

Open

Overview & Scrutiny Committee

Agenda

6.00pm
Thursday, 6th June 2013
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke	
Vice-Chairman: Councillor T Ingham	
Councillor C Brewer	Councillor N Gale
Councillor J Greener	Councillor V Higgs
Councillor D C H McCann	Councillor T L Onslow
Councillor J Phillips	Councillor M Rayner
Councillor C Rogers	Councillor A M Sewell

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.

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct (“the Code”) requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members’ Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI’s and ODI’s are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council’s Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

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, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council
Overview & Scrutiny Committee

Thursday, 6th June 2013

Council Chamber, Wyre Forest House, Finepoint Way, 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 Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meetings held on the 4 th and 29 th April 2013.	6
5.	Recommendations from the Housing Review Panel To consider the recommendations from the Housing Review Panel meeting held on 9 th May 2013 relating to the housing and homelessness services and future funding of the upfront preventative work.	12
6.	Recommendations from the No Surprises Protocol Review Panel To consider the recommendations from the No Surprises Protocol Review Panel on the effectiveness of the Council's No Surprises Protocol.	13
7.	How Are We Doing? Performance Update To consider a report from the Business Improvement Officer which updates Members on the performance of the Council for Quarter 4 (from 1 st January to 31 st March 2013).	17

8.	Recommendation Tracking To track the recommendations that were made during the 2012/2013 municipal year.	42
9.	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.	60
10.	Press Involvement To consider any future items for scrutiny that might require publicity.	
11.	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.	
12.	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

13.	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

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 4TH APRIL 2013 (6.00PM)

Present:

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

Observers

Councillors: A T Hingley, M Price and J A Shaw.

OS.107 Apologies for Absence

Apologies for absence were received from Councillors E Davies and M Rayner.

OS.108 Appointment of Substitutes

Councillor N J Thomas was appointed as a substitute for Councillor M Rayner.

OS.109 Declarations of Interests by Members

No declarations of interest were made.

OS.110 Minutes

Decision: The minutes of the meeting held on 14th March 2013 be confirmed as a correct record and signed by the Chairman.

Councillor A T Hingley entered the meeting at this point, (6.02pm).

The Chairman updated Members on the following items:

- All Members of the Council would be invited to attend the Special Overview and Scrutiny Committee on 29th April 2013, where Superintendent Purcell would be giving an update on policing in North Worcestershire.
- An acknowledgement to the letter sent from the Committee to the Worcestershire County Council Cabinet Member for Economy and Infrastructure regarding the Worcestershire Infrastructure Strategy Consultation Draft, had been received. It was confirmed the contents of the letter would be discussed with the County Team who were developing the Strategy.

OS.111 Recommendations from the Housing Review Panel

The Committee considered the recommendations from the Housing Review Panel meeting held on 5th March 2013 relating to the empty properties within the District.

The Chairman of the Housing Review Panel presented the recommendations and reported the Panel had considered a report which detailed information about empty properties within the district and the actions being undertaken by the Housing Services Team to tackle the number of empty properties.

It was noted tackling empty properties was an important area of work for the authority both in terms of meeting its corporate priorities and also in achieving a higher level of New Homes Bonus by bringing empty properties back into use.

It was acknowledged that funding may not be available immediately, but the issue should be taken into consideration going forward and reviewed when additional funding streams were identified.

Agreed: Recommend to Cabinet:

- **To bring some of the more difficult longer term empty properties back into use or increase the overall numbers, consideration be given to funding an Officer resource.**
- **When an additional Officer is agreed to, funding of the resource be identified (both revenue and capital may be required).**

OS.112 Wyre Forest District Council's Carbon Management Plan

The Committee received a report from the Principal Health and Sustainability Officer which updated Members on the implementation of the Council's Carbon Management Plan.

Members were led through the report and attention was drawn to the progress made on the vehicle fleet, lighting and heating projects.

In response to Members' questions regarding the issues with the heating at the Council's new head quarters, the Principal Health and Sustainability Officer advised the additional energy usage was being monitored and the Council was continuing to work closely with the Carbon Management Trust who would undertake detailed examinations to ascertain the payback period once the issues had been rectified.

Agreed: The progress on the implementation of the Carbon Management Plan be noted.

OS.113 The Green Deal

The Committee considered a report from the Principal Health and Sustainability Officer which provided Members with an update on the development of the Green

Deal in Worcestershire.

Members were advised the Green Deal was a new national financing mechanism for energy efficiency improvement launched by the Government on 28th January 2013. It was based on the principle that the energy saving made after energy efficiency measures had been installed in the home or business premises, was used to pay back the cost of installing the energy efficiency measures.

Over the last year, the County and District Councils in Worcestershire had been working together on developing a county wide delivery model for the Green Deal. Members requested a briefing note be provided when further information on the delivery model was available.

Agreed:

The progress on development of a Green Deal delivery model in Worcestershire be noted.

Recommend to Cabinet:

- 1. The final decision on the Green Deal delivery model is delegated to the Director of Economic Prosperity and Place in consultation with the Cabinet Member for Housing and Planning.**
- 2. A briefing note be provided for Members when further information on the delivery model is known.**

OS.114 Joint Scrutiny of Worcestershire Regulatory Services – Terms of Reference

The Chairman presented the terms of reference for the joint scrutiny of Worcestershire Regulatory Services which had been initiated by Wychavon District Council.

Members were content with the membership of the team comprising of either the Chairman or Vice Chairman, however felt that the meetings should have an open and exempt session which was consistent with other committee meetings. Members also agreed full minutes should be produced after each meeting.

The Democratic Services Officer was asked to make the necessary changes to points 13 and 14 of the terms of reference and circulate it to Members of the Committee for agreement, prior to them being sent to colleagues at Wychavon District Council.

Agreed: The Democratic Services Officer to circulate the re-drafted terms of reference to Committee Members for approval prior to sending them to Wychavon District Council.

OS.115 Scrutiny Proposal Forms

The Committee considered a scrutiny proposal form submitted by Councillor V Higgs relating to the apparent lack of parking wardens and excessive parking in

restricted areas in Stourport Town Centre.

Councillor V Higgs presented the form and outlined the issues caused by the traffic congestion within the Town Centre and the adverse effect on air quality, trade and visitor numbers.

Councillor H J Martin left the meeting at this point, (7.19pm), Councillor A T Hingley left at (7.21pm).

Members discussed the proposal and agreed further scrutiny was needed, however the scope of the review should be widened to include the whole of the District.

Agreed: The proposal be widened to include the whole of the District and progressed by way of a review panel, the Democratic Services Officer to add the item onto the work programme for the new municipal year.

OS.116 Feedback from Cabinet

Agreed: The content of the Cabinet action list following consideration of the recommendations from the meeting on 26th March 2013, be noted.

OS.117 Work Programme

Agreed: The Democratic Services Officer to update the 2013-2014 Scrutiny work programme with the Parking Enforcement Review Panel item.

OS.118 Press Involvement

There were no future items for scrutiny that might require publicity.

There being no further business, the meeting ended at 7.35pm.

WYRE FOREST DISTRICT COUNCIL

SPECIAL OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

MONDAY, 29TH APRIL 2013 (6PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), R Bishop, C Brewer, E Davies, N Gale, J A Hart, P V Hayward, V Higgs, H J Martin, B McFarland, J Phillips, M Rayner, C Rogers, J A Shaw, D R Sheppard and S J Williams.

Observers

Councillors: F M Oborski, T L Onslow, M Price, M A Salter and N J Thomas.

OS.119 Apologies for Absence

Apologies for absence were received from Councillors: D C H McCann, A M Sewell and G C Yarranton.

OS.120 Appointment of Substitutes

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

OS.121 Declarations of Interests by Members

No declarations of interest were made.

The Chairman welcomed Superintendent Kevin Purcell, Commander for North Worcestershire from West Mercia Police to the meeting.

OS.122 West Mercia Policing in North Worcestershire

Superintendent Purcell updated Members on the changes being implemented in how West Mercia performed its Policing duties in North Worcestershire. Local Neighbourhood Policing Teams would be introduced in September 2013.

Police Officers were due to be advised of the teams they had been allocated to in May 2013. Once the new policing model was established, contact details of the neighbourhood teams would be communicated to members of the public through a variety of methods, including leaflet drops across various locations. The teams would be tasked with finding bases within the communities.

A question and answer session ensued. A variety of topics were discussed including:

- The retention of the community police station in the Horsefair, and how the

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visible police presence had a positive effect on the area. It was noted issues such as anti-social behaviour had decreased.

- The Street Pastor scheme in Kidderminster Town Centre on Friday and Saturday evenings, and the clear boundaries set regarding their role.
- Community Support Officers had no power of arrest; however they do have the power of detention whereby they can request a person remain with them for 20 minutes.
- Changes to the way funding was allocated for community initiatives such as Partners And Communities Together (PACT) meetings, which had been introduced by the Police and Crime Commissioner.
- Response rates to emergency calls and allocation of Police resources to hot-spot areas around the District.
- The importance of managing peoples' expectations of the Police with the resources available.
- Members of the Travelling community passing through the District and the powers held by agencies to manage the situation.
- Policing of Kidderminster Harriers football matches and lessons learnt from the recent issues with poor crowd control.

Councillor J Phillips left the meeting at this point, (6.54pm).

- Levels of crime on business estates, responsibility of land owners to arrange security patrols and the importance of a visible police presence.

Councillor E Davies left the meeting at this point, (7.00pm).

- How West Mercia Police were taking a more strategic approach to policing and introducing smarter ways of working to utilise the resources available to them.

Councillor H Martin left the meeting at this point, (7.16pm). Councillor T Onslow left at 7.24pm and Councillor M Rayner left at 7.25pm.

- Members welcomed the use of bicycles as a method of transport when patrolling rural areas, and hoped the monthly report provided for Parish Councils would continue.

Councillors S Williams and P Harrison left the meeting at this point, (7.29pm).

It was acknowledged the communication between the Police and communities could be improved and it was hoped the introduction of the new policing model would address some of the issues. Superintendent Purcell assured Members that if they had any un-resolved policing issues in their Ward, they could either contact him direct or via Inspector Paul Crowley.

Superintendent Purcell offered to brief Members again later in the year once the new policing model was in place.

There being no further business, the meeting ended at 7.54pm.

WYRE FOREST DISTRICT COUNCIL

Overview and Scrutiny Committee

6th June 2013

Recommendations from the Housing Review Panel

9th May 2013

Housing Strategy: Housing and Homelessness Services

The Panel considered a report which highlighted the national and local context for Housing Advice.

The Council currently provides a number of homeless prevention services, delivered directly or through partners, which Members felt provided excellent value for money. Estimates of cost associated with re-housing a homeless household were between £2,500 and £7,500 whereas most of the Council's homeless prevention services cost around £596 per case on average (not including those prevented through the Community Housing Group contract).

It was reported 2014 would be the last year that the Council would receive grant funding from Communities and Local Government for Homeless Prevention services.

Recommend to the Overview and Scrutiny Committee to recommend to Cabinet:

- 1. To undertake an evaluation of the cost effectiveness of homeless prevention services (funded from the Department of Communities and Local Government) to then develop a business case for Cabinet to consider the continuation of funding the prevention services when the allocation goes from an area based grant into unringfenced Business Rates Retention Grant in 2014-15 (by July 2013).**
- 2. To undertake research into the different service delivery models for a debt awareness / money advice service to homeless /potentially homeless households to include, but not limited to, the Citizens Advice Bureau and an in-house service and to develop an options paper for further consideration.**
- 3. To give support to the continued focus and emphasis on homeless prevention services as it is recognised as being good practise, giving a better service to customers and value for money (with a £108k spend p.a. giving and estimated saving of £800k+) and to continue working with partners to ensure services are joined up and comprehensive.**

WYRE FOREST DISTRICT COUNCIL

Overview and Scrutiny Committee

6th June 2013

Recommendations from the No Surprises Protocol Review Panel

9th May 2013

Revising the No Surprises Review Protocol

The Panel undertook a review of the effectiveness of the Council's current No Surprises Protocol. In light of feedback from the focus groups the No Surprises Protocol be amended. The updated Protocol is attached at Appendix 1.

The additions are as follows:

- a) To include examples of the type of information that Members would be expect to be informed of.
- b) That the protocol is not just for Members. Officers should apply the same principles by keeping other officers informed of information which they need to be aware of, due to the potential implication on other services.
- c) That for expediency purposes, most notifications will be by Email and will now include the words 'No Surprises' as part of the subject header so Members can easily spot such notifications.
- d) That in certain circumstances (e.g. emergency planning issues e.g. Fire at Roxel) notifications may be by telephone or Text.
- e) That where appropriate, the contents of the email may need to be sent to the relevant Parish and Town Council via the Clerk and relevant County Councillor(s) as well as the identified District Councillors.
- f) That Members should send a very short acknowledgement for any No Surprises notification they receive e.g. 'Noted, thank you.' This will enable Officers to know that the email has been opened and read.

IT Implications

- g) That No Surprises Email Notifications will only be sent to the Wyre Forest District Council email address of each Councillor. A separate report on this issue will be tabled to the meeting of Group Leaders on 18 June due the security implications of information being sent via a non secure line if District Councillors are using their own email address.

- h) An email Group Set Up for each Ward, listing all the District Councillors for that Ward will be created. Officers will select the relevant email Group Set Up(s) unless the information needs to be sent to all Councillors. Any other councillors who need to be in receipt of the same information e.g. County Councillors or Parish / Town Councillors (via the Clerk) will be added to the same email. An up to date list of parish clerks and county councillors and their email addresses will be found on the No Surprises page on COLIN.
- i) Regular IT Training Sessions / Workshops will be held for Members to ensure they are in a position to maximise the use of their IT equipment. Members are reminded that they should inform the IT Team if they have a problem with any IT device that the council has provided them, so it can be sorted as soon as possible.
- j) The Council's telephone directory will be updated as soon as employees either start or leave the authority. This directory aligns itself with all council IT devices however, Members will need to delete any leavers from their frequent contact address books as IT do not have access to this facility. Members will be informed by IT of the names of officers they have deleted from the system on a monthly basis.

Members and Officers – Opportunities to meet up

- k) Twice a year there will be a session for Members and Officers to meet up and have a cup of tea and chat, as it is acknowledged that many officers do not regularly come into contact with Members. These sessions will provide an excellent opportunity for both officers and Members to get to know each other and their respective roles.
- l) Any new Senior Manager to the council will be introduced at a meeting of Group Leaders.

Raising Awareness of the Protocol

- m) The No Surprises Protocol poster will be refreshed and re-launched to help to continually raise awareness of the purpose of the Protocol.

Home Working Arrangements

- n) Officers who work at home should be contactable as though they are working in the office, as per the Home Working Policy. Their office phone should be diverted to their home landline or their mobile phone.

Recommend to the Overview and Scrutiny Committee to recommend to Cabinet: The No Surprises Protocol be amended, as attached at Appendix 1.

NO SURPRISES PROTOCOL

1. Local Members have an important role to play in representing the District Council in their Electoral Ward, responding to the concerns of their constituents, in meetings with partners and serving on external bodies and organisations.
2. In order to fulfil their roles and democratic responsibilities successfully **Members need clear, timely and relevant information to ensure they feel informed about matters on which they may be required to make decisions or affect their electoral ward.** This may include anything from planning application lists, changes to the weekly cleansing of streets, planned consultation activity, establishing a neighbourhood forum, working with a community group to put together a bid for some grant funding, cultural service events to the planned tree surgery.
3. When informing Members, officers are reminded that if it is an issue which may potentially cause media interest or be controversial in nature, they should ensure the information includes the rationale for the planned course of action. This will save Members having to get back in contact with the officer when residents ask e.g. The reason for needing to chop down the trees on the Worcester Road Island and not just they are being chopped down.
4. Wherever a public meeting is organised by the Council to consider local issues, all Members representing the electoral ward(s) affected should, as a matter of course, be invited to attend. Similarly, whenever the Council undertakes any form of consultation exercise, the local Member(s) should be notified at the outset of the exercise with every opportunity to be involved in helping to form the content of any consultation material. Members should be notified of the outcomes of the consultation.
5. For expediency purposes, most No Surprises notifications will be by Email and will include the words 'No Surprises' as part of the subject header so Members can easily spot such notifications. Email notifications **will only be sent** to the Wyre Forest District Council email address of Councillors to ensure compliance with the Government's Code of Connection policy. In certain circumstances notifications may be by telephone or Text – (e.g. emergency planning issues – the Fire at Roxel)
6. Where appropriate, the contents of the email may also need to be sent to the relevant Parish / Town Council via the Clerk and also the relevant County Councillors.

7. On receipt of any email No Surprises notification, Members should send a very short acknowledgement to say they have received it e.g. 'noted, thank you'. This will enable officers to know that the email has been opened and read.

8. Notes for Officers

The Protocol is not just for Members. Officers should apply the same principles by keeping other officers informed of information which they need to be aware of, due to the potential implication on other services.

An email Group Set Up for each Ward, listing all the District Councillors for that Ward will be created. Officers will select the relevant email Group Set Up(s) unless the information needs to be sent to all Councillors. Any other councillors who need to be in receipt of the same information e.g. County Councillors or Parish / Town Councillors (via the Clerk) will be added to the same email. An up to date list of parish clerks and county councillors and their email addresses will be found on the No Surprises page on COLIN.

Updated May 2013



Overview & Scrutiny Committee

Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer
Date: Thursday 6th June 2013
Open

How Are We Doing? Performance Update

1. Summary

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

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:
- Corporate Plan Actions
 - Leading Measures
 - Lagging Measures

3. Progress

- 3.1 [Appendix 1](#) details the current status of the actions that impact on the Corporate Plan 2011-14.
- 3.2 [Appendix 2](#) details the data for the leading measures for April 2012 to March 2013.
- 3.3 [Appendix 3](#) details the data for the lagging measures for April 2012 to March 2013.

4. Key Issues

- 4.1 Any overdue items are listed in Appendix 1. However, for many of these, the delays have clear reasons and revised timescales are identified. At this stage, none of the projects seem significantly adrift or unlikely to be completed. Many of the actions that are listed as overdue

are long term projects that are due to continue into the next financial year.

5. Options

- 5.1 That the progress in performance for quarter 4 be noted.

6. Consultation

- 6.1 Cabinet Member for Community Well-Being.
6.2 Corporate Management Team.

7. Related Decisions

- 7.1 None.

8. Relevant Council Policies/Strategies

- 8.1 Wyre Forest District Council Corporate Plan 2011 – 2014.
8.2 Wyre Forest Forward Annual Plan 2012/13.

9. Implications

- 9.1 Resources: No direct implications from this report.
9.2 Equalities: No direct implications from this report.
9.3 Partnership working: No direct implications from this report.
9.4 Human Rights: No direct implications from this report.
9.5 E-Government: No direct implications from this report.

10. Equality Impact Needs Assessment

- 10.1 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.

11. Wards affected

- 11.1 None.

12. Appendices

- 12.1 Appendix 1 – Corporate Plan Priorities Report.
12.2 Appendix 2 – Leading Measures Report.
12.3 Appendix 3 – Lagging Measures Report.

13. Background Papers

Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Business Improvement Officer.

Officer Contact Details:

Name:	Rhiannon Foxall
Title:	Business Improvement Officer
Contact Number:	Ext. 2786
Email:	rhiannon.foxall@wyreforestdc.gov.uk

Corporate Plan Priorities 2011/14

Headline progress of the Corporate Plan Priority Actions since 1 April 2012

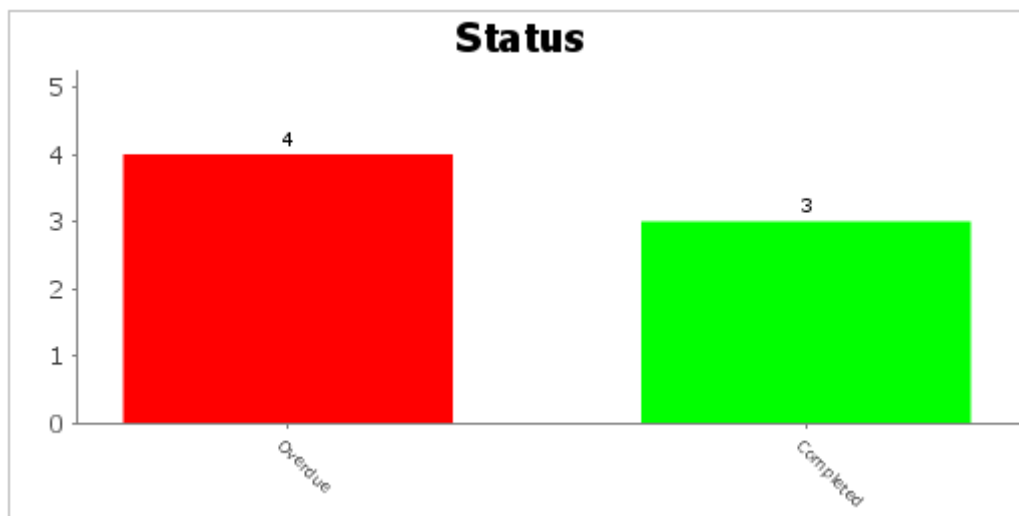


CORP P1 Securing the economic prosperity of the district



Due Date

31-Mar-2015



Any overdue actions for Priority 1 are listed below

CORP-P1-SA1.1 Local Economy

To support the recovery of the local economy by implementing initiatives arising from the State of the Area Debate.



33%

Due Date

30-Apr-2013

Managed By

Mike Parker

Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	20 apprenticeships supported 2012/13: new scheme running 2013/14 with additional emphasis on providing some level 3 apprenticeships. North Worcestershire Employment and Skills Board established and well attended by education providers and businesses. Continued support for take up of empty shops in three town centres through business rate relief and shop refurbishment grant. Incubator units anticipated completion ready for September 2013: currently in process of leasing unit and developing policy support. Kidderminster public realm has been to public consultation and detailed design and costing of schemes currently in progress.

Financial Measures Develop a package of financial measures to support local new and developing businesses and to allocate an initial £100K.	Completed Date		A Wyre Forest Business Rate Relief Scheme proposed to be introduced in the 2013/14 financial year.
Incubator/Start Up Units Develop an Action Plan for the provision of			In September 2012, Incubator Units market understudy work being undertaken by Harris Lamb as a prelude to next phase of delivery. December meeting of Cabinet Review Panel agreed next phase of work

'Incubator'/Start Up Enterprise Units in the district.			which is identification of suitable unit for leasing and sub division, this survey work is underway. March meeting of Cabinet review panel agreed short list of potential units and supported continued progress: preferred unit at Arthur Drive currently being negotiated for 10 year lease. Girlings Quantity Surveyors supporting the Council in preparing a specification of conversion works to be used for tender in June/July with a view to works being completed by September. Policy to support operation of incubator units to be developed and agreed in July.
Local Apprenticeships Budget of £50K for local apprenticeships. To include direct support to partners & businesses as well as an initiative by WFDC as an employer to create apprenticeships.		21-Jan-2013	In August 2012 first take up of apprenticeships now starting to come through (2 completed and more expected) In September 2012 9 apprenticeship processes completed and 2 in progress. All £50k now committed, supporting 16 apprenticeships.
Local Broadband Plan Continue to work with WCC on the Local Broadband Plan and develop proposals for those areas of Wyre Forest District where coverage is poor.			Awaiting confirmation from WCC of preferred broadband provider.
Public Realm Improvements - Bewdley Bring forward Public Realm Improvements to Bewdley in consultation with the appropriate local representative Town Bodies.		23-Jan-2013	Cabinet Review Panel agreed at the December 2012 meeting to allocate up to £20k to public realm works in Bewdley as part of a joint scheme with WCC; work is now underway. Work completed April 2013.
Public Realm Improvements - Stourport on Severn Bring forward Public Realm Improvements to Stourport on Severn in consultation with the appropriate local representative Town Bodies.			
Tourist Hub For the existing North Worcestershire Tourism Association Body, to further develop the promotion of the district as a tourist hub with connectivity to the wider tourism attractions in a joining authorities areas.			Discussions commenced regarding Severn Valley Corridor promotion.
Town Centre Action Plan Develop a Kidderminster Town Centre Action Plan and to initially establish a budget of £300K.			In September 2012, Kidderminster Town Centre strategy and improvements brief now out for tender. Taylor Young Urban Designers selected for project to develop the Public Realm Design Framework and to develop an improvement scheme for implementation. December 2012 inception meetings held with Members and stakeholders; further Member meeting on 21st January 2013. Public consultation undertaken early 2013 and detailed designs and costings currently being prepared with a view to implementation 2014.
'Town Team' Director of EPP to draw up proposals for a 'Town Team' for Kidderminster to replace the former Town Centre Partnership.		23-Jan-2013	Town Team established and chaired by Member Champion for Centres; meetings held regularly.

CORP-P1-SA1.2 ReWyre Regeneration

Continue to implement ReWyre regeneration initiatives:
- Eastern Gateway

		<ul style="list-style-type: none"> - Churchfields - West Midlands Safari Park - Former British Sugar Site 	
		Key milestones as per project plan	



38%

Due Date

30-Apr-2013

Managed By

Latest Note Date	Latest Note Author	Latest Note
14-Sep-2012	Jo Lange	Work continues to demonstrate viability of Eastern Gateway regarding highways and access as part of ongoing promotion. Residential phases of Churchfields under discussion with owners of site. Masterplan for Safari Park under consideration by officers LDO confirmed for South Kidderminster Enterprise Park

	Completed Date		
--	----------------	--	--

CORP-P1-SA1.2.1 Eastern Gateway



25%

Due Date

31-Mar-2013

Managed By

Dan Boden

Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	Change in personnel at Asda has required refreshed engagement: two meetings taken place including most recently with Chetwoods regarding store size and site capability. Site acquired for new leisure centre and planning permission granted in outline at May 2013 Planning Committee. Medical Centre relocation still being progressed: currently awaiting funding position from new clinical commissioning group.

	Completed Date		
--	----------------	--	--

CORP-P1-SA1.2.2 Churchfields



35%

Due Date

31-Mar-2013

Managed By

Dan Boden

Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	Continued engagement with WCC Highways regarding existing network capacity and modelling for new highway infrastructure improvements. Following outcome of this, it will be possible to engage with residential developers to develop a masterplan and pursue site delivery.

	Completed Date		
--	----------------	--	--

CORP-P1-SA1.2.3 West Midlands Safari Park



25%

Due Date

31-Mar-2013

Managed By

Dan Boden

Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	Safari Park continue to develop proposals and have been engaging in early pre-application discussions: currently awaiting transport assessment to assess traffic impact and highway improvements in support of a planning application.

	Completed Date		
--	-----------------------	--	--

CORP-P1-SA1.2.4 Former British Sugar Site



70%

Due Date

31-Mar-2013

Managed By

Dan Boden

Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	Phase 1 outline planning permission granted for mixed residential and employment uses. Reserved matters applications for residential development currently being progressed. Early discussions underway through NWEDR with potential employment opportunities. First phase of Hoo Brook Link Road received funding through Growing Places Fund from both Local Enterprise Partnerships. Second phase of Hoo Brook Link Road to Worcester Road being progressed by WCC with support from WFDC including bid for Local Pinch Point Funding (decision still awaited) and developing bid for Local Major Transport Scheme Funding from both Local Enterprise Partnerships.

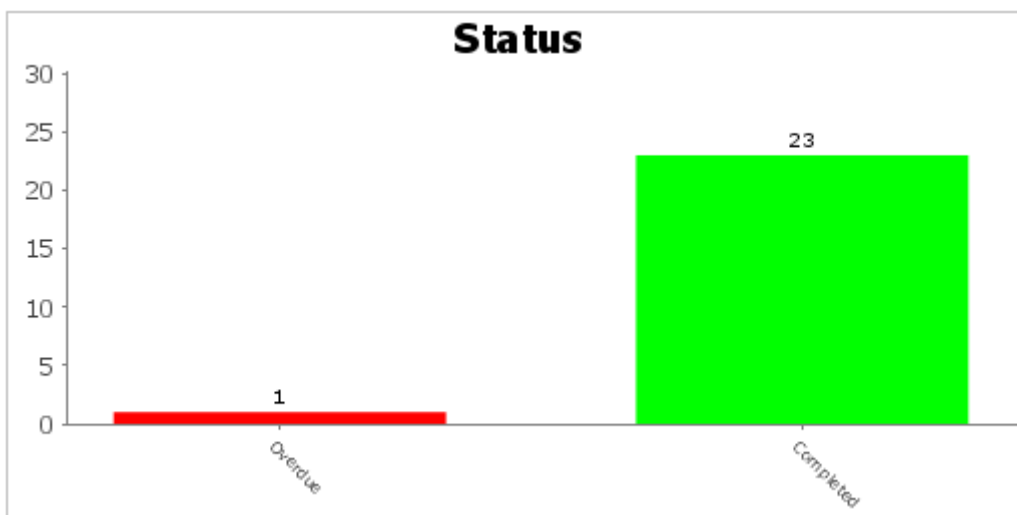
	Completed Date		
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CORP P2 Delivering together with less



Due Date

31-Mar-2021



Any overdue actions for Priority 2 are listed below

FS01.1 Completion of new HQ and within budget



92%

Due Date

30-Sep-2012

Managed By

Caroline Newlands

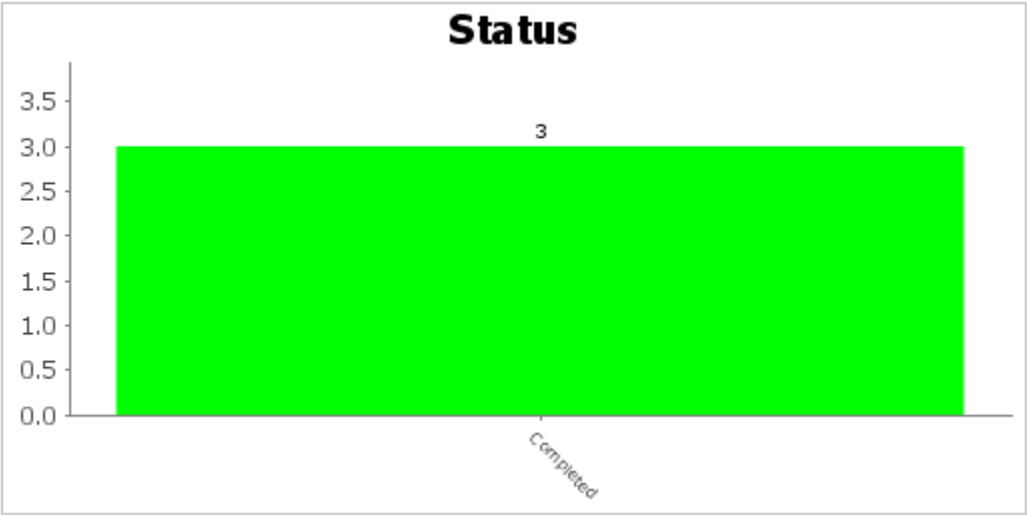
Latest Note Date	Latest Note Author	Latest Note
21-May-2013	Rhiannon Foxall	Update report to Scrutiny Committee in Summer 2013

Completion of final account	Completed Date		
Practical completion of building		07-Jan-2013	Practical completion of building completed on 28th August 2012.
Satisfactory resolution of snagging list			The snagging is proceeding to plan under the supervision of RLB

CORP P3 Improving community wellbeing	



Due Date	31-Mar-2015
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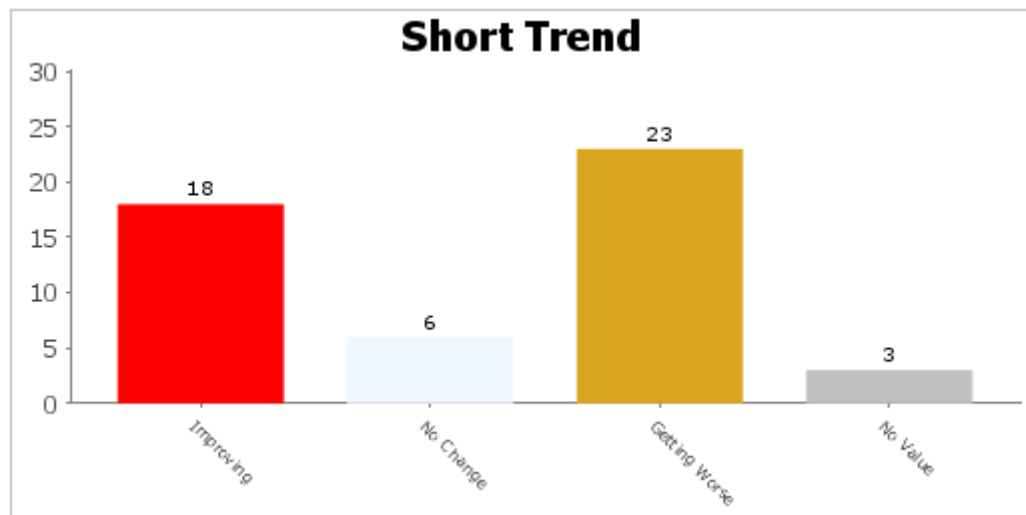
Any overdue actions for Priority 3 are listed below

Leading Measures

Data collected for all leading measures since April 2012



Short Term Trends		
	Improving	36%
	No Change	12%
	Getting Worse	46%
	No value	6%



Council's Purpose Business

2012/13 financial year												Managed By
Code	Short Name	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	Latest Note	

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		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend				
LE017	Vacancy/void rate of commercial premises		?		?		?		?		?	15.13%	?		?	14.27%	?	14.21%	↑		Mike Parker
LE018	Speed of paying creditors	94.64%	↑	96.78%	↑		?		?	96.47%	?		?	93.19%	?	98.93%	↑	98.68%	↓		Joanne Wagstaffe

Council's Purpose Enabling (Support Services)

		2012/13 financial year																			
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE056	Percentage of ICT helpdesk calls resolved at first point of contact	71.48%	↑	88%	↑	80.34%	↓	89%	↑	82%	↓	89.75%	↑	88.4%	↓	88.3%	↓	85%	↓		Dave Johnson
LE057	Total number of requests to the ICT helpdesk	519	↓	525	↓	418	↑		?	483	?	205	↑	389	↓	230	↑	213	↑		Dave Johnson
LE058	Percentage availability of ICT servers/systems	99.87%	?	100%	↑	79.79%	↓	98.86%	↑	99.97%	↑	99.28%	↓	98.38%	↓	99.41%	↑	98.76%	↓		Dave Johnson
LE059	Percentage of payments made and received by BACS	87.03%	↓	85.94%	↓	84.92%	↓	84.22%	↓	85.61%	↑	92.56%	↑	95.14%	↑	94.81%	↓	95%	↑		Joanne Wagstaffe
LE060	Accuracy rate for salary payments to staff	99.78%	↓	100%	↑	100%	▬	99.79%	↓	98.44%	↓		?	99.78%	?	99.9%	↑	99.9%	▬		Joanne Wagstaffe

Council's Purpose Keep my place safe and looking good; People

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		2012/13 financial year																		Latest Note		Managed By
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013				
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend			
LE020	Hub enquiries resolved at point of contact			55%	?	49%	↓	51%	↑	54%	↑	55%	↑	57%	↑	50%	↓	54%	↑		Lucy Wright	
LE021	Value demand at the Hub (Phone)	69.78%	↑	68%	↓	67%	↓	71%	↑	72%	↑	70%	↓	67%	↓	72%	↑	61%	↓		Lucy Wright	
LE023	Value demand at the Hub (in person)	81.78%	↑	74%	↓	69%	↓	77%	↑	76%	↓	70%	↓	78%	↑	77%	↓	70%	↓		Lucy Wright	
LE025	Number of web site hits on Committee papers	590	?	3,815	↑	4,930	↑	4,369	↓	5,343	↑	3,094	↓	5,096	↑	5,051	↓	5,123	↑		Alison Braithwaite	
LE026	Number of people signed up to receive WyredIn	822	↓	860	↑		?		?		?	937	?	942	↑		?		?	Data as at May 2013, 895	Jane Doyle; Suzanne Johnston-Hubbold	
LE027	Number of hits on videos of council meetings from September 2012				?		?		?	147	?	65	↓	73	↑	185	↑	43	↓		Alison Braithwaite	
LE028	Level of participation in formal meetings	0	↓	24	↑	14	↓	3	↓	22	↑	8	↓	4	↓	7	↑	9	↑		Alison Braithwaite	
LE029	Number of followers on social media	523	↑	561	↑	597	↑	642	↑	711	↑	782	↑	907	↑	958	↑	1,017	↑		Lucy Wright	
LE033	Participation rates in sport/leisure facilities	53,037	↑	57,478	↑	44,068	↓	48,934	↑	44,140	↓	32,040	↓	47,937	↑	49,086	↑	50,535	↑		Kay Higman	
LE034	Revenues enquiries resolved at point of contact	85%	↓		?	59%	?	60%	↑	61%	↑	62%	↑	63%	↑	62%	↓	58%	↓		Lucy Wright	

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		2012/13 financial year																		Latest Note		Managed By
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013				
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend			
LE035	Benefits enquiries resolved at point of contact	67%	↓	48%	↓	50%	↑	46%	↓	51%	↑	47%	↓	51%	↑	44%	↓	48%	↑		Lucy Wright	
LE036	Upper limit of end to end processing times for new claims	127	↓	183	↓	128	↑	84	↑	81	↑	77	↑	101	↓	85	↑	128	↓		Val Upton	
LE037	Lower limit of end to end processing times for new claims	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬		Val Upton	
LE038	Upper limit of end to end processing times for change of circumstances	163	↓	248	↓	175	↑	258	↓	114	↑	223	↓	80	↑	91	↓	139	↓		Val Upton	
LE039	Lower limit of end to end processing times for change of circumstances	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬	1	▬		Val Upton	
LE040	Value for Council Tax enquiries received by phone	69%	↑	76%	↑	73%	↓	79%	↑	78%	↓	80%	↑	80%	▬	78%	↓	66%	↓		Lucy Wright	
LE042	Value for Benefit enquiries received by phone	51%	↓	53%	↑	58%	↑	59%	↑	63%	↑	59%	↓	60%	↑	61%	↑	47%	↓		Lucy Wright	
LE044	Value for Council Tax enquiries received in person			75%	↓	75%	▬	80%	↑	84%	↑	80%	↓	76%	↓	77%	↑	68%	↓		Lucy Wright	
LE046	Value for Benefit enquiries received in person			63%	↑	63%	▬	65%	↑	67%	↑	62%	↓	65%	↑	62%	↓	57%	↓		Lucy Wright	

		2012/13 financial year																			
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE048	Collection rates - Council Tax	39.57%	↑	48.81%	↑	58.22%	↑	67.85%	↑	77.1%	↑	86.35%	↑	95.34%	↑	96.46%	↑	97.29%	↑		Val Upton
LE049	Collection rates - NNDR	37.69%	↑	50%	↑	59.18%	↑	67.78%	↑	77.8%	↑	90.6%	↑	94.65%	↑	95.26%	↑	96.85%	↑		Val Upton
LE050	Number of people on universal credit (housing benefit until 2013)	7,657	↓	7,677	↓	7,700	↓	7,719	↓	7,750	↓	7,762	↓	7,750	↑	7,828	↓	7,858	↓		Val Upton

Council's Purpose Place

		2012/13 financial year																		Latest Note		Managed By
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013				
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend			
LE001	Value demand for waste management services	61%	⬇️	59%	⬇️	60%	⬆️	61%	⬆️	62%	⬆️	82%	⬆️	51%	⬇️	66%	⬆️	56%	⬇️		Lucy Wright	
LE003	Percentage demands for Waste Management Services received by phone	86%	⬆️	79%	⬆️	80%	⬇️	85%	⬇️	81%	⬆️	88%	⬇️	86%	⬆️	64%	⬆️	83%	⬇️		Lucy Wright	
LE004	Percentage demands for Waste Management		❓	20%	❓	18%	⬆️	14%	⬆️	15%	⬇️	11%	⬆️	11%	▬	14%	⬇️	13%	⬆️		Lucy Wright	

		2012/13 financial year																		Latest Note		Managed By
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013				
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend			
	Services received in person																					
LE004a	Percentage demands for Waste Management Services received in person (Kidderminster)		?	14%	?	13%	↑	12%	↑	12%	▬	10%	↑	10%	▬	12%	↓	11%	↑		Lucy Wright	
LE004b	Percentage demands for Waste Management Services received in person (SOS)		?	2%	?	1%	↑	1%	▬	1.5%	↓	0%	↑	1%	↓	1%	▬	1%	▬		Lucy Wright	
LE004c	Percentage demands for Waste Management Services received in person (Bewdley)		?	4%	?	4%	▬	1%	↑	1.5%	↓	1%	↑	0%	↑	1%	↓	1%	▬		Lucy Wright	
LE005	Percentage demands for Waste Management Services received by e-mail	4%	↑	1%	↓	1%	▬	1%	▬	4%	↑	2%	↓	3%	↑	3%	▬	3%	▬		Lucy Wright	
LE006	Percentage demands for Waste Management Services received by other method	0%	↓	0%	▬	0%	▬	0%	▬	0%	▬	0%	▬	0%	▬	0%	▬	0%	▬		Lucy Wright	

		2012/13 financial year																			
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE007	Percentage demands for Waste Management Services for missed collections	28%	↑	24%	↑	29%	↓	21%	↑	32%	↓	24%	↑	42%	↓	25%	↑	24%	↑		Lucy Wright
LE008	Results of regular graded inspections of streets	79%	↓	76%	↓	89%	↑	78%	↓	83%	↑	81%	↓	80%	↓	79%	↓	84%	↑		Kay Higman
LE010	Percentage of downtime of street cleaning equipment	26%	▬	18%	↑	8%	↑	15%	↓	15%	▬	8%	↑	11%	↓	10%	↑	12%	↓		Kay Higman
LE011	Number of penalty charge notices (car parking) issued	386	↑	470	↓	432	↑	588	↓	407	↑	366	↑	390	↓	416	↓	409	↑		Steve Brant
LE012	Number of environmental notices issued to a third party	37	↑	33	↑	49	↓	18	↑	79	↓	37	↑	36	↑	45	↓	40	↑		Steve Brant
LE013	Number of fixed penalty notices issued	0	▬	0	▬	2	↑	1	↓	2	↑	3	↑	4	↑	4	▬	5	↑		Steve Brant
LE014	Total recorded crime	539	↑	586	↓	550	↑	524	↑	522	↑	488	↑	434	↑	398	↑	404	↓		Kathryn Washington
LE015	Total recorded ASB incidents	461	↓	490	↓	438	↑	412	↑	318	↑	359	↓	381	↓	345	↑	434	↓		Kathryn Washington
LE016	Number of visitors to Bewdley Museum	21,021	↑	27,286	↑	17,845	↓	14,284	↓	5,490	↓	4,855	↓	3,797	↓	3,646	↓	3,337	↓		Kay Higman

Council's Purpose Planning

		2012/13 financial year																			
Code	Short Name	July 2012		August 2012		September 2012		October 2012		November 2012		December 2012		January 2013		February 2013		March 2013		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE051	Upper limit of end to end processing times for planning applications		?		?		?		?		?		?		?		?		?	Following the Development Intervention into the Development Control system we are going to disaggregate the upper and lower control limits by application type (major/minor/other) going forward.	John Baggott
LE052	Lower limit of end to end processing times for planning applications		?		?		?		?		?		?		?		?		?	Following the Development Intervention into the Development Control system we are going to disaggregate the upper and lower control limits by application type (major/minor/other) going forward.	John Baggott
LE053	Number of requests for pre-application advice	10	↓	22	↑	12	↓	15	↑	7	↓	8	↑	6	↓	7	↑	10	↑	New Year lull is not unusual	John Baggott
LE054	Number of planning applications received	95	↑	59	↓	54	↓	68	↑	54	↓	40	↓	53	↑	69	↑	73	↑		John Baggott

Lagging measures

Data collected for all lagging measures since April 2012



Council's Purpose Business

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA010	Total value of start up grants to businesses provided	Not measured for Quarters				Not measured for Half Years		£6,750.00		Mike Parker
LA011	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 6 months			91%	91%	Not measured for Half Years		Not measured for Years		Mike Parker
LA012	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 12 months					Not measured for Half Years		Not measured for Years		Mike Parker
LA013	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 18 months					Not measured for Half Years		Not measured for Years	As this measure only came into effect in April 2012, the earliest this information will be available is October 2013	Mike Parker
LA014	Total value of booster grants to businesses provided	Not measured for Quarters				Not measured for Half Years		£8,185.00		Mike Parker
LA015	Percentage of			100%	100%	Not measured for Half Years		Not measured		Mike Parker

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Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
	businesses in receipt of a Business Booster Grant who are still trading after 6 months							for Years		
LA016	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 12 months					Not measured for Half Years		Not measured for Years		Mike Parker
LA017	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 18 months					Not measured for Half Years		Not measured for Years	As this measure only came into effect in April 2012, the earliest this information will be available is October 2013	Mike Parker
LA018	VAT Registrations	Not measured for Quarters				Not measured for Half Years			This information is no longer recorded and made available. This measure will therefore be cancelled.	Mike Parker
LA019	VAT De-Registrations	Not measured for Quarters				Not measured for Half Years			This information is no longer recorded and made available. This measure will therefore be cancelled.	Mike Parker
LA020	Net Growth	Not measured for Quarters				Not measured for Half Years			This information is no longer recorded and made available. This measure will therefore be cancelled.	Mike Parker
LA021	Net decline	Not measured for Quarters				Not measured for Half Years			This information is no longer recorded and made available. This measure will therefore be cancelled.	Mike Parker
LA022	Total stock of VAT	Not measured for Quarters				Not measured for Half Years			This information is no longer	Mike Parker

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Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
	registered businesses								recorded and made available. This measure will therefore be cancelled.	
LA023	Overall commercial stock levels (District level)	Not measured for Quarters				Not measured for Half Years		3,289		Mike Parker
LA024	Property registered on commercial property database	Not measured for Quarters				Not measured for Half Years		235		Mike Parker

Council's Purpose Enabling (Support Services)

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA040	Single Satisfaction Survey for Support Services	Not measured for Quarters				Not measured for Half Years			Survey completed. Very satisfied ranging from 9% (HR) to 58% (IT) HR is provided by Worcestershire County Council and a meeting has taken place between the Chief Executive and the Head of HR at Worcestershire County Council to address the satisfaction.	Ian Miller
LA041	Working days lost to sickness	530.31	568.19	562.78	636.57	Not measured for Half Years		636.57		Vickie Lee
LA042	Total amount of hours forfeited by staff via the Flexi Time and TOIL systems	1,716	1,243	875.5	1,228	Not measured for Half Years		1,228		Vickie Lee
LA043	Percentage of	58.6%	62.07%	76.4%	70%	Not measured for Half Years			Includes Open	Cheryl

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Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
	audit recommendations implemented								Recommendations from Q1, Q2 and Q3 plus January, February, March follow up reviews. NB: Audit reviews can range from very large and complex systems to a very straight forward one. Therefore, direct comparison of numbers and related percentages should not be taken in perspective	Ellerton

Council's Purpose Housing

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA037	Average earnings	Not measured for Quarters				Not measured for Half Years		£21,840.00	2012 Gross annual earnings average	Kate Bailey
LA038	Average house price	Not measured for Quarters				Not measured for Half Years		£173,675.00	Average property price taken from the RIU March 2013 economic summary	Kate Bailey
LA039	Number of affordable new homes completed	19	7	25	25	Not measured for Half Years		76	25 Social rent - Hurcott Road	Kate Bailey
LA045	Number of people presenting themselves in need of housing advice	168	204	203	179	Not measured for Half Years		754	Taken from P1E Jan - Mar 2013	Kate Bailey

Council's Purpose Keep my place safe and looking good; People

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		

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		Value	Value	Value	Value	Value	Value	Value		By
LA025	Level of voter registration	Not measured for Quarters				Not measured for Half Years		94.87%	94.87%	Alison Braithwaite
LA026	Level of voting in elections	Not measured for Quarters				Not measured for Half Years			PCC Election held in November 2012 was 12.52% District and Parish election held in May 2012 was 30.06%	Alison Braithwaite
LA027	Viewpoint survey response on participation in decision making	Not measured for Quarters				Not measured for Half Years			Data will be inputted as soon as the full viewpoint survey results are published.	Jane Doyle
LA028	National survey on participation rates - Sport England	Not measured for Quarters				Not measured for Half Years			Survey only completed every 2 years so no data available for this year.	Kay Higman
LA029	Percentage of people whose quality of life and sense of wellbeing has improved as a result of Cultural Activities	Not measured for Quarters				63%	72%	Not measured for Years		Kay Higman
LA030	Participation rates in attending Healthy Living events and training	Not measured for Quarters				Not measured for Half Years		350	350 people, excluding the figures for the staff health fayres.	Kate Bailey
LA031	Number of excess winter deaths per 1000 population together with age and gender profiles	Not measured for Quarters				Not measured for Half Years		50	In 2010/11 (data released Jan 13) there were 50 Excess Winter Deaths (EWD) in Wyre Forest (15.5% more than in the non-winter months). Between 2004-2011, ave. EWD per year by age group in Wyre Forest were: <65 = 2.3 EWD; 65-84 = 16.4 EWD; > 85 = 31.5 EWD	Kate Bailey
LA032	Obesity rate per 1000 population together with age	Not measured for Quarters				Not measured for Half Years		27.7	Obese adults local value 27.7 compared to national average of 24.2 (% adults, modelled	Kate Bailey

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
	and gender profiles								estimate using Health Survey England 2006- 2008 Obese children (year 6), local value for WF 22.5 compared to national average of 19.0 (% of school children in year 6 (10-11 years), 2010/11)	
LA044	Number of residents who experience a positive health outcome as a consequence of a housing improvement intervention			115	63	Not measured for Half Years		178	Insulation – 2 Fire Scheme –2 Resolved complaints – 29 DFGs with disrepair – 10 HRA complete 5 Security works 11 Landlord assistance - 4	Kate Bailey
LA046	Number of consultations put on the consultation portal	1	5	0	4	Not measured for Half Years		10		Jane Doyle

Council's Purpose Place

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA003	Satisfaction with cleanliness	Not measured for Quarters								Steve Brant
LA005	Satisfaction with parks	Not measured for Quarters				Not measured for Half Years				Kay Higman
LA006	Percentage of people who agree that the police	Not measured for Quarters				Not measured for Half Years			Data will be provided as soon as full Viewpoint results are published	Kathryn Washington

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
	and other public services are successfully dealing with ASB									
LA007	Perception of ASB as a problem	Not measured for Quarters				Not measured for Half Years		24.2%	November 2012 24.2% 5.5% worse than previous survey results November 2011 18.7%	Kathryn Washington
LA008	Satisfaction with leisure centres and events	Not measured for Quarters				Not measured for Half Years		95%		Kay Higman
LA009	Satisfaction with activities and events for cultural services	Not measured for Quarters				Not measured for Half Years		93%		Kay Higman

Council's Purpose Planning

Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA033	Number of new houses completed through development	Not measured for Quarters				Not measured for Half Years		222		Rebecca Mayman
LA034	Number of new commercial floor space completed through development	Not measured for Quarters				Not measured for Half Years		5,793	5793 m2	Rebecca Mayman
LA035	Percentage of appeals dismissed (indicator of quality and satisfaction)	Not measured for Quarters				Not measured for Half Years		80%		John Baggott

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Code	Short Name	Quarters				Half Years		Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	H1 2012/13	H2 2012/13	2012/13		
		Value	Value	Value	Value	Value	Value	Value		
LA036	Customer satisfaction following publication of Annual Monitoring report	Not measured for Quarters				Not measured for Half Years			Survey to completed at the end of 2013 with results being available early part of 2014. Results will be reported to the Planning Committee	John Baggott

Overview & Scrutiny Committee Recommendation Tracking 2012/2013

Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
31/05/2012	<p>South Kidderminster Enterprise Park, Local Development Order – Consultation Responses and Revised Order</p> <p>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.</p>	19/06/2012 Agenda Item 8.1	Recommended to Council: The South Kidderminster Local Development Order (attached at Appendix 2 to the report to Cabinet), be approved for submission to the Secretary of State.	<p>The South Kidderminster Local Development Order (LDO) was submitted to the Secretary of State on 5th July 2012.</p> <p>The LDO was subsequently adopted by the Council and came into force on the 13th August 2012.</p>
14/06/2012	<p>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</p> <ul style="list-style-type: none"> 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, 	19/06/2012 Agenda Item 10.1	<p>Recommended to Council:</p> <ul style="list-style-type: none"> 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 	<p>The plans were published for a six week period between Monday 23rd July and Friday 16th September 2012.</p> <p>The plans were submitted for Examination in Public on 25th October 2012.</p> <p>Hearing sessions took place between Tuesday 29th January and Friday 1st February 2013.</p> <p>A further consultation was undertaken by the Inspector in relation to proposed modifications to the plan between Thursday 14th February and Thursday 28th March 2013.</p> <p>It is anticipated that the Inspector's Report will be received during May</p>

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	<p>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.</p> <ul style="list-style-type: none">• 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.		<p>Secretary of State in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.</p> <ul style="list-style-type: none">• 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. <p>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</p>	<p>and reported to the July committee cycle for Adoption at Full Council.</p>
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			the consultation period from six weeks to eight weeks.	
05/07/2012	Wyre Forest Affordable Warmth Action Plan The Affordable Warmth Action Plan 2012/13, as attached at Appendix 2 to the report of the Overview and Scrutiny Committee on 5th July 2012, be approved.	18/09/2012 Agenda Item 9.1(a)	The Affordable Warmth Action Plan 2012/13, as attached at Appendix 2 of the report of the Overview and Scrutiny Committee on 5th July 2012, be approved.	Action plan approved; delivery ongoing.
05/07/2012	Wyre Forest Climate Change Action Plan The Climate Change Action Plan 2012/13, as attached at Appendix 2 to the report of the Overview and Scrutiny Committee on 5 th July 2012, be approved.	18/09/2012 Agenda Item 9.1(b)	The Climate Change Action Plan 2012/13, as attached at Appendix 2 of the report of the Overview and Scrutiny Committee on 5th July 2012, be approved.	Action plan approved; delivery ongoing.
08/08/2012	Recommendations from the Housing Review Panel (31st July 2012) 1. The five existing Tenant Board Members act in an interim capacity between September 2012 and September 2013 to represent the tenants on the Tenant Services Committee in the new governance structure, during which time a democratically held election be held for the nine positions to ultimately form the Tenant Services Committee from September 2013, where all Community Housing Group Tenants would be given the opportunity to stand and vote at the election. Such election in the first instance to require all tenants to be canvassed for proposed nominations for election, to	18/09/2012 Agenda Item 9.2(a)	1. The five existing Tenant Board Members act in an interim capacity between September 2012 and September 2013 to represent the tenants on the Tenant Services Committee in the new governance structure, during which time a democratically held election be held for the nine positions to ultimately form the Tenant Services Committee from September 2013, where all Community Housing Group Tenants would be given the opportunity to stand and vote at the election. Such election in the first instance to require all tenants to be canvassed for	Recommendations forwarded to Community Housing Group for implementation. Tenants Federation and Central Tenants Forum working with Independent Expert currently agreeing preferred way forward for Sept 2013 and due to inform Chairman of O&S imminently.

	<p>be followed by an election that gives every tenant the opportunity to cast a vote(s) for their preferred candidate(s).</p> <ol style="list-style-type: none"> 2. Those persons nominated to stand for election will be subject to normal background checks to ascertain their eligibility to stand for election; the background checks will cover areas such as rent arrears, criminal records and bankruptcy. 3. Community Housing Group to make available a Job Description and Person Specification together with eligibility criteria (as set out at 2 above) to any tenant wishing to consider nomination for election to the Tenant Services Committee. 4. Community Housing group be requested to ensure that there is a uniformed geographic representation of tenants on the Tenant Services Committee from across the Wyre Forest District. 5. A representative from both the Tenants Federation and Central Tenant Forum be involved to oversee the election and appointment process and to act as a scrutiny role throughout the proceedings. 6. Prior to the elections taking place, the Community Housing Group to run 'taster' sessions for any Tenants considering nomination to enable 		<p>proposed nominations for election, to be followed by an election that gives every tenant the opportunity to cast a vote(s) for their preferred candidate(s).</p> <ol style="list-style-type: none"> 2. Those persons nominated to stand for election will be subject to normal background checks to ascertain their eligibility to stand for election; the background checks will cover areas such as rent arrears, criminal records and bankruptcy. 3. Community Housing Group to make available a Job Description and Person Specification together with eligibility criteria (as set out at 2 above) to any tenant wishing to consider nomination for election to the Tenant Services Committee. 4. Community Housing group be requested to ensure that there is a uniformed geographic representation of tenants on the Tenant Services Committee from across the Wyre Forest District. 5. A representative from both the Tenants Federation and Central Tenant Forum be involved to oversee the election and appointment process and to act 	
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	<p>them to gain an understanding of the role and what would be expected of them on the Tenant Services Committee. The sessions could also involve shadowing existing Tenant Board Members if appropriate.</p> <p>7. Following the election the successful appointees to the Tenant Services Committee to receive training from the Community Housing Group prior to them first taking up their Board role, to enable them to effectively take up their role from September 2013.</p>		<p>as a scrutiny role throughout the proceedings.</p> <p>6. Prior to the elections taking place, the Community Housing Group to run 'taster' sessions for any Tenants considering nomination to enable them to gain an understanding of the role and what would be expected of them on the Tenant Services Committee. The sessions could also involve shadowing existing Tenant Board Members if appropriate.</p> <p>7. Following the election the successful appointees to the Tenant Services Committee to receive training from the Community Housing Group prior to them first taking up their Board role, to enable them to effectively take up their role from September 2013.</p>	
06/09/2012	<p>Local Authority Mortgage Scheme</p> <p>1. The Council enters the LAMS scheme with Lloyds TSB Plc in accordance with the outline provided within the report to the Treasury Management Review Panel of 5th September 2012, and that approval is given for the following scheme detail:</p> <ul style="list-style-type: none"> • A total indemnity value of £1,000,000 • A maximum loan size to an 	18/09/2012 Agenda Item 8.1	<p>1. The Council enters the LAMS scheme with Lloyds TSB Plc in accordance with the outline provided within the report to Cabinet, and approval be given for the following scheme detail:</p> <ul style="list-style-type: none"> • A total indemnity value of £1,000,000; • A maximum loan size to an individual borrower of £150,000; 	<p>Due to the reduction in the differential between the commercial deposit rate and cost of borrowing (a consequence of economic circumstances outside this Council's control, including the Government's Funding for Lending scheme) a decision was taken to defer the launch of the LAMS scheme in November 2012. We will continue to monitor the market rates key to the</p>

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	<p>individual borrower of £150,000</p> <ul style="list-style-type: none"> The qualifying post codes will be all postcodes falling within the district boundary <p>2. The Council's Monitoring Officer to provide an Opinion Letter confirming that the Council has the power to enter into, observe and perform the terms and obligations required of it under the Scheme; and for the Council to indemnify the Monitoring Officer in respect of any personal liability that may be incurred by providing the Opinion Letter. Both the Opinion Letter and the Monitoring Officer's Indemnity Deed will be in the prescribed form as set out in Appendices B and C in the report to the Treasury Management Panel of 5th September 2012.</p>		<ul style="list-style-type: none"> The qualifying post codes will be all postcodes falling within the district boundary. <p>2. The Council's Monitoring Officer to provide an Opinion Letter confirming that the Council has the power to enter into, observe and perform the terms and obligations required of it under the Scheme; and for the Council to indemnify the Monitoring Officer in respect of any personal liability that may be incurred by providing the Opinion Letter. Both the Opinion Letter and the Monitoring Officer's Indemnity Deed will be in the prescribed form as set out in Appendices B and C of the report to Cabinet.</p>	<p>launch of the original Local Authority Mortgage Scheme (LAMS) approved at Council on Feb 29th 2012, including consideration of the extension to include Shared Ownership approved at Council on Feb 27th 2013.</p>
06/09/2012	<p>Annual Report on Treasury Management Service, Actual Prudential Indicators 2011/12 and Revision to the Investment Policy and Strategy Statement 2012/13</p> <p>Recommend to Cabinet that it recommends to Council:</p> <ol style="list-style-type: none"> The Actual 2011/12 Prudential and Treasury Indicators in the report to the Treasury Management Review Panel of 5th September 2012 be approved. The Annual Treasury Management report for 2011/12 be noted. 	18/09/2012 Agenda Item 8.3	<p>Recommended to Council:</p> <ol style="list-style-type: none"> The actual 2011/12 prudential and treasury indicators in the report to Cabinet be approved. The annual treasury management report for 2011/12 be noted. The revision to the Investment Policy and Strategy Statement 2012/13, set out in Appendix 3 of the report to Cabinet be approved and to have immediate effect following Council approval. 	<p>Revision to policy effective and in active use by the Treasury team from date of September Council approval, rest of the report for noting only.</p>

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	3. Approve the revision to the Investment Policy and Strategy Statement 2012/13, set out in Appendix 3 to the report to the Treasury Management Review Panel of 5th September 2012, to have immediate effect following Council approval.			
06/09/2012	Acquisition of a Site for the New Leisure Centre 1. To purchase the site named in the Exempt report to the Overview and Scrutiny Committee of 6th September 2012, subject to satisfactory checks on legal title, service enquiries, ground investigations and the grant of outline planning consent and that the site is purchased at the price named in the report. 1. To support the continuation of discussions regarding the future management of Stourport Sports Centre and Bewdley Leisure Centre.	18/09/2012 Agenda Item 12.1	The site named in the Exempt report to Cabinet be purchased as a suitable site subject to satisfactory checks on legal title, service enquiries, ground investigations and the grant of outline planning consent and that this site is purchased at the price named in the report.	The site at former Victoria carpets in Spennells has been secured subject to outline planning permission and satisfactory site surveys. Outline planning permission has been applied for and will be going to Planning Committee on 14 th May 2013. The procurement process has commences and Invitations to Tender will be issued at the end of June. Bewdley discussions are ongoing and Stourport discussions on a potential CAT are not yet concluded.
04/10/2012	Wyre Forest District Council Tenancy Strategy The Tenancy Statement be approved.	23/10/2012 Agenda Item 9.1	The Wyre Forest District Council Tenancy Strategy be adopted.	Tenancy Strategy now in place.
04/10/2012	Recommendations from the Housing Review Panel 1. That provision is made in the budget for the 2013/14 financial year and beyond to continue to provide a financial top up above the current minimum government grant of £444k to support DFG provision in order to	23/10/2012 Agenda Item 10.1(a)	Noted the recommendations from the Housing Review Panel 28th August 2012 as follows: 1. Provision be made in the budget for the 2013/14 financial year and beyond to continue to provide a financial top up above the current minimum	<ul style="list-style-type: none"> • 1 & 2. DFG Budget for 2013/14 set at £731k • 3 not achieved as funding reduced further (Hospital Re-enablement money). • Proposal to fund DFGs from additional prudential borrowing have been rejected. Work

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	<p>meet the needs of the Wyre Forest District residents.</p> <ol style="list-style-type: none"> 2. That Cabinet aims to continue to provide the current level of top up funding from 2013/14 , thus enabling an overall fund of £800k to be maintained or if possible exceeded the support for the funding of DFG's. 3. That a 2 tier element be introduced into the budget allocation to ensure that a proportion of the DFG budget be set aside exclusively for Category 3 needs cases. 4. That Cabinet explores alternative funding mechanisms to support the top up, including, but not limited to: <ul style="list-style-type: none"> • Prudential Borrowing. • A first priority for Right to Buy monies. • Any unallocated funding from the Regional Housing Pot. • Any alternative sources of funding available to the Council, e.g. New Homes Bonus. • External Partnership funding from social care partners, e.g. County Council and the NHS. 5. That Cabinet agree the provision of an alternative adaptation grant/loan mechanism that can be achieved as quickly as possible for simple cases of level access showers and/or stairlifts for example and that such an alternative is used to incentivise self funding or alternative funding 		<p>government grant of £444k to support DFG provision in order to meet the needs of the Wyre Forest District residents.</p> <ol style="list-style-type: none"> 2. Cabinet continue to provide the current level of top up funding from 2013/14 , thus enabling an overall fund of £800k to be maintained or if possible exceeded the support for the funding of DFG's. 3. A 2 tier element into the budget allocation to ensure that a proportion of the DFG budget be set aside exclusively for Category 3 needs cases be introduced. 4. Cabinet to explore alternative funding mechanisms to support the top up, including, but not limited to: <ul style="list-style-type: none"> • Prudential Borrowing. • A first priority for Right to Buy monies. • Any unallocated funding from the Regional Housing Pot. • Any alternative sources of funding available to the Council, e.g. New Homes Bonus. • External Partnership funding from social care partners, e.g. County Council and the NHS. 5. Cabinet agree the provision of an alternative adaptation 	<p>ongoing with County Council and CCGs to identify alternatives sources of funding</p> <ul style="list-style-type: none"> • Adaptation Assistance alternative to DFGs set up with £100k funding from the Regional Housing Pot. • Housing Assistance Policy revised to include facility for Adaptation Assistance alternative to DFG. • Systems thinking undertaken on DFG process with other Worcestershire Authorities and the Worcestershire Care and Repair Agency. • Issue around OTs not pursued as OT team pass through restructure.
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	<p>sources. Such Adaptation assistance to be developed with partner agencies to minimise processes and the number of steps necessary under the full DFG system and to be used as an alternative but not replacement for DFG's.</p> <p>6. That any necessary amendments to the Housing Assistance Policy be made in support of any of the above alternative funding options.</p> <p>7. That a review of the process of dealing with DFG's be undertaken on a Systems Thinking basis.</p> <p>8. the Cabinet provides funding or supports funding from external sources for the post of an Occupational Therapist additional to the current District provision, subject to investigation and confirmation of likely costs and benefits.</p>		<p>grant/loan mechanism that can be achieved as quickly as possible for simple cases of level access showers and/or stairlifts for example and that such an alternative is used to incentivise self funding or alternative funding sources. Such Adaptation assistance to be developed with partner agencies to minimise processes and the number of steps necessary under the full DFG system and to be used as an alternative but not replacement for DFG's.</p> <p>6. Any necessary amendments to the Housing Assistance Policy be made in support of any of the above alternative funding options.</p> <p>7. A review of the process of dealing with DFG's be undertaken on a Systems Thinking basis.</p> <p>8. Cabinet provide funding or supports funding from external sources for the post of an Occupational Therapist additional to the current District provision, subject to investigation and confirmation of likely costs and benefits.</p>	
04/10/2012	Revised Statement of Community	23/10/2012	The Draft Statement of Community	A consultation was undertaken

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	Involvement – Consultation Draft That subject to any additional amendments/comments that the Local Development Framework Review Panel may make, the Draft Statement of Community Involvement as set out at Appendix 1 of the report to Overview & Scrutiny Committee be approved for a six week consultation.	Agenda Item 10.1(b)	Involvement as set out at Appendix 1 of the report to the Overview & Scrutiny Committee at the meeting on 4th October 2012 be approved for a six week consultation.	between 1 st November and 14 th December 2012.
08/11/2012	Council Tax Benefit Reform 1. The principles for the scheme as set out in paragraph 5.3 to the report of the Overview and Scrutiny Committee on 8th November 2012 be approved. 2. The changes to the Council Tax exemptions as set out in paragraph 5.6 to the report of the Overview and Scrutiny Committee on 8th November 2012 be approved. 3. The changes to the eligibility criteria for access to Council Tax support as set out in paragraph 5.12 to the report of the Overview and Scrutiny Committee on 8th November 2012 be approved. 4. Option 3 be adopted and limit the support available to people of working age to 90% of their Council Tax liability. 5. A Hardship Fund is created with a maximum contribution from Wyre Forest District Council of £25,000 per annum and approve the proposed criteria for administering the fund	12/11/2012 Agenda Item 8.1	Recommended to Council: 1. The scheme as outlined in paragraphs 4.2 to 4.5 and paragraph 5.2 of the report to Cabinet, which includes a cap on the reduction in support that an individual might face in 2013-14 of 8.5%, be approved. 2. The amount of money available for the Hardship Fund be reviewed on an annual basis, but during the first year, a review be undertaken after the first six months. 3. From 2014-15 onwards support towards Council Tax liability for working age people be limited to 90%.	The Council Tax Localisation scheme was agreed at Council on 12th November 2012. The scheme limited the amount payable to 8.5% for 2013/14 and 10% for 2014/15. There has also been a Hardship Fund established.

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	<p>included in Appendix 5 to the report of the Overview and Scrutiny Committee on 8th November 2012 be approved.</p> <p>6. The amount of money available for the Hardship Fund be reviewed on an annual basis. During the first year, a review be undertaken after the first six months.</p>			
08/11/2012	<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review 2012/13</p> <p>Recommend to Cabinet to recommend to Council: The Mid-Year Review and Updated Prudential Indicators be approved.</p>	12/11/2012 Agenda Item 9.1	<p>Recommended to Council</p> <ol style="list-style-type: none"> 1. The Treasury Management Mid-year Review be approved. 2. The updated Prudential Indicators in section 6 of the report to Cabinet be approved. 	Approval of Mid Year Treasury report for noting only as no change to Treasury Management Service Strategy.
08/11/2012	<p>Provision of Splash Pads and Review of Paddling Pools</p> <ol style="list-style-type: none"> 1. A splash pad at Brinton Park Kidderminster, adjacent to play area be provided and demolish existing paddling pool. 2. The issue of the future operation of Stourport Riverside paddling pool and the offer of a splash pad be referred to Stourport Town Council. 3. If it was not possible to secure an alternative operator, the paddling pool at Stourport could be demolished. 4. The current surface at St Georges, Kidderminster be repaired and transfer the pump from Brinton Park, Kidderminster to St Georges, Kidderminster to improve filtration and reduce revenue costs. 	12/11/2012 Agenda Item 10.1	<ol style="list-style-type: none"> 1. A splash pad at Brinton Park adjacent to play area be provided and demolish existing paddling pool. 2. Following the Overview and Scrutiny recommendation on 8th November 2012, Stourport Town Council be requested to consider the provision and maintenance of the current paddling pool at Stourport Riverside and the potential splash pad at Lickhill Park with the outcome of this consideration to be referred to the relevant Cabinet Member by the end of December 2012. 3. Delegated authority be granted to the Cabinet Member for Well 	<ol style="list-style-type: none"> 1. Existing paddling pool demolished and contract let and work commenced for new splash pad. 2. Completed, and referred to Cabinet Member. Paddling pool provision continuing as current in Stourport. 3. As above.

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	<p>5. Retain the pool at Northwood Lane, Bewdley as it was in a good state of repair and filtration system is in place.</p> <p>6. The Council to continue to pursue an asset transfer or agreement to maintain in the future with any willing partner for St Georges, Kidderminster and Northwood Lane, Bewdley pools.</p>		<p>Being in consultation with the Directors of Resources and Director of Community Well Being & Environment to decide on the future provision and maintenance of water play facilities in Stourport.</p> <p>4. The current surface at St George's be repaired and the pump from Brinton Park to St George's be transferred to improve filtration and reduce revenue costs.</p> <p>5. The Northwood Lane paddling pool be retained and operate as normal.</p> <p>6. The Council continue to pursue an asset transfer or agreement to maintain in the future with any willing partner for the maintenance and operation of any of the District Council's paddling pools.</p>	<p>4. Work being carried out and completed by 24th May 2013.</p> <p>5. Northwood Lane paddling pool will be open as normal this summer.</p> <p>6. Ongoing.</p>
06/12/2012	<p>Wyre Forest District Infrastructure Plan</p> <p>The contents of the briefing paper to the Overview and Scrutiny Committee at its meeting on 6th December 2012 be noted and the Infrastructure Plan as a suitable evidence base document be endorsed to support the delivery of the Development Plans and to provide the background information required for implementing Community Infrastructure Levy (CIL) with</p>	18/12/2012 Agenda Item 9.1	<p>1. The Infrastructure Plan be endorsed and used as an evidence based document for the progression of the Council's Development Plan Documents.</p> <p>2. The Infrastructure Plan be endorsed and used to inform the preparation of the Community Infrastructure Levy.</p> <p>3. Delegated powers be granted to the Director of Economic</p>	<p>The Infrastructure Plan has been used to inform the Development Plan production and was an important piece of work that was discussed during the recent Examination in Public. The Plan is also currently being used to help inform the preparation of the Community Infrastructure Levy.</p> <p>Further information was circulated to</p>

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	the exception on the section on emergency services where the comments are only noted pending further information and request that clarity be sought regarding police and ambulance services as soon as possible. Members also express concerns about library services and request that clarity be sought on these proposals as soon as possible.		Prosperity and Place in consultation with the Cabinet Member for Place Making to update the Plan with new information, when appropriate.	members following the committee, which related to the infrastructure items queried during the meeting.
06/12/2012	Health and Wellbeing in Wyre Forest The Wyre Forest District Council Health Action Plan 2012/13 be endorsed.	18/12/2012 Agenda Item 10.1	The Wyre Forest District Council Health Action Plan 2012/13 be endorsed.	Actions within the plan are currently being implemented and the plan will be refreshed following Health and Wellbeing Delivery Partnership day in June.
07/02/2013	Recommendations from Budget Review Panel – Consideration of the Financial Strategy 2013/2016 – Cabinet Proposals and Alternative Budget Proposals Having considered the Cabinet proposals, and amendments from the Independent Community and Health Concern, Labour and Liberal and Independent Groups, the Overview and Scrutiny Committee is satisfied that the proposals are all clear, achievable and financially sound.	19/02/2013 Agenda Item 8.1	Cabinet noted the recommendations from the meeting of the Overview & Scrutiny Committee on 7th February 2013.	Progressed as part of overall Budget Approval at Council on 27/02/2013.
07/02/2013	Recommendations from Treasury Management Review Panel: Consideration of Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1st April 2013 to 31st March 2013	19/02/2013 Agenda Item 8.2	Cabinet noted the recommendations from the meeting of the Overview & Scrutiny Committee on 7th February 2013.	New policy effective and in use by the Treasury Team from 01/04/2013.

	<p>1. The restated Prudential Indicators and Limits for the financial years 2013/14 to 2015/16 included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved, and the change in the External Debt Indicator explained in paragraph 3.13.4 of the report to the Overview and Scrutiny Committee be noted.</p> <p>2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2013 to 31st March 2014 be approved (the associated Prudential Indicators are included in Appendix 3 of the report to the Overview and Scrutiny Committee and the detailed criteria is included in Section 3.7 and Appendix 5 of the report to the Overview and Scrutiny Committee).</p> <p>3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview and Scrutiny Committee be approved.</p> <p>4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved.</p>			
07/02/2013	<p>Wyre Forest District Revised Statement of Community Involvement – Adoption</p> <p>The Revised Statement of Community Involvement as set out at Appendix 2 of the report to the Overview and Scrutiny</p>	19/02/2013 Agenda Item 9.1	Cabinet noted the recommendations from the meeting of the Overview & Scrutiny Committee on 7th February 2013.	The Revised Statement of Community Involvement was adopted by the Council at its meeting on 27 th February 2013 and now forms the basis for planning consultations.

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	Committee be adopted and the responses to the representations made, as set out at Appendix 1 of the report to the Overview and Scrutiny Committee be endorsed.			
07/02/2013	South Worcestershire Development Plan – Publication The representations set out at Appendix 1 of the report to the Overview and Scrutiny Committee be approved for submission in response to the Publication consultation.	19/02/2013 Agenda Item 9.2	The representations set out at Appendix 1 of the report to the Overview and Scrutiny Committee be approved for submission in response to the Publication consultation.	Representations were submitted to the South Worcestershire Authorities on 21 February 2013.
14/03/2013	Worcestershire Infrastructure Strategy – Consultation Draft (January 2013) That Director of Economic Prosperity & Place be given delegated authority to submit representations the principles of which are set out in Appendix 2 of the report to Overview and Scrutiny to Worcestershire County Council following feedback from a working group of members to ensure a response in the strongest possible terms.	26/03/2013 Agenda Item 9.1	Delegated authority be granted to the Director of Economic Prosperity & Place to submit representations, the principles of which are set out in Appendix 2 of the report to Cabinet, to Worcestershire County Council following feedback from a working group of Members to ensure a response in the strongest possible terms.	A workshop was held with members to discuss the plan in further detail on 25/03/2013. Following this meeting, representations were submitted to Worcestershire County Council on the draft Worcestershire Infrastructure Strategy on 28/03/2013. In addition, the Chairman of Overview and Scrutiny Committee wrote to the relevant Cabinet Member at Worcestershire County Council to express Members' views on the Draft Infrastructure Strategy. A response was received from Councillor Simon Geraghty and has been circulated to all Committee Members.
14/03/2013	Recommissioning the Home Improvement Agency 1. That the process and timetable contained within the report, for recommissioning the Home Improvement Agency is acceptable.	26/03/2013 Agenda Item 10.1	1. The process and timetable, for recommissioning the Home Improvement Agency be agreed. 2. Delegated authority be granted to the Director of Economic	Housing Assistance Policy amended as per recommendations. Work on recommissioning the HIA being lead by Worcester City Council and is ongoing.

	2. That authority be delegated to the Director of Economic Prosperity and Place, in consultation with the Procurement Officers at Worcester City Council to agree the evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency service and to award the contract to the successful tenderer.		Prosperity and Place, in consultation with the Director of Resources, officers leading on the procurement process and the Cabinet Member for Place Shaping to agree the evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency Service and to award the contract to the successful tenderer.	
14/03/2013	<p>Housing Assistance Policy Review</p> <p>That the Housing Assistance Policy be amended to incorporate the following amendments as detailed in paragraph 3.2, 3.3 and 3.4 of the report to Overview and Scrutiny;</p> <ul style="list-style-type: none"> • To remove any reference to Kick-Start due its closure, thus enabling the promotion of alternative provision. • That loans are provided for essential repairs where the property owner has not been able to raise their own finance or they can be demonstrated to be on a low income with less than £150 a week available (following a financial assessment). • Discretionary Adaptation Assistance would be payable, subject to conditions including a charge on the property recoverable upon sale or transfer. 	26/03/2013 Agenda Item 11.1	<p>The Housing Assistance Policy be amended to incorporate the following amendments as detailed in paragraph 3.2, 3.3 and 3.4 of the report to Overview and Scrutiny at its meeting on 14th March 2013.</p> <ul style="list-style-type: none"> • To remove any reference to Kick-Start due to its closure, thus enabling the promotion of alternative provision. • That loans are provided for essential repairs where the property owner has not been able to raise their own finance or they can be demonstrated to be on a low income with less than £150 a week available (following a financial assessment). • Discretionary Adaptation Assistance would be payable, subject to conditions. 	Has been amended.

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14/03/2013	<p>Recommendations from the Housing Review Panel (07/02/2013); Delivery of Affordable Housing</p> <ol style="list-style-type: none"> 1. To develop an affordable housing SPD to include more detailed guidance around thresholds, on and off site contributions, size of units, design (including parking) and encouraging the use of modern methods of construction. To refer this document to the Local Development Framework panel for consideration. 2. To include, in standard planning conditions, the ability to claw back (contingent deferred obligations) and similar mechanisms (reassessment of S106 contributions) where we agree to a lesser S106 contribution due to economic viability but the scheme does not immediately get built out. 3. To review the Registered Provider Partnership Agreement and the list of Registered Providers with whom we support new housing development in light of changing funding regimes and markets. 4. To further explore the establishment of a Joint Venture or Local Housing Company approach to delivering housing and developing a revenue funding stream for the Council. 	26/03/2013 Agenda Item 11.1	<ol style="list-style-type: none"> 1. An affordable housing SPD to include more detailed guidance around thresholds, on and off site contributions, size of units, design (including parking) and encouraging the use of modern methods of construction be developed and to refer the document to the Local Development Framework panel for consideration. 2. To include, in standard planning conditions, the ability to claw back (contingent deferred obligations) and similar mechanisms (reassessment of S106 contributions) where the Council agree to a lesser S106 contribution due to economic viability but the scheme does not immediately get built out. 3. The Registered Provider Partnership Agreement and the list of Registered Providers with whom the Council support new housing development in light of changing funding regimes and markets be reviewed. 4. The establishment of a Joint Venture or Local Housing Company approach to delivering housing and developing a revenue funding stream for the Council be 	<ol style="list-style-type: none"> 1. The Planning Policy and Strategic Housing team have produced a draft timetable for producing an Affordable Housing SPD which will need to be considered alongside a revised Planning Obligations SPD. This will initially be reported to the LDF Panel later this year. Estimated completion of the process by May 2014. 2. Will ensure that this clause is included in all future s106 where a lower percentage is agreed. 3. This is due to be reviewed before September 2013. 4. To be investigated further during 2013/14.
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			explored further.	
04/04/2013	The Green Deal <ol style="list-style-type: none"> 1. The final decision on the Green Deal delivery model is delegated to the Director of Economic Prosperity and Place in consultation with the Cabinet Member for Housing and Planning. 2. A briefing note be provided for Members when further information on the delivery model is known. 	23/04/2013 Agenda Item 9.1	Delegated authority be granted to the Director of Economic Prosperity and Place in consultation with the Cabinet Member for Place-Shaping to make the final decision which Green Deal delivery model is most appropriate for the District Council to participate in and to make the necessary arrangements for the District Council to access the scheme.	Work on final delivery model ongoing whilst awaiting final details from Central Government about Green Deal.
04/04/2013	Housing Strategy: Empty Properties <ul style="list-style-type: none"> • To bring some of the more difficult longer term empty properties back into use or increase the overall numbers, consideration be given to funding an Officer resource. • When an additional Officer is agreed to, funding of the resource be identified (both revenue and capital may be required). 	18/06/2013 Agenda Item		Awaiting outcome from Cabinet.

Overview & Scrutiny Committee Work Programme 2013-2014

June 2013

Performance Management Quarter 4 Update (including March and annual lagging measures)

Recommendations from the No Surprises Protocol Review Panel

Recommendations from the Housing Review Panel

July 2013

Development Plan Documents(DPDs)

Scrutiny Scoping Form – Parking Enforcement

September 2013

Affordable Housing SPD

October 2013

Health Action Plan update

Community Infrastructure Draft Charging Schedule