				35	7	30		Aim to Minimise		02-May-2012 The low Q3 figure could have been affected by bad weather causing CEO's to be employed elsewhere on snow clearance and snow on windscreens hampering visibility. Nevertheless a low figure is a good outcome.
PRS PI 07a	Category 1 Cleanliness				Not collected at this frequency.		95%		Aim to Maximise		
PRS PI 07c	Category 3 Cleanliness				Not collected at this frequency.		90%		Aim to Maximise		
PRS PI 19	Net additional homes provided	Not collected at this frequency.			Not collected at this frequency.		190		Aim to Maximise		25-May-2011 Previously collected as National Indicator NI 154.
PRS PI 21	Previously developed land that has been vacant or derelict for more than 5 years	Not collected at this frequency.			Not collected at this frequency.		1.60%		Aim to Minimise		25-May-2011 Previously collected a National Indicator NI 170.
PRS PI 23	Empty Shops Grants awarded	Not collected at this frequency.			0	1	4		Aim to Maximise		02-May-2012 No retail grants awarded, but 2 sets of information sheets have been sent out.
PRS PI 26	Client satisfaction (WRS)	Not collected at this frequency.							Aim to Maximise		06-Dec-2011 For this quarter questionnaires were sent only in relation to trading standards due to IT issues so samples numbers are low, these will be improved next quarter.
PRS PI 27	Improved consumer confidence (WRS)	Not collected at this frequency.							Aim to Maximise		06-Dec-2011 For this quarter questionnaires were sent only in relation to trading standards due to IT issues so samples numbers are low, these will be improved next quarter.

Responsible OUs Resources Directorate

Appendix 2

PI Code	Short Name	January 2012	February 2012	March 2012	Q4 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
RES PI 01	Non Property Debtors	9.48%	9.13%	8.62%	Not collected at this frequency.		4.8%		Aim to Minimise		
RES PI 04 / BV 8	% of invoices paid on time	97.96%	98.08%	98.19%	98.19%	98.50%	98.50%		Aim to Maximise		13-Apr-2012 Due to end of year and annual leave unable to provide this data at the moment. Will be provided as soon as possible.
RES PI 08 /NI191	Residual Waste Per Household - KG's	46	41	47		138	552		Aim to Minimise		
RES PI 16	Sickness - Environmental Service	7.5%	8.77%	8.9%	Not collected at this frequency.		5%		Aim to Minimise		21-May-2012 PI annual outturn at 9% due to number of long term absences.
RES PI 22 /BV78a	Speed of processing - new HB/CTB claims	30.0	27.3	31.2	29.0	25.0	25.0		Aim to Minimise		05-Apr-2012 Increase in no. of days is due to backlog caused by losing 3 members of staff to Transformation Team.
RES PI 24 / BV 9	% of Council Tax collected	Not collected at this frequency.			97.27%	98.00%	98.00%		Aim to Maximise		05-Apr-2012 £44,956,235.28 collectable, £43,727,040.08 collected
RES PI 25 / BV10	Percentage of Non-domestic Rates Collected	Not collected at this frequency.			97.79%	98.00%	98.00%		Aim to Maximise		05-Apr-2012 £ 26,882,599.97 collectable, £ 26,288,548.77 collected
RES PI 26	Benefits claims > 50 days	25.4%	28%	39.5%		5%	5%		Aim to Minimise		05-Apr-2012 43 cases outstanding of which 17 are over 50 days.
RES PI 35	Cost per Benefit Claim	Not collected at this frequency.			£43.83	£38.00	£38.00		Aim to Minimise		05-Apr-2012 The high cost per claim is due to the Hub recharge



Overview and Scrutiny Committee

Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer

Date: Thursday 5th July 2012

Open

Wyre Forest Affordable Warmth Action Plan

1. Summary

- 1.1 This report provides a progress update on the Wyre Forest Affordable Warmth Action Plan 2011/12 and seeks endorsement of the Wyre Forest Affordable Warmth Action Plan 2012/13.

2. Background

- 2.1 The Health and Sustainability Team in Housing Services lead the co-ordination and delivery of work to tackle fuel poverty and affordable warmth issues in Wyre Forest.
- 2.2 The team work with partners on the Wyre Forest Affordable Warmth Steering Group, including Act on Energy, Public Health, the Fire Service and Disability Action Wyre Forest, to deliver an annual Affordable Warmth Action Plan.
- 2.3 The Wyre Forest Affordable Warmth Action Plan 2011/12 was reported to the Community and Regeneration Committee on 7th April 2011 and endorsed by Cabinet on 19th April 2011.
- 2.4 The Wyre Forest Climate Change Strategy aims to reduce carbon emissions within the district, including from the domestic sector. Delivery of the Affordable Warmth Action Plan will contribute towards this and demonstrate the Council's leadership in this area.

3. Key Issues

3.1 Fuel poverty

A household is said to be in fuel poverty if it needs to spend more than 10% of its income on fuel to maintain a satisfactory heating regime (usually 21 degrees for the main living area, and 18 degrees for other occupied rooms). Whether a household is in fuel poverty or not is determined by the interaction of a number of factors, including the energy efficiency of the property (and therefore, the energy required to heat and power the home), the cost of energy and household income.

3.2 In 1996, 6.5 million UK households were in fuel poverty. Between 1996 and 2003, fuel poverty decreased, mainly due to a combination of falling energy prices and rising incomes, as well as the introduction of energy efficiency measures. However, between 2004 and 2009, energy prices increased: domestic electricity prices rose by over 75 per cent, and gas prices increased by over 122 per cent over the period. The overall effect of price rises since 2004 far outweighed the impact of increasing incomes and energy efficiency and led to an overall increase in fuel poverty. The latest available figures show that the number of households in fuel poverty decreased between 2009 and 2010, as rises in incomes and energy efficiency combined to outweigh the effects of energy price rises.

3.3 The table below gives information on fuel poverty in Wyre Forest, and Worcestershire between 2008 and 2010.

		Number of households	Number of fuel poor households	% of fuel poor households
Worcestershire	2008	232,966	49,209	21.1%
	2009	235,927	56,149	23.8%
	2010	235,940	45,149	19.1%
Wyre Forest	2008	42,422	9,498	22.4%
	2009	42,978	10,654	24.8%
	2010	42,861	8,536	19.9%

Source: Department of Energy and Climate Change (DECC)

3.4 **Delivery of the Wyre Forest Affordable Warmth Action Plan 2011/12**

Appendix 1 provides information on delivery of the 2011/12 Affordable Warmth Action Plan. Highlights this year included:

- Delivery of a scheme to provide residents with free loft and cavity wall insulation. This was carried out on an area by area basis, with target areas identified using information such as Warmer Worcestershire thermal image maps and benefits data. A total of 1465 insulation measures (845 lofts and 620 cavity walls) were installed in 870 properties through this scheme in 2011/12.
- Monthly Energy Advice Surgeries were held at the Hub in Kidderminster. Act on Energy advisors were on hand to provide residents with information on reducing fuel bills, energy tariffs and energy efficiency measures. Act on Energy also ran two training sessions for Hub staff on fuel poverty and affordable warmth issues.
- Promotional activity was carried out through a wide range of channels, including the Home Safe Home events at Bewdley, Kidderminster and Stourport fire stations, the Showcase of Services for Older People, Bewdley Carnival, flu jab clinics and at the Landlords' Forum.

- Active participation in the Warmer Worcestershire Network, which aims to promote affordable warmth and energy efficiency across the county. The network successfully applied for funding (£93k) from the Department for Health's 'Warm Homes, Healthy People' fund in December 2011 to further support affordable warmth work across the county, including training for frontline workers, printing of resources, supply of temporary emergency heaters for vulnerable residents and an Age UK benefit uptake check to ensure their clients are claiming funds to which they're entitled.

3.5 The Wyre Forest Affordable Warmth Action Plan 2012/13

The Wyre Forest Affordable Warmth Action Plan for 2012/13 is provided in Appendix 2. Much of the activity carried out in 2011/12 will continue this year. Additional activities worth highlighting include:

- Promotion of affordable warmth measures to people in rural areas by making an energy advisor available through the mobile library service.
- Holding an awareness event on a Park Home residential site to promote park home insulation and energy efficiency measures.
- Development and delivery of energy efficiency incentives and measures not covered by previous schemes, such as draught proofing and insulation of attic rooms and park homes.
- 2012/13 will see a significant change to the way in which energy efficiency schemes are funded and delivered nationally. The current Warmfront Scheme (which provides affordable warmth grants for certain benefits recipients) and Carbon Emission Reduction Target (CERT) funding (which requires energy suppliers to provide free or subsidised insulation) will end in December 2012. These schemes will be replaced in January 2013 by the Green Deal, which will enable residents to pay for energy efficiency measures through savings made on their energy bills. Promotional activity will be carried out when details of how the Green Deal will operate nationally and locally have been finalised.

4. Options

4.1 The committee may wish to:

- Recommend to Cabinet that the Affordable Warmth Action Plan 2012/13, as attached at Appendix 1 is approved.
- Put forward alternative or additional proposals to recommend to Cabinet.

5. Consultation

- 5.1 Wyre Forest Affordable Warmth Group

6. Related Decisions

- 6.1 None

7. Relevant Council Policies/Strategies

- 7.1 Wyre Forest Climate Change Strategy

8. Implications

- 8.1 Resources: Staff time and funding within existing internal and external budgets, including through a service level agreement with Act on Energy.
- 8.2 Equalities: None.
- 8.3 Partnership working: Partnership working between community organisations within the district and across the county is key to the delivery of this action plan.
- 8.4 Human Rights: N/A
- 8.5 E-Government: N/A
- 8.6 Transformation: N/A

9. Wards affected

- 9.1 All

10. Appendices

- 10.1 Appendix 1 – Wyre Forest Affordable Warmth Action Plan 2011/12 Progress Report
- 10.2 Appendix 2- Wyre Forest Affordable Warmth Action Plan 2012/13

11. Background Papers

- 11.1 None

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APPENDIX 1: WYRE FOREST - AFFORDABLE WARMTH ACTION PLAN 2011-12 PROGRESS REPORT

1. Strategy and Partnership

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
1.1 Operate an effective Wyre Forest Affordable Warmth Steering Group	1.1.1 Hold steering group meetings on a quarterly basis.	Ongoing (quarterly)	WFDC	Meetings held quarterly and attended by WFDC, Act on Energy, PCT, Fire Service, Disability Action Wyre Forest.
	Continue to identify and invite partner organisations (e.g. VESTIA) with an interest in Affordable Warmth to attend.	Ongoing	All	Carried out on an ongoing basis. Vestia involvement in delivery of specific projects.
1.2 Ensure delivery of locally agreed targets (e.g. Worcestershire targets)	1.2. Review methods for collection of SAP data with AoE.	TBA	Act on Energy WFDC	Household energy data is now collected through Energy Performance Certificates.
1.3 Report progress on delivering this action plan	1.3. Report progress on this action plan to relevant Boards and Committees	Annually	All	WFDC scrutiny report July 2012.
1.4 Participate in relevant WFDC scrutiny committees	1.4 Provide information as required for the scrutiny exercise.	TBA	WFDC	Scrutiny exercise on energy issues was carried out in 2011; implementation of the recommendations is ongoing.

2. Leading by Example

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
2.1 Member organisations to sign up to the Worcestershire Climate Change pledge	2.1. Sign up to the Worcestershire Climate Change pledge and report annually on progress.	Ongoing	All	WFDC, PCT, Fire Service and Disability Action Wyre Forest are signed up to the pledge.
2.2 Member organisations to encourage their staff to make their homes energy efficient.	2.2. Group members to encourage their own staff to insulate their homes and use low energy light bulbs	Ongoing	All	Ongoing promotion of subsidised insulation etc through staff newsletters and websites.

3. Awareness raising resources

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
3.1 Ensure effective, up to date materials are available for use.	3.1. Ongoing development/ updating of leaflets, display materials/ website etc.	Ongoing	WFDC Act on Energy	New leaflets produced by Act on Energy. Ongoing website updates.
3.2 Inclusion of affordable warmth/ energy efficiency information on partner websites	3.2. Group members to arrange for up to date affordable warmth information to be included on their websites.	Ongoing	All	This is carried out on an ongoing basis.

4. Campaigns

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
4.1 Co-ordinate participation in national energy saving campaigns e.g. “Switch It Off”, Energy Saving Week etc	4.1. Group members to encourage their staff, partners and service users to participate.	Ongoing	WFDC Act on Energy WCC	Staff encouraged to participate in Climate Week (March 2012)
4.2 Participation in relevant campaigns on affordable warmth	4.2 Group members to encourage their staff, partners and service users to participate.	Ongoing	WFDC Act on Energy	Ongoing

5. Events

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
5.1 Promote energy efficiency schemes at events in Wyre Forest.	5.1.1 Hold Home Safe Home events with electric blanket testing and energy advice.	Sept/Oct 2011	Fire Service WFDC	These were held at fire stations in: Stourport – 19 th Sept Bewdley – 27 th Sept Kidderminster – 5 th & 13 th Oct
	5.1.2 Promote schemes at at least 1 flu jab clinic	October 2011	Act on Energy PCT	Act on Energy promoted energy efficiency schemes at 2 flu jab clinics

				in autumn 2011.
	5.1.3 Identify & attend events in the district (fetes, carnivals etc).	Ongoing	All	Various events attended including Bewdley Carnival, Kidderminster Showcase of Services for Older People, Stourport (Walshes) Community Safety day.
	5.1.4 Run 10 monthly Energy Advice Surgeries	Sept 2010-June 2011	Act on Energy WFDC	10 x monthly Energy Advice Surgeries were held at the Hub in Kidderminster.

6. Training

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
6.1 Training for front line staff and elected Members on affordable energy issues.	6.1.1 Arrange 2 “refresher” referral scheme training sessions for LA front line staff, Care & Repair, Sure Start, Age Concern etc.	By March 2012	Act on Energy WFDC	2 x training sessions were held for staff at the Hub. Another session was organised for other partners but cancelled as relevant staff had already attended.
	6.1.2 Update councillors on affordable energy issues at a Council meeting	TBA	Act on Energy WFDC	

7. Access to home energy advice

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
7.1 Ensure all Wyre Forest residents are able to access home energy advice	7.1.1 Ensure energy efficiency advice is promoted to visitors to the Worcestershire Hubs	Ongoing	WFDC	Energy surgeries held monthly, Hub staff trained up and leaflets displayed.
	7.1.2 Identify and provide articles for newsletters/ websites etc for community groups in the district.	Ongoing	All	Ongoing.
	7.1.3 Identify and provide stands/ presentations at community group & forum meetings/ events in the district.	Ongoing	All	Various meetings/ events attended.
	7.1.4 Promote energy efficiency advice to private sector landlords and tenants.	Ongoing	WFDC, Act on Energy	Talks given and information distributed at Landlord Forum events.

	7.1.5 Ensure continued use of energy monitor loan scheme (on loan through Childrens Centres and Asha) and disseminate advice through community organisations.	Ongoing	WFDC	Ongoing. Energy monitors also available to hire from the libraries.
	7.1.6 Ensure energy efficiency information is accessible to all, including those whose first language isn't English.	Ongoing	All	Warmfront information available in various languages.

8. Grants and funding

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
8.1 Ongoing co-ordination of affordable warmth grants available to Wyre Forest residents	8.1.1. Identify target areas for free insulation, based on information such as Warmer Worcestershire, benefits data and grant uptake to date.	Ongoing	WFDC Act on Energy Eaga	Free insulation scheme delivered in target areas throughout 2011/12. A total of 1465 insulation measures (845 loft and 620 cavity wall) were installed in 870 properties through this scheme in 2011/12.
	8.1.2 Co-ordinate and promote affordable warmth grants (those supported by Wyre Forest DC and others e.g. proposed in Energy Bill 2010)	Ongoing	Act on Energy WFDC	Ongoing promotion of free & subsidised insulation, Warmfront etc.
8.2 Explore alternative funding mechanisms	8.2 Assess changes by coalition government to energy efficiency & affordable warmth programmes to identify implementation in Wyre Forest.	Ongoing	Act on Energy WFDC	Green Deal/ ECO delivery in Worcestershire is being developed in partnership between the county and district councils.

9. Affordable energy measures

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
9.1 Encourage residents to use low energy light bulbs and low energy appliances	9.1.1. Promote the different types of low energy light bulbs & appliances available at events.	Ongoing	WFDC Act on Energy	Ongoing- included in talks, displays etc.
9.2 Encourage /assist residents to ensure they are on the most appropriate energy tariff	9.2.1 Raise awareness about comparing/ switching tariffs and the different types of tariffs available, including social and green tariffs.	Ongoing	Act on Energy	Ongoing- included in talks displays etc.

10. Warmer Worcestershire

Aim/ Objective	Action	Timescales	Lead Organisation	Progress
10.1 Promote the Warmer Worcestershire website and associated projects	10.1 Raise awareness about the Warmer Worcestershire website through events, leaflets, newsletters and websites.	Ongoing	All	Ongoing throughout 2011/12. The Warmer Worcestershire network successfully applied for funding (£93k) from the Dept for Health Warm Homes, Healthy People fund in Dec 2011 to further support affordable warmth work across the county.
10.2 Link to the county Warmer Worcestershire Group	10.2. Provide 2 way feedback on district and county issues on affordable warmth.	Ongoing	WFDC Act on Energy	Active participation in the Warmer Worcestershire network.

Appendix 1

TARGETS

Local Authorities are no longer required to report to central government on LAA targets. In Worcestershire it was agreed that local reporting would continue for 20 targets in 2010/11 (including NI186 - carbon emissions and NI188 - adapting to climate change).

Worcestershire LAA - Previous Affordable Warmth related National Indicators

NI187: <u>Tackling fuel poverty</u>	
Indicator details	Measures the % of people receiving income based benefits living in homes with a low and high energy efficiency (SAP) rating in the district.
Monitoring	Annual survey to be carried out by the Worcestershire Energy Efficiency Advice Centre on behalf of the Council.
AA Targets	<p>Worcestershire baseline established in 2008/9: 10.68% of housing has a SAP rating below 35 (lower energy efficiency) and 36.73% of housing has a SAP rating above 65 (higher energy efficiency).</p> <p>Target for housing with a SAP rating below 35: Year 2 - to reduce the % by 1.5% & achieve a target of 9.18% Year 3 - reduce the % by another 1.5% and reach a target of 7.68%</p> <p>Target for housing with a SAP rating above 65: Year 2 - to increase the % by 1.5% and achieve a target of 38.23% Year 3 - increase the % by another 1.5% and achieve a target of 39.73%</p>
The current situation in Wyre Forest	Based on a survey carried out late 2008, in Wyre Forest: 10.27% had a SAP rating below 35 34.15% had a SAP rating above 65
Wyre Forest Targets	Based on a survey carried out late 2008, in Wyre Forest: 1. To reduce the number of Wyre Forest households in receipt of council tax benefit, living in properties with a SAP rating below 35, to 5.42%. 2. To increase the number of Wyre Forest households in receipt of council tax benefit, living in properties with a SAP rating above 65, to 38.59%.
	3. To increase the number of energy efficiency measures in the district, including: a. 500 installations of loft insulation in Wyre Forest each year. b. 500 installations of cavity wall insulation in Wyre Forest each year.

APPENDIX 2- WYRE FOREST - AFFORDABLE WARMTH ACTION PLAN 2012-13

1. Strategy and Partnership

Aim/ Objective	Action	Timescales	Lead Organisation
1.1 Operate an effective Wyre Forest Affordable Warmth Steering Group	1.1.1 Hold an Affordable Warmth event to update partners on current and forthcoming schemes and re-establish the affordable warmth group.	September 2012	WFDC Act on Energy
1.2 Collate relevant data and ensure delivery of locally agreed targets	1.2. Obtain and analyse fuel poverty data and data on energy efficiency of properties available from Energy Performance Certificates.	Ongoing	Act on Energy WFDC
1.3 Report progress on delivering this action plan	1.3. Report progress on this action plan to relevant Boards and Committees	Annually	All
1.4 Ensure affordable warmth activity is included in relevant strategies.	1.4. Participate in development and delivery of relevant strategies e.g. Sustainable Community Strategies, county Affordable Warmth and Climate Change strategies.	Ongoing	All

2. Leading by Example

Aim/ Objective	Action	Timescales	Lead Organisation
2.1 Member organisations to sign up to the Worcestershire Climate Change pledge	2.1. Sign up to the Worcestershire Climate Change pledge and report annually on progress	Ongoing	All
2.2 Member organisations to encourage their staff to make their homes energy efficient.	2.2. Group members to encourage their own staff to implement energy efficiency measures (e.g. insulation, draught proofing, efficient boilers and appliances).	Ongoing	All

3. Awareness raising resources

Aim/ Objective	Action	Timescales	Lead Organisation
3.1 Ensure effective, up to date materials are available for use.	3.1. Ongoing development/ updating of leaflets, display materials/ website etc.	Ongoing	WFDC Act on Energy
3.2 Inclusion of affordable warmth/ energy efficiency information on partner websites	3.2. Group members to arrange for up to date affordable warmth information to be included on their websites.	Ongoing	All

4. Campaigns and communication

Aim/ Objective	Action	Timescales	Lead Organisation
4.1 Co-ordinate local participation in affordable warmth/ energy saving campaigns e.g. Energy Saving Week.	4.1. Group members to encourage their staff, partners and service users to participate.	Ongoing	WFDC Act on Energy WCC
4.2 Provide regular updates for stakeholders on affordable energy issues/ schemes	4.2 Produce a quarterly e-newsletter for staff, Members and partner organisations on affordable energy issues.	Quarterly	WFDC

5. Events

Aim/ Objective	Action	Timescales	Lead Organisation
5.1 Promote energy efficiency schemes at events in Wyre Forest.	5.1.1 Hold Home Safe Home events with electric blanket testing and energy advice in Stourport, Bewdley and Kidderminster.	Sept/Oct 2012	Fire Service WFDC
	5.1.2 Promote schemes at 3 flu jab clinics	October 2012	Act on Energy PCT
	5.1.3 Identify & attend events in the district (fetes, carnivals etc).	Ongoing	All
	5.1.4 Run 10 monthly Energy Advice Surgeries at the Hub in Kidderminster	Sept 2012- June 2013	Act on Energy WFDC

6. Training

Aim/ Objective	Action	Timescales	Lead Organisation
6.1 Training for front line staff and elected Members on affordable energy issues.	6.1.1 Arrange 2 training sessions on energy issues and local schemes for LA front line staff, elected Members, Care & Repair, Sure Start, Age Concern etc.	By March 2013	Act on Energy WFDC

7. Access to home energy advice

Aim/ Objective	Action	Timescales	Lead Organisation
7.1 Ensure all Wyre Forest residents are able to access home energy advice	7.1.1 Ensure energy efficiency advice is promoted to visitors to the Worcestershire Hubs	Ongoing	WFDC
	7.1.2 Identify and provide articles for newsletters/ websites etc for community groups in the district.	Ongoing	All
	7.1.3 Identify and provide stands/ presentations at community group & forum meetings/ events in the district.	Ongoing	All

	7.1.4 Promote energy efficiency advice to private sector landlords and tenants.	Ongoing	WFDC, Act on Energy
	7.1.5 Promote energy efficiency advice to residents in rural areas through the mobile library service.	Ongoing	Act on Energy
	7.1.6 Ensure energy efficiency information is accessible to all, including those whose first language isn't English.	Ongoing	All
	7.1.7 Hold an awareness event on a Park Home residential site to promote park home insulation and energy efficiency measures.	Summer 2012	Act on Energy WFDC Public Health

8. Grants and funding

Aim/ Objective	Action	Timescales	Lead Organisation
8.1 Ongoing co-ordination of free/ subsidised affordable warmth measures available to Wyre Forest residents	8.1. Ongoing promotion of Warmfront grants and energy-company funded free insulation schemes.	Schemes end 31 Dec 2012.	WFDC Act on Energy
8.2 Encourage uptake of energy efficiency measures through the new Green Deal scheme	8.2. Ongoing participation in development and delivery of the Green Deal scheme.	Green Deal begins January 2013	District and county councils. Act on Energy.
8.3 Explore alternative funding mechanisms	8.3 Work with relevant organisations e.g. public health to access funding for affordable warmth measures.	Ongoing	WFDC Act on Energy Public Health

9. Affordable energy measures

Aim/ Objective	Action	Timescales	Lead Organisation
9.1 Encourage residents to implement energy efficiency measures not covered by previous schemes	9.1.1 Develop and deliver a Park Home insulation scheme for permanent residential park home residents.	By March 2013	Act on Energy WFDC Public Health
	9.1.2 Develop and deliver a package of free/ subsidised energy efficiency measures (e.g. draught proofing, attic room insulation and boiler upgrades).	By March 2013	WFDC
9.2 Encourage /assist residents to ensure they are on the most appropriate energy tariff	9.2.1 Raise awareness about comparing/ switching tariffs and the different types of tariffs available, including social and green tariffs.	Ongoing	Act on Energy

10. Warmer Worcestershire

Aim/ Objective	Action	Timescales	Lead Organisation
10.1 Promote the Warmer Worcestershire website and associated projects	10.1 Raise awareness about the Warmer Worcestershire website through events, leaflets, newsletters and websites.	Ongoing	All
10.2 Link to the county Warmer Worcestershire Group	10.2. Provide 2 way feedback on district and county issues on affordable warmth.	Ongoing	WFDC Act on Energy



Overview and Scrutiny Committee

Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer

Date: Thursday 5th July 2012
Open

Wyre Forest Climate Change Action Plan

1. Summary

- 1.1 This report provides a progress update on the Wyre Forest Climate Change Action Plan 2011/12 and seeks endorsement of the Wyre Forest Climate Change Action Plan 2012/13.

2. Background

- 2.1 The Health and Sustainability Team in Housing Services lead the co-ordination and delivery of work to tackle climate change issues in Wyre Forest.
- 2.2 The Wyre Forest Climate Change Strategy and Action Plan 2011/12 was reported to the Community and Regeneration Committee on 7th April 2011 and endorsed by Cabinet on 19th April 2011.
- 2.3 The Wyre Forest Climate Change Strategy 2008-2011 aimed to raise awareness about climate change, reduce climate change gas emissions in the district and enable adaptation to the impacts of climate change. It was written in alignment with the Worcestershire Partnership's Climate Change Strategy, which is currently being reviewed. The Wyre Forest 2012/13 action plan has been written to ensure that this important area of work continues whilst this review is underway.

3. Key Issues

- 3.1 The Earth's climate is changing. The Fourth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC) shows that the role of human activities in warming the climate system is now clearer than ever, and the world is already committed to further warming from past emissions alone. The global net effect of human activities since the pre-industrial era has been one of warming, substantially greater than natural warming or cooling effects such as solar changes and volcano activity over the same period. Earth has warmed by 0.74°C over the last century; around 0.4°C of this warming has occurred since the 1970s. Mean global temperatures are likely to rise between 1.1 and 6.4°C above 1990 levels by the end of this century, depending on our emissions. This will result in a further rise in global sea levels of

between 20 and 60cm by the end of this century, continued melting of ice caps, glaciers and sea ice, changes in rainfall patterns and intensification of tropical cyclones.

- 3.2 A study into the impacts of climate change in Worcestershire, commissioned by the Worcestershire Partnership, revealed that the county's climate has also changed over the last century. For example, Worcestershire's annual temperature has risen by 0.6°C since the 1900s and we have seen an increased intensity of rainfall events. The county's climate is expected to carry on changing, with continuing changes in our temperature and rainfall patterns and increased frequency of short duration extreme weather events, such as storms and floods, predicted. As an example, the 2007 floods cost Worcestershire over £150 million, with many Wyre Forest households and businesses affected. Whilst a single such event cannot be attributed to climate change, the frequency of flooding events is expected to increase.
- 3.3 The extremity of further climate change, locally and globally, is likely to depend on future levels of emissions of climate change gases. The more we do now to reduce emissions, the less extreme the expected impact. The main human influence on global climate is emissions of greenhouse gases such as carbon dioxide (CO₂).
- 3.4 The Department for Energy and Climate Change (DECC) provide data on CO₂ emissions for each Local Authority area. The table below shows that emissions in Wyre Forest fell between 2005 and 2009 (the latest available data).

Per capita CO ₂ emissions (tonnes)	Year	Industry and Commercial	Domestic	Road Transport	Total
Wyre Forest	2005	2.3	2.6	1.6	6.5
	2006	2.3	2.6	1.6	6.5
	2007	2.3	2.5	1.6	6.4
	2008	2.0	2.5	1.5	6.1
	2009	1.6	2.2	1.5	5.4

3.5 **Delivery of the Wyre Forest Climate Change Action Plan 2011/12**

Appendix 1 provides information on delivery of the 2011/12 Climate Change Action Plan. Highlights this year included:

- Participation in the Carbon Trust's Carbon Management Programme. The Council developed a 5 year Carbon Management Plan which sets

out a range of measures aiming to reduce carbon emissions from its buildings and operations by 30% over the next 5 years. After taking predicted fuel and energy cost increases into consideration, implementation of this plan should lead to an estimated cost avoidance of £710k over this period.

- Integration of various sustainability features in the development of the Council's New HQ, including a ground source heating and cooling system, a brise-soleil solar shading system, efficient lighting, a sedum roof and facilities for cyclists including showers, lockers and secure cycle parking. Wyre Forest House is being built with the aim of achieving BREEAM (Building Research Establishment Environmental Assessment Method) Excellent standard.
- Development of a Green Travel Plan, which aims to increase travel choice and encourage staff, Members and visitors to council buildings, including Wyre Forest House, to travel in a more sustainable way. As well as reducing our carbon emissions, the plan aims to encourage staff to become more active and reduce congestion and pressure on parking.
- Delivery of a scheme to provide residents with free loft and cavity wall insulation. This was carried out on an area by area basis, with target areas identified using information such as Warmer Worcestershire thermal image maps and benefits data. -A total of 1465 insulation measures (845 lofts and 620 cavity walls) were installed in 870 properties through this scheme in 2011/12.

3.6 The Wyre Forest Climate Change Action Plan 2012/13

The Wyre Forest Climate Change Action Plan for 2012/13 is provided in Appendix 2. Much of the activity carried out in 2011/12 will continue this year. Additional activities worth highlighting include:

- Implementation of the Carbon Management Plan. Measures planned for this year include the use of route optimisation software for the council's vehicle fleet, the introduction of green driver training, boiler upgrades and draught proofing and insulation measures for existing council buildings.
- Development and delivery of energy efficiency incentives and measures not covered by previous schemes, such as draught proofing and insulation of attic rooms and park homes.
- Implementation of the Green Travel Plan, including the continuing rollout of the home and mobile working programme, participation in the Worcestershire Car Share scheme, provision of pool bikes and participation in campaigns such as Bike Week and Walk to Work Week.

4. Options

4.1 The committee may wish to:

- Recommend to Cabinet that the Climate Change Action Plan 2012/13, as attached at Appendix 1 is approved.
- Put forward alternative or additional proposals to recommend to Cabinet.

5. Consultation

5.1 Carbon Management Group

6. Related Decisions

6.1 None

7. Relevant Council Policies/Strategies

7.1 [Wyre Forest Climate Change Strategy](#)

7.2 [Carbon Management Plan](#)

8. Implications

8.1 Resources: Staff time and funding within existing internal and external budgets.

8.2 Equalities: An Equalities Impact Assessment was carried out on the Climate Change Strategy/ Action Plan in 2010.

8.3 Partnership working: Partnership working internally and externally is key to the delivery of this action plan.

8.4 Human Rights: N/A

8.5 E-Government: N/A

8.6 Transformation: The Carbon Management Plan is a key project in the Wyre Forest Forward transformation programme.

9. Wards affected

9.1 All

10. Appendices

10.1 Appendix 1 – Wyre Forest Climate Change Action Plan 2011/12 Progress Report

10.2 Appendix 2- Wyre Forest Climate Change Action Plan 2012/13

11. Background Papers

11.1 [Worcestershire Climate Change Strategy](#)

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APPENDIX 1 WYRE FOREST CLIMATE CHANGE ACTION PLAN 2011/12 PROGRESS REPORT

Key Theme 1: Raise Awareness of the Issue of Climate Change with the Public, Community / Partnership Organisations & Businesses.	
ACTION	PROGRESS
1.1 WFDC to encourage individuals and organisations to sign up to tackle climate change e.g. Climate Week, the Worcestershire Climate Change Pledge etc	WFDC participated in national Climate Week (March 2012) by giving out eco-freebies to staff and offering free loft and cavity wall insulation to all Wyre Forest residents. WFDC, Wyre Forest matters and Disability Action Wyre Forest, as well as a number of county-wide organisations, are signed up to the Worcestershire Climate Change pledge.
1.2 WFDC to raise staff awareness through the sustainability training course	The sustainability training course was not run in 2011/12 due to the low number of new starters. The majority of staff have already attended this training.
1.3 WFDC to carry out awareness raising activity amongst staff, Members and at public events.	Awareness stands at various public events.
1.4 Ongoing awareness of climate change issues through newsletters, websites and press releases.	Articles in Wyred Weekly, council website and through the press (energy efficiency schemes, Climate Week).
1.5 Co-ordination of district participation in local/ national campaigns e.g. Switch It Off week.	Participation in Climate Week.
1.6 WFDC to support Transition Town initiatives in the district.	Transition Bewdley is now established and 3 working groups have been set up- Land, Food and Energy. WFDC have attended meetings, assisted with awareness activities and helped set up a renewable energy trail, where people could visit properties with renewable energy systems such as solar panels and ground source heating.
1.7 WFDC to develop and adopt a policy on sustainability to include tackling climate change.	Done.
1.8 WFDC to produce a leaflet on climate change issues for the public.	Leaflets on various climate issues (energy efficiency, recycling, sustainable transport) made available at public events and at the Hub.

Key Theme 2: Raise awareness about the issue of climate change through Education settings	
ACTION	PROGRESS
2.1 WFDC to support district schools with climate change related activities (in partnership with WCC)	

Key Theme 3: Improving Home Energy Efficiency	
ACTION	PROGRESS
3.1 WFDC to promote home energy efficiency advice schemes to staff, Members, partner organisations and the public.	Worked in partnership with Act on Energy on various energy efficiency promotions, including monthly energy advice surgeries at the Hub, stands at flu jab clinics, Home Safe Home events, Bewdley carnival and the Showcase of Services for Older People.
3.2 WFDC to run energy efficiency schemes (free insulation etc) e.g. in priority areas identified through the Warmer Worcestershire project	Delivery of a scheme to provide residents with free loft and cavity wall insulation. This was carried out on an area by area basis, with target areas identified using information such as Warmer Worcestershire thermal image maps and benefits data. . A total of 1465 insulation measures (845 lofts and 620 cavity walls) were installed in 870 properties through this scheme in 2011/12.

Key theme 4: Improving Energy Efficiency in the Business, Public and Voluntary Sectors	
ACTION	PROGRESS
4.1 WFDC to implement 'quick win' measures to improve the energy efficiency and sustainability of their buildings	Various upgrades to the IT system were made which will lead to reduced energy use. Draught proofing carried out at Kidderminster Town Hall. Throughout 2011/12, WFDC worked with the Carbon Trust to produce a detailed carbon Management Plan, which includes a range of energy efficiency measures aimed at reducing carbon emissions by 30% over the next 5 years.
4.2 WFDC to co-ordinate awareness raising activity on workplace energy efficiency amongst staff and partner organisations	'Switch it off' information provided to staff in Wyred Weekly.
4.3 WFDC to actively participate in countywide activity to promote energy efficiency to businesses and organisations	

Key theme 5: Sustainable New Development	
ACTION	PROGRESS
5.1 WFDC to ensure its new developments, e.g Single Site, Kidderminster Cemetery, are built to the highest possible standards in terms of energy efficiency and sustainability	New HQ is being built with the aim of achieving BREEAM Excellent standard and includes a range of sustainability features and energy efficiency requirements (e.g. energy efficient lighting, ground source heating and cooling, a sedum roof, water efficient fittings, cycling facilities).
5.2 WFDC to incorporate and implement policies on energy efficiency and sustainability through the planning system	Core Strategy adopted and includes a sustainability policy. Climate change adaptation and mitigation is a key theme of the strategy.

Key theme 6: Reducing Energy Use and Emissions from Transport	
ACTION	PROGRESS
6.1 WFDC to monitor and reduce emissions from staff travel and fleet fuel use, as required for NI185.	Emissions data for 2011/12 currently being collated for submission by 31 July 2012.
6.2 WFDC to encourage more sustainable travel amongst employees and partner organisations	New Travel Plan developed in 2011/12, with measures such as car sharing, Bike to Work scheme, public transport promotions to be explored/ implemented in 2012/13.
6.3 WFDC to incorporate and implement policies to reduce transport emissions through the planning system	Core Strategy includes a policy on Promoting Transport Choice and Accessibility, aiming to improve walking and cycling infrastructure and station facilities.
6.4 WFDC to work with partners to improve the district's sustainable transport infrastructure/ facilities	WFDC to work with Worcestershire County Council, Network Rail and others on station improvements.
6.5 WFDC to organise awareness raising activity on sustainable transport issues.	Wyred Weekly articles on Bike Week and Walk to Work week.

Key theme 7: Land Use	
ACTION	PROGRESS
7.1 Participate in county wide activity to increase knowledge and understanding of this issue	

Key theme 8: Minimising Waste	
ACTION	PROGRESS
8.1 WFDC to minimise its own waste by reducing, reusing and recycling.	Recycling facilities in place at offices for paper, card, glass, plastic bottles & cups, cans and batteries. Toner cartridges recycled through IT. Parks recycle green waste.
8.2 WFDC to encourage householders and businesses/ organisations to reduce, reuse and recycle their waste.	36% of household waste recycled (as at January 2011).

Key theme 9: Increase the use of renewable energy	
ACTION	PROGRESS
9.1 WFDC to incorporate appropriate renewable energy measures into the development of Single Site.	Renewable energy feasibility study carried out looking at different options for New HQ; ground source heating and cooling system being installed as found to be the most appropriate.
9.2 WFDC to incorporate and implement policies to encourage renewable energy generation and district heating networks through the planning system	Core Strategy includes a requirement for at least 10% of energy in major developments to come from low or zero carbon sources.
9.3 Implementation of the findings of scrutiny review of renewable energy and efficiency	Ongoing.
9.4 Produce guidance for local developers on renewable energy and district heating networks	Website includes guidance on renewable energy technologies and planning issues.
9.5 Raise awareness about renewable energy grants (FiT, RHI, Green Deal etc), including WFDC's own scheme for householders and community groups.	Renewable energy grants no longer offered by WFDC- Feed in Tariffs introduced for electricity generation from renewable sources.

Key theme 10: Public Service Adaptation to the Impacts of Climate Change	
ACTION	PROGRESS
10.1 Identify priority climate change risks for the council and develop and associated adaptation plan, as required for NI188	NI188 no longer a requirement. Priority climate risks identified by key service areas.
10.2 WFDC to incorporate and implement policies to adapt to the impacts of climate change through the planning system.	Core Strategy includes a policy that all new developments will be required to demonstrate that they have considered the impact of climate change upon them and that they are suitable for the predicted changes in climate.

Key theme 11: Industry and Commerce Adaptation to the Impacts of Climate Change

ACTION	PROGRESS
11.1 WFDC to actively participate in county wide activity on adaptation in the industrial and commercial sector	

Key theme 12: Built Environment Adaptation to the Impacts of Climate Change

ACTION	PROGRESS
12.1 WFDC to actively participate in county wide activity on adaptation in the built environment	

Key theme 13: Natural Environment Adaptation to the Impacts of Climate Change

ACTION	PROGRESS
13.1 WFDC to raise awareness about the impacts of climate change on Wyre Forest's natural environment	

APPENDIX 2- WYRE FOREST CLIMATE CHANGE ACTION PLAN 2012/13

Key Theme 1: Raise Awareness of the Issue of Climate Change with the Public, Community / Partnership Organisations & Businesses.			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
1.1 WFDC to encourage individuals and organisations to sign up to tackle climate change e.g. Climate Week, the Worcestershire Climate Change Pledge.	Health & Sustainability Carbon Management Group Partner organisations	Staff time Consideration of possible costs as part of sign up	Number of individuals and organisations signed up
1.2 WFDC to carry out awareness raising activity amongst staff, Members and at public events.	Carbon Management Group Health & Sustainability Act on Energy	Staff time Possible cost of materials (H&S budget)	Number of people taking part in activities.
1.3 Ongoing awareness of climate change issues through newsletters, websites, press releases and other resources.	Health & Sustainability Media	Staff time	Number of articles published
1.4 Co-ordination of district participation in local/ national campaigns e.g. Climate Week.	Health & Sustainability Carbon Management Group Partner organisations	Staff time Possible cost of materials (H&S budget)	Number of people taking part in activities.
1.5 WFDC to support Transition Town initiatives in the district.	Health & Sustainability	Staff time	Number of people taking part in activities.
Key Theme 2: Raise awareness about the issue of climate change through Education settings			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
2.1 WFDC to support district schools with climate change related activities (in partnership with WCC)	Health & Sustainability Worcs CC Schools	Staff time	Number of pupils participating in activities
Key Theme 3: Improving Home Energy Efficiency			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
3.1 WFDC to promote home energy efficiency advice schemes to staff, Members, partner organisations and the public.	Act on Energy Health & Sustainability Partner organisations	Staff time Promotional materials (H&S budget)	Number of articles published/ events attended / people advised.
3.2 WFDC to co-ordinate implementation of the Wyre Forest Affordable Warmth Action Plan 2012/13	Affordable Warmth Group	Staff time Budget for schemes and Act on Energy SLA (pre-existing).	Measures installed through the schemes

Key theme 4: Improving Energy Efficiency in the Business, Public and Voluntary Sectors			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
4.1 WFDC to implement measures identified through the Carbon Management Plan to reduce emissions from council buildings.	Carbon Management Group Carbon Trust	Staff time Cost of measures (capital funding ear marked in medium term financial strategy).	Reduction in energy use and carbon emissions from council buildings.
4.2 WFDC to co-ordinate awareness raising activity on workplace energy efficiency amongst staff and partner organisations	Health & Sustainability Carbon Management Group Partner organisations	Staff time Promotional materials (H&S budget)	Reduction in energy use and carbon emissions.
4.3 WFDC to actively participate in countywide activity to promote energy efficiency to businesses and organisations in liaison with Worcestershire County Council.	Health & Sustainability Worcestershire County Council	Staff time	Participation in events
Key theme 5: Sustainable New Development			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
5.1 WFDC to ensure any of its own new developments are built to the highest possible standards in terms of energy efficiency and sustainability	Cabinet. Corporate Management Team Carbon Management Group	Integrate into existing projects with allocated resources. Some measures may require a higher up front cost but lead to lower running costs.	New builds meet relevant standards e.g BREEAM Excellent standard.
5.2 WFDC to incorporate and implement policies on energy efficiency and sustainability through the planning system	Forward Planning Carbon Management Group	Staff time	Policies adopted/ ongoing implementation
Key theme 6: Reducing Energy Use and Emissions from Transport			
6.1 WFDC to monitor and reduce emissions from staff travel and fleet fuel use.	Management Accountant, Human Resources, Health & Sustainability	Staff time	Reduction in energy use and carbon emissions from council operations .
6.2 WFDC to implement measures identified through the Carbon Management Plan to reduce emissions its vehicle fleet.	Carbon Management Group Carbon Trust	Staff time Cost of measures (capital funding ear marked in medium term financial strategy).	Reduction in fleet fuel use and associated carbon emissions.
6.3 WFDC to implement its Green Travel Plan	Carbon Management Group Media	Staff time	Reduction in transport emissions Staff travel survey results Participation in schemes e.g. car share, cycle to work.

6.4 WFDC to incorporate and implement policies to reduce transport emissions through the planning system	Forward Planning Carbon Management Group	Staff time	Policies adopted/ ongoing implementation
6.5 WFDC to work with partners to improve the district's sustainable transport infrastructure/ facilities	Forward Planning	Staff time Cost of improvements	Improvements achieved
6.6 WFDC to organise awareness raising activity on sustainable transport issues.	Health & Sustainability Media	Staff time	Participation in activities
Key theme 7: Land Use			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
7.1 Participate in county wide activity to increase knowledge and understanding of this issue	Health & Sustainability Forward Planning	Staff time Resource issues to be considered as part of any projects	Research/guidance produced
Key theme 8: Minimising Waste			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
8.1 WFDC to minimise its own waste by reducing, reusing and recycling.	Environmental Working Group Facilities Management	Waste collection costs	Reduction in waste/ increase in recycling %
8.2 WFDC to encourage householders and businesses/ organisations to reduce, reuse and recycle their waste.	Waste Minimisation	Waste collection costs	Reduction in waste/ increase in recycling %
Key theme 9: Increase the use of renewable energy			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
9.1 WFDC to raise awareness about renewable energy systems, including local case studies, and incentives.	Health & Sustainability	Integrate into existing projects with allocated resources. Some measures may require a higher up front cost but lead to lower running costs.	Amount of renewable energy generation
9.2 WFDC to incorporate and implement policies to encourage renewable energy generation and district heating networks through the planning system	Forward Planning Health & Sustainability	Staff time	Amount of renewable energy generation and district heating networks
9.3 Implementation of the findings of scrutiny review of renewable energy and efficiency	Forward Planning Health & Sustainability	Staff time	Amount of renewable energy generation

Key theme 10: Public Service Adaptation to the Impacts of Climate Change			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
10.1 Identify priority climate change risks for the council and develop and associated adaptation plan.	Health & Sustainability CMT	Staff time Resources for implementation	Report produced Measures implemented
10.2 WFDC to incorporate and implement policies to adapt to the impacts of climate change through the planning system.	Forward Planning Health and Sustainability	Staff time	Policies adopted/ ongoing implementation
Key theme 11: Industry and Commerce Adaptation to the Impacts of Climate Change			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
11.1 WFDC to actively participate in county wide activity on adaptation in the industrial and commercial sector	Health & Sustainability Worcestershire Climate Change Group	Staff time	Participation in activities
Key theme 12: Built Environment Adaptation to the Impacts of Climate Change			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
12.1 WFDC to actively participate in county wide activity on adaptation in the built environment	Health & Sustainability Worcestershire Climate Change Group	Staff time	Participation in activities
Key theme 13: Natural Environment Adaptation to the Impacts of Climate Change			
ACTION	WHO'S INVOLVED	RESOURCE ISSUES	MEASURE
13.1 WFDC to raise awareness about the impacts of climate change on Wyre Forest's natural environment	Health & Sustainability Countryside/Parks	Staff time	Publication of articles

Name of Councillor:	FRAN OBORSKI
Subject Area to be Scrutinised:	WFM. AREA OF HIGHEST NEED (OLDINGTON FOLEY PARK in PARTICULAR) Value for Money
Rationale: reason for scrutinising the subject area	Despite all the "positive reports" filed at WFM meetings there seems to be little evidence of WFM a "Behavioral change".
Evidence: What evidence is there to support the rationale and the need for the scrutiny review	Questioning at WFM meetings have failed to evidence Value for Money or behavioural change.

Please select from the list below which of the following is applicable to the subject area to be scrutinised:	Detail	Scoring
	Look of ANY evidence	
(1) Is there evidence of poor performance?	Unsure, there is little performance evidence at all.	10
(2) Is there a high level of dissatisfaction with the service?	Amongst Councillors possibly. Service deliverer very self satisfied.	10 5
(3) Has there been a budgetary overspend?	? NO information again.	10 8
(4) Is there a high level of risk involved?	This is supposed to be a high profile project.	10 5
(5) Is the review likely to identify better value for money for the Council?	Quite likely. Could give lessons for work in Walsley & Horsefair Broadwaters	10 5
Key Outcomes: What do you think the review should achieve		



(6) Does the service provide substantial benefits for all or a significant proportion of residents in the District?	Should do	8
(7) Is there strong evidence linking the topic to the Corporate Plan and the Council's Key Aims and Priorities?	Yes Economic prosperity.	8
(8) Is there public interest in this e.g. press coverage?	Not currently.	6 0
(9) Officer led review planned.	?	4 0
(10) New Legislation/good practice anticipated within the next year.	?	-4 0
(11) Topic has been reviewed in the last 3 years and there are likely to be no significant changes		-2
TOTAL: (Score of over 40 points meets criteria to set up a Scrutiny Review Panel)		43



**Wyre Forest District Council
Scrutiny Proposal Form**

Name of Councillor:	Councillor Gordon Yarranton
Subject Area to be Scrutinised:	The bund at Puxton Marshes due to additional development already approved on Puxton Marshes and new significant proposed development under the LDF of the Churchfields site, again building on flood plain.
Rationale: reason for scrutinising the subject area	Councillors have very serious concerns about future flooding issues in Wolverley village and surrounding areas.
Evidence: What evidence is there to support the rationale and the need for the scrutiny review	Wolverley village flooded in 2007, twice in the same year. The Council were assured in 2000, after development on Baldwin works that in a 100 year flood event water would only reach the second court lock and would not back up to Wolverley. The Council are only consulted out of courtesy. The Pitt Report states any new development should not cause problems to existing developments.

Please select from the list below which of the following is applicable to the subject area to be scrutinised:	
(1) Is there evidence of poor performance?	Yes, in 2007 flood water backed up to Wolverley and remained stationary. Councillors and Officers walked the route and were advised more water could have been let through Kidderminster had there been the necessary sluice gates to allow this
(2) Is there a high level of dissatisfaction with the service?	The Environment Agency has stated that there is no protection for Wolverley and residents are very concerned about the performance of the bund and the impact of the new developments
(3) Has there been a budgetary overspend?	
(4) Is there a high level of risk involved?	Local Councillors feel that if nothing is achieved by the Scrutiny Committee with regard to the bund, they would require assurance that there will be no problems in the future.
(5) Is the review likely to identify better value for money for the Council?	Yes, as if the bund remains the same and Wolverley floods again, which it inevitably will, there will be considerable cost in officer time and compensation to affected residents



Key Outcomes: What do you think the review should achieve	
6 Does the service provide substantial benefits for all or a significant proportion of residents in the District?	Yes it does affect the district, the residents of Wolverley village, local businesses and the 1000 school children attending Wolverley CE Secondary School would be greatly affected in the event of a flood.
7 Is there strong evidence linking the topic to the Corporate Plan and the Council's Key Aims and Priorities?	
8 Is there public interest in this e.g. press coverage	Yes, there have been numerous articles in the local Shuttle, Express and Star. There have been local public meetings. There is a Parish Council flood committee, village flood committee and District Council flood committee and increased public attendance at Parish Council meetings.
9 Officer led review planned	
10 New legislation / good practise anticipated within the next year.	No, none aware of
11 Topic has been reviewed in the last 3 years and there are likely to be no significant changes.	No information passed to Parish or District Council

**WYRE FOREST DISTRICT COUNCIL
FEEDBACK FROM CABINET
MEETING HELD ON TUESDAY 19TH JUNE 2012**

**Agenda
Item No.**

DECISION

8.1 South Kidderminster Enterprise Park – Local Development Order

Recommended to Council:

- 2.1 The South Kidderminster Local Development Order (attached at Appendix 2 to the report to Cabinet), be approved for submission to the Secretary of State.**

10.1 Wyre Forest District Local Development Framework

Recommended to Council:

The Site Allocations and Policies Development Plan Document (attached at Appendix 1 to the report to Cabinet), be approved for pre-submission publication and subsequent submission to the Secretary of State in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

- The Kidderminster Central Area Action Plan Development Plan Document (attached at Appendix 2 to the report to Cabinet) be approved for pre-submission publication and subsequent submission to the Secretary of State in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.**
- The Sustainability Appraisal Reports (attached at Appendix 4 to the report to Cabinet) be approved for publication and submission to the Secretary of State alongside the Development Plan Documents.**
- That authority to make any necessary changes to the Development Plan Documents prior to or resulting from pre-submission publication be delegated to the Director of Economic Prosperity & Place in consultation with the Cabinet Member for Place Shaping.**
- That the Director of Economic Prosperity and Place be given delegated authority to determine the final format and presentation of the Development Plan Documents.**

Decision:

- the arrangements for the pre-submission publication and submission of the Development Plan Documents be undertaken in accordance with the Consultation Plan as attached at Appendix 5 to the report to cabinet but extending the consultation period from six weeks to eight weeks**

**Overview & Scrutiny Committee 2012/2013
Work Programme**

June 2012 (Special)

LDF Development Plan Documents

July 2012

Qtr 4 (2011/12) exception reporting incorporate directorate business plans

Set up Treasury Management Review Panel

Set up Housing Review Panel

Affordable Warmth Action Plan

Climate Change Action Plan

September 2012

Local Authority Mortgage Scheme

Statement of Community Involvement (LDF)

WFDC Housing Assistance Policy

WFDC Tenancy Strategy

October 2012

November 2012

Recs from Housing Review Panel

Localisation of Council Tax Benefit (Rec from Cabinet following consultation period)

December 2012

Budget Review Panel – Terms of Reference

Annual Crime & Disorder Review

Wyre Forest Health and Ageing Well Action Plan

Recommendations from Treasury Management Strategy Statement & Annual

Investment Strategy Mid Year Review Report 2012/13

January 2013

Consultation of Financial Strategy 2013-16

February 2013

Consultation of Financial Strategy 2012-15 (Recs from Budget Review Panel)

Designation of Conservation Area – New Road / Marlborough Street

Recommendations from Treasury Management Panel (Treasury Management Strategy Statement)

Consultation of Financial Strategy 2013-16

March 2013

Potential adoption of LDF Documents (RM - TBC)

Potential Parish Neighbourhood Plan (RM - TBC)

Carbon Management Plan*

April 2013

May 2013

Items for Members Forum

North Worcestershire Community Safety Partnership update – Kathryn Washington (January 2013)

Police and Crime Commissioner – Kathryn Washington (January 2013)

Local Development Framework Documents – Rebecca Mayman (date TBA)

Carbon Management Plan (date TBA)