Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 7th December 2017
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster

Wyre Forest District Council

Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke
Vice-Chairman: Councillor M Rayner

Councillor J R Desmond	**Councillor P Dyke**
Councillor K Henderson	**Councillor D Little**
Councillor S J Walker	**Councillor H S Williams**
Councillor S J Williams	**Councillor R Wilson**

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 the Council's 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 committee 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, Principal Committee and Member 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, 7th December 2017

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, 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 meeting held on the 2nd November 2017.	6
5.	**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 2 (from 1st July to 30th September 2017).	12
6.	**Depot 2020: Consideration of Call-In Request** To consider a report from the Revenue, Benefits & Customer Services Manager.	43
7.	**Feedback from Cabinet** To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 14th November 2017.	57

8.	**Work Programme** To review the work programme for the current municipal year with regard to the Corporate Plan Priority, Annual Priorities and the Forward Plan.	59
9.	**Press Involvement** To consider any future items for scrutiny that might require publicity.	
10.	**To consider any other business, details of which have been communicated to the Solicitor of the Council 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.**	
11.	**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

12.	**Asset Exchange, Kidderminster** To receive a report from the Corporate Director: Economic Prosperity & Place on an asset exchange in Kidderminster.	-
13.	**To consider any other business, details of which have been communicated to the Solicitor of the Council 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.**	

WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 2ND NOVEMBER 2017 (6PM)

Present:

Councillors: H E Dyke (Chairman), M Rayner (Vice-Chairman), J Baker, P Dyke, K Henderson, D Little, T L Onslow, S J Walker, S J Williams and R Wilson.

Observers

Councillors: M J Hart, S Miah and F M Oborski MBE.

OS.51 Apologies for Absence

Apologies for absence were received from Councillors: J R Desmond and H S Williams. Councillor S J Walker would be arriving late.

OS.52 Appointment of Substitutes

Councillor J Baker was appointed as a substitute for Councillor J R Desmond. Councillor T L Onslow was appointed as a substitute for Councillor H S Williams.

OS.53 Declarations of Interests by Members

No declarations of interest were made.

OS.54 Minutes

Decision: The minutes of the meeting held on 5th October 2017 be confirmed as a correct record and signed by the Chairman.

Councillor T L Onslow entered the meeting at this point, (6.03pm).

OS.55 Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017-18

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

The Corporate Director: Resources led Members though the report and advised that this was the second of 3 statutory reports which would be presented to the Committee in the current municipal year.

Councillor M J Hart left the meeting at 6.15pm and returned at 6.17pm.

The Corporate Director: Resources was pleased to advise that there were no issues to report and all the treasury management activities adhered to the Council's low risk investment strategy.

The Chairman of the Treasury Management Review Panel, Councillor F M Oborski MBE, advised that the report had been fully scrutinised by the Panel at its meeting on 30th October, and asked the Committee to support the recommendations. She thanked the Corporate Director: Resources and her team for the superb job they do in maintaining the treasury management service. She urged all Members to attend the next Treasury Management Training Session, which is scheduled to take place on 17th January 2018 and is carried out by the Council's Treasury Management Advisors, Capita.

Agreed: Recommend to Council:

To approve the Treasury Management Mid-year Review and updated Prudential Indicators.

OS.56 Local Plan Project Timetable

The Committee received a report from the Head of Strategic Growth which provided an update on the progress made in undertaking the Local Plan Review and set out a new project timetable.

The Corporate Director: Economic Prosperity and Place presented the report and advised that Council's were required to publish up to date information on their progress in preparing their Local Plans against the Local Development Scheme (LDS). He added that Wyre Forest District Council's LDS was last reviewed in November 2016 and outlined the key areas of progress which had been made since that time. He explained that there had been a very welcome high level of public engagement in the Preferred Options consultation which had resulted in a large number of responses all of which had to be considered and responded to in line with the Statement of Community Involvement.

The Chairman of the Local Plans Review Panel, Councillor F M Oborski MBE, advised that the report had been discussed in detail by the Panel at its meeting on 31st October and asked the Committee to support the recommendations.

Members were encouraged by the level of public engagement in the process, and in line with the recommendations from the Local Plan Review Panel meeting on 31st October 2017 the Committee agreed that in order to encourage the same level of public engagement alternative methods of publicising the consultation should be explored. It was suggested that the Pre-submission Plan Public Consultation be for an 8 week period, commencing as soon as possible following Cabinet approval.

Agreed: Recommend to Cabinet:

- **The Local Plan Project Timetable, as set out at Appendix 1 of the report, be approved.**

- **The Pre-submission Plan Public Consultation be for an 8 week period to ensure adequate time for engagement, commencing as soon as possible following Cabinet approval in June 2018.**

OS.57 Planning for the Right Homes in the Right Places – Consultation Response

The Committee received a report from the Corporate Director: Economic Prosperity and Place which set out the draft responses to the consultation – Planning for the Right Homes in the Right Places, which was launched by the Department for Communities & Local Government on 14th September 2017.

Members were advised that, as there was no Cabinet meeting scheduled to take place before the consultation response deadline, the Council's formal response would be finalised by way of a Strong Leader report and any recommendations from the Committee would be considered as part of that process.

Councillor S J Walker entered the meeting at this point, (6.45pm).

The Committee considered each of the draft responses to the questions in turn and a few minor wording changes were suggested for inclusion in the final response.

Agreed: The minor wording changes to the draft responses be incorporated in the Council's formal responses to the consultation.

OS.58 Review of Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004 – 2034

The Committee received a report from the Operational Services Manager which outlined the amendments to the existing Strategy which were needed to ensure it remained relevant and fit for purpose.

The Operational Services Manager led Members through the report. He explained that the JMWMS was first published in 2004 and was a joint strategy which reflected the partnership across the six Worcestershire District Councils, Worcestershire County Council (WCC) and Herefordshire Council in relation to a shared waste disposal service.

He added that in 2014 the Herefordshire Council and WCC had agreed a variation to the waste disposal service with the contractor, Mercia Waste Management, to design, build and operate a 200,000 tonne per annum Energy from Waste facility. The facility became fully operational in March 2017 and currently produces enough electricity to power 32,000 homes.

The Committee supported the revision which reflected the changes in national policy, local provision and projections for future demand that had occurred since the current strategy was adopted. Members welcomed the news of the collective agreement from partners that a 90% diversion from landfill target was feasible for 2030.

Agreed: Recommend to Cabinet:

The Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004 – 2034, be approved.

Councillor P Dyke left the meeting at this point, (7.28pm).

OS.59 Work Programme

The Committee considered the work programme for the current municipal year.

Agreed: The work programme be noted.

OS.60 Press Involvement

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

OS.61 Depot 2020 Masterplan – Improve and Invest

The Committee received a report from the Corporate Director: Community Well-being and Environment which invited Members to consider proposals for further investment in the site of the Council's operational depot at Green Street, Kidderminster with the objective of improving and investing in the asset to increase functionality and sustainability.

The Corporate Director: Community Well-being and Environment led Members through the report and outlined the three proposals for the site all of which included the relocation of the Council's customer services centre from the town hall to Green Street. She explained the rationale for the relocation of the customer services centre. Members were advised that the transformation of services had led to a 50% reduction in visitor numbers in the last 5 years, and a 32% reduction in call volumes, a trend which was continuing. She added that the Council was continuing to transform its services, providing a digital service for the low complexity / high volume transactions such as reporting issues, making payments, applications and accessing information. The shift to accessing services online would free up Officer time for the more complex cases where face to face customer service was needed.

The Corporate Director: Community Well-being and Environment said that the relocation of the customer services centre would see a reduced and more energy efficient footprint for the service. She added that the relocation of the revenues and benefits staff from Wyre Forest House (WFH), whose purpose is "to help me with my financial situation", would bring the entire team together and enable them to give the best possible service to customers with more complex needs. The relocation of the revenues and benefits staff would also free up space at WFH which could be used to generate rental income.

Members were advised that, overall, the proposals provided a worthwhile positive financial contribution to the Council, which was estimated at £42,000 in a full year.

The Committee discussed the proposals and there was support for the upgrading of welfare and resource areas for staff.

Several Members raised concerns about the relocation of the customer services

centre from the town centre. The current location was accessible by public transport; all buses coming into Kidderminster stopped by the town hall. There was no direct bus to the Green Street site, the nearest bus stops were by the Carpet Museum at the top end of Green Street or on New Road, which is opposite the depot. However it was said that buses travelling along that road only went in one direction.

A Member recalled that, when the decision was made to close the satellite hub offices in Stourport and Bewdley, part of the reasoning was that there was a hub in Kidderminster town centre. She added that there was still a large number of people who could not access services online and moving the hub would make it less accessible for users. It was acknowledged that the proposals made provision for car parking for visitors and disabled people at the site. It was raised that many people with mobility issues were not registered as disabled or had no access to a car and would find it difficult to walk to the Green Street site.

Some Members felt that, before a final decision on the relocation of the hub was made, further consideration should be given as it was only fair to the 41,474 visitors who used the hub last year.

The Leader of Council addressed the Committee. He advised that the Cabinet had spent a lot of time considering the masterplan options for the Green Street site which was in need of improvement and currently under utilised.

He acknowledged that the Green Street site was not best served by public transport. However there were bus stops near to the location and some visitor car parking spaces would be provided. He added that the Council had a £1.9m funding gap to fill over the next 3 years and the proposals provided an estimated revenue saving of £42,000 a year. In relation to the relocation of the hub from the town hall, he said that in the past the suggestion of renting a vacant shop in the town centre had been explored. However this had been ruled out as it would still result in a financial cost to the Council.

A Member proposed Option B for the recommendation to Cabinet. He welcomed the potential of the improved aspect on Green Street by bringing back into use two locally listed buildings. The proposal was seconded and upon a show of hands the majority vote was carried.

Agreed: Recommend to Cabinet:

Option B be taken forward for investing in and improving the Green Street site.

OS.62 Exempt Information

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

OS.63 Depot 2020 Masterplan – Improve and Invest Appendix 2 – Financial Appraisal

Following the earlier resolution of the Committee, the Leader of the Council led Members through the financial appraisal for Option B.

The Corporate Director: Community Well-being and Environment assured Members that the appraisal included a sensitivity analysis of the occupancy levels of the units and the project would still be financially viable even if there was a 20% void in occupancy.

There being no further business, the meeting ended at 8.03pm.

Agenda Item No. 5

Overview & Scrutiny Committee

Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer
Date: Thursday 7th December 2017
Open

How Are We Doing? Performance Update

1. Summary

1.1 To update Members on the performance of the Council for Quarter 2 (from 1st July 2017 to 30th September 2017).

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 2014-19.

2.2 The Council has a number of processes in place to monitor our performance including:

- Corporate Plan Actions
- Corporate Risks and associated actions
- Leading Measures
- Lagging Measures

3. Progress

3.1 **Appendix 1** is an **exception report** for all of our purposes (People, Place, Housing, Planning, Business, Enabling).

3.2 **Appendix 2** is a detailed report of performance against our purpose of '**Business**'.

3.3 **Appendix 3** is the detailed report of **survival rates** for those businesses that have received either a start up or booster grant.

3.4 **Appendix 4** is an **Employment Programme** update

3.4 **Appendix 5** is a detailed report of performance against our purpose of '**People**'

4. Key Achievements/Issues

4.1 In July this year, Wyre Forest Leisure Centre had been open for 12 months. The centre received 472,733 visitors during this period – an average of over 39,000 per month.

4.2 Participation rates in Healthy Living events and training have also continued to rise with over 7,000 attendees this year.

4.3 The amount of new/extended business/commercial floorspace built as a result of the Local Development Order has increased dramatically this year. This is a result of:
15/0277/PNLDO: Erection of a New Warehouse Unit for Specsavers (Lens on Line Warehouse) 47,000sqft
15/0278/PNLDO: Erection of a New Industrial Unit for Specsavers (IG Manufacturing Unit) 33,960sqft
Total: 80,960sqft

4.4 There is currently only one overdue action in the Wyre Forest Forward Programme of Projects. The details are:

"We support our people and enable them to work well"
Induction Process
Review of induction process ongoing. The new learning management system will enable completion of certain corporate modules that can be incorporated into the induction process.
HR Pages - COLIN
The web team have purchased a new software package that has various themed templates available. The web team will choose a selection of templates to populate with the HR pages to establish which template will be the most suitable going forward.
Meeting with web team scheduled for 1st November.

5. Options

5.1 That the progress in performance for quarter 2 be noted.

6. Consultation

6.1 Leader of the Council

6.2 Corporate Leadership Team

7. Related Decisions

7.1 None.

8. Relevant Council Policies/Strategies

8.1 Wyre Forest District Council Corporate Plan 2014 – 2019.

8.2 Wyre Forest Forward Transformation Framework 2014 – 2017.

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 – All purposes exception report
12.2 Appendix 2 – Full 'Business' report
12.3 Appendix 3 – Business Survival Rates
12.4 Appendix 4 – Employment Programme update
12.5 Appendix 5 – Full 'People' report

13. Background Papers

Corporate Plan action information is available on the Council's Performance Management System, Pentana Performance. 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

Exception report for all purposes

Those actions that are approaching their due date or are overdue

Wyre Forest District Council

Enabling others to do what they need to do

WFF 17/18 55	We support our people and enable them to work well	57%

Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2017	Corporate Leadership Team; Ian Miller; Rachael Simpson	**Induction Process** Review of induction process ongoing. The new learning management system will enable completion of certain corporate modules that can be incorporated into the induction process. **HR Pages - COLIN** The web team have purchased a new software package that has various themed templates available. The web team will choose a selection of templates to populate with the HR pages to establish which template will be the most suitable going forward. Meeting with web team scheduled for 1st November.	25-Oct-2017

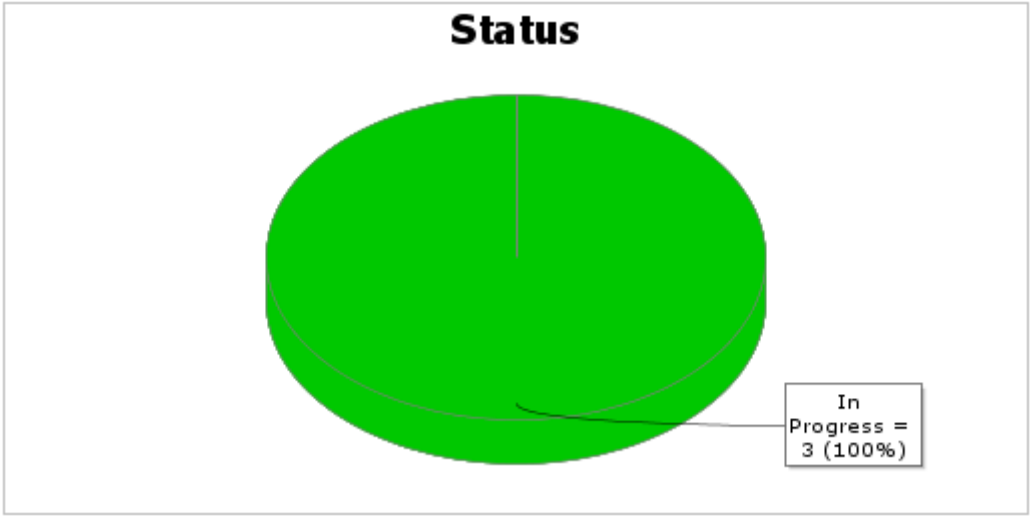
SUPPORT ME TO RUN A SUCCESSFUL BUSINESS

Wyre Forest District Council

This report details the progress we have made against our purpose of 'support me to run a successful business'.

Actions

Listed below is the progress against our current major projects that support the delivery of our purpose of 'support me to run a successful business'



WFF 17/18 34	Vestia Employment and Skills Programme			50%	
	Due Date	Managed By	Latest Note		Latest Note Date
	31-Mar-2018	Mike Parker; Dean Piper	Quarter 2 Performance Tracker 2017/18 attached.		14-Nov-2017
WFF 17/18 58	Business Rates Retention Scheme			45%	

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2018	Tracey Southall	Application submitted for Worcestershire pilot, following strong leader report to secure approval 12/10/17	07-Nov-2017

WFF 17/18 59	Apprenticeships Programme (Year 6)	50%	

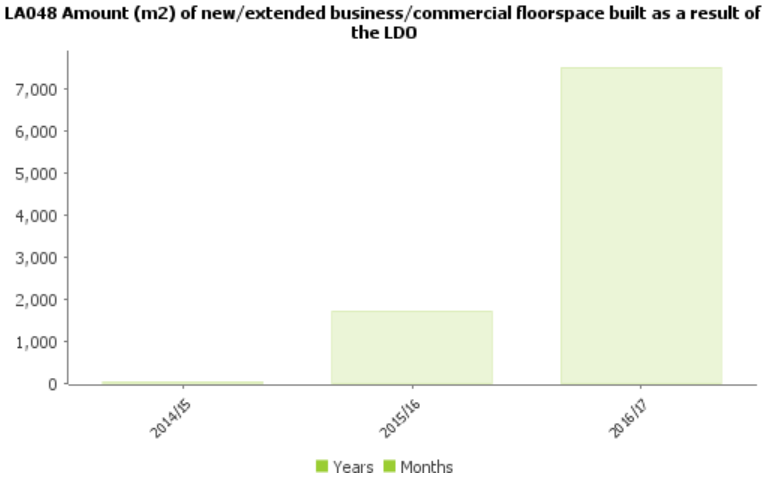
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2018	Mike Parker	Six apprenticeships agreed/in course of agreement. This accounts for full allocation of funds for 2017/18.	14-Nov-2017

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

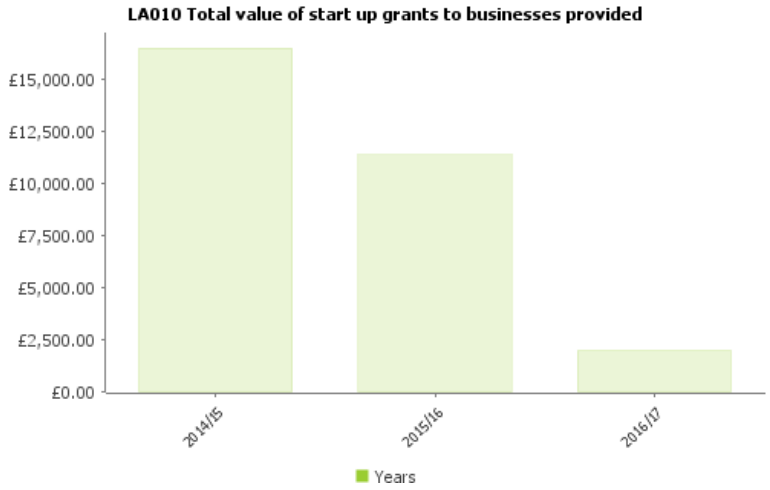
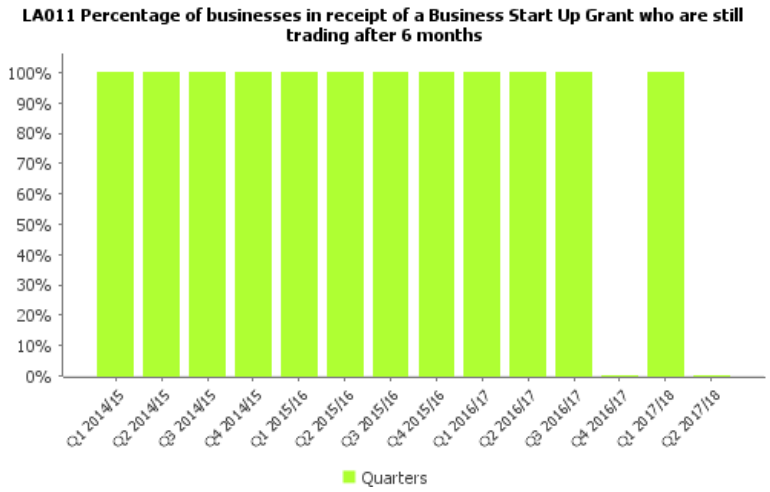
LA048 Amount of new/extended business/commercial floorspace built as a result of the LDO

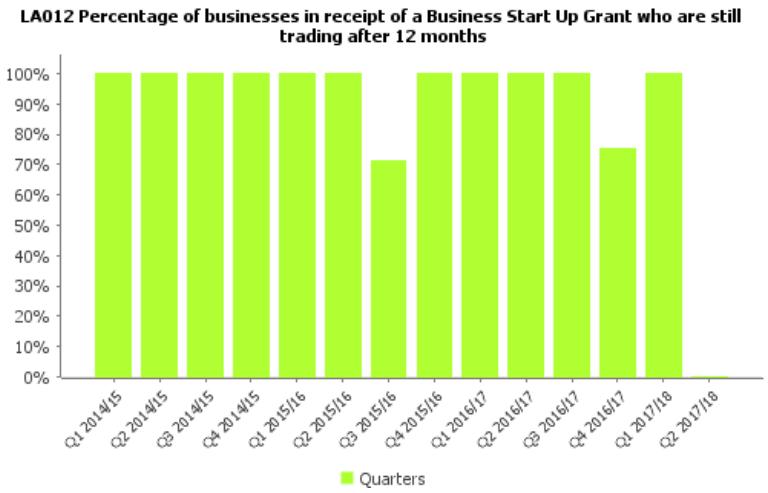
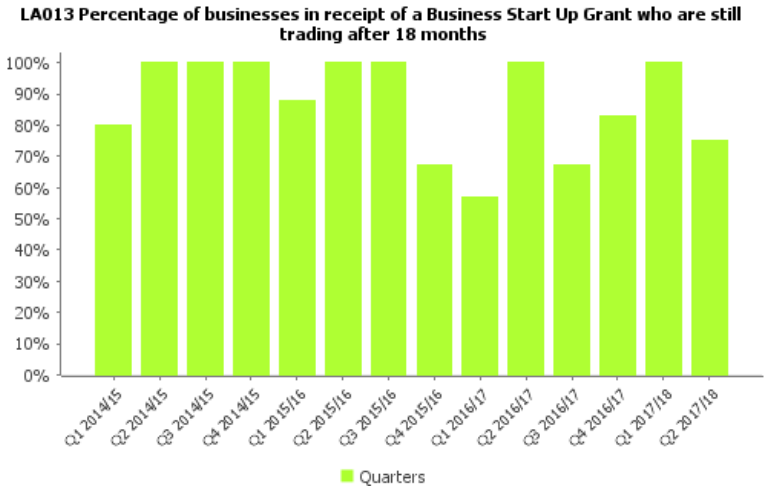
Aim to Maximise

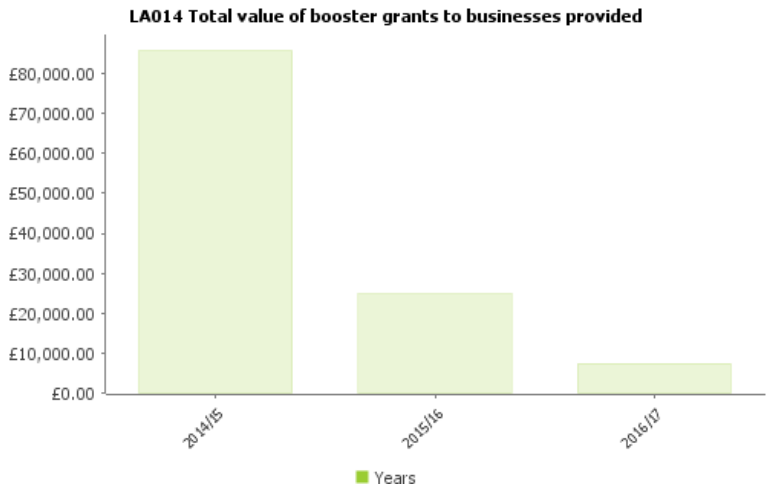
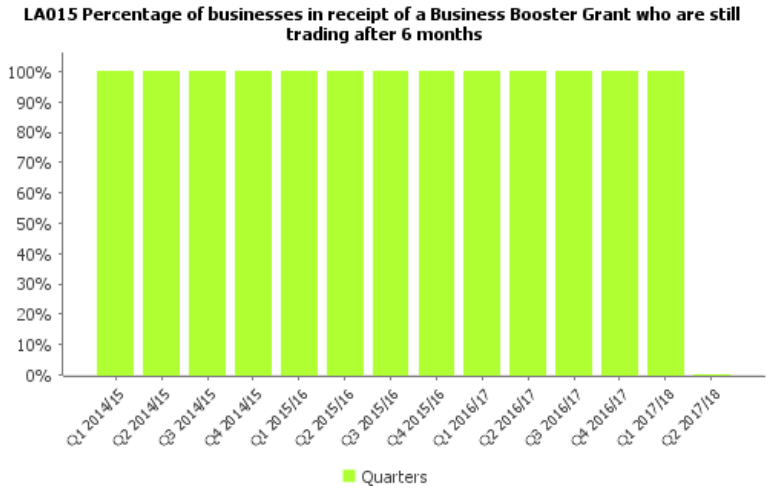


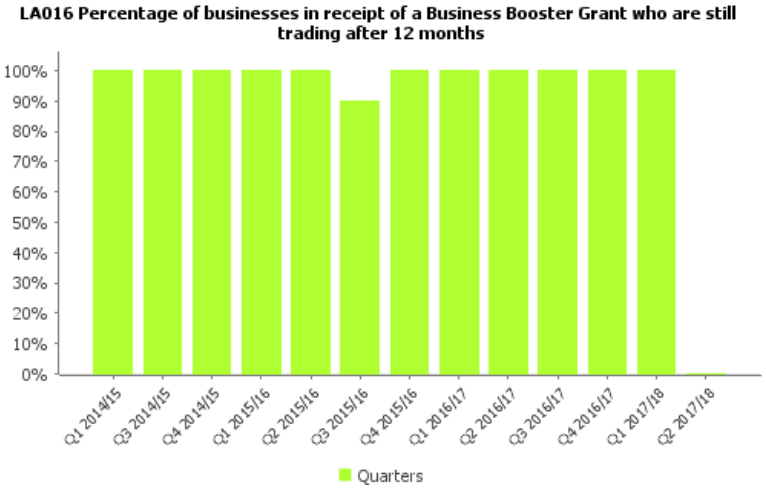
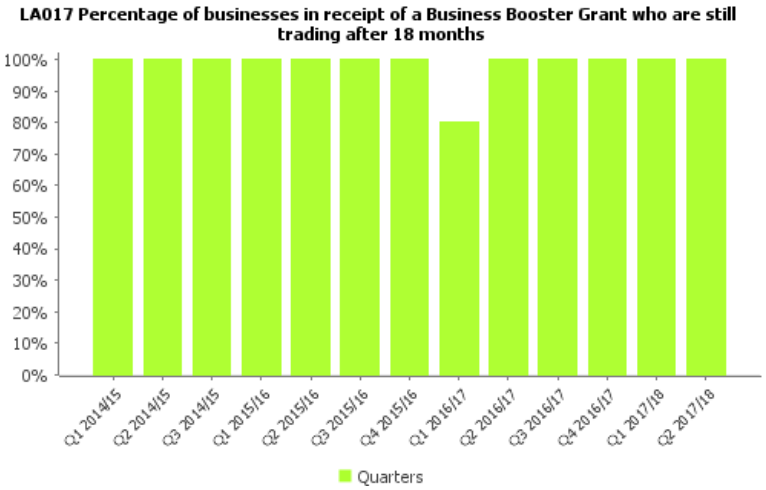
Current Value 7,524

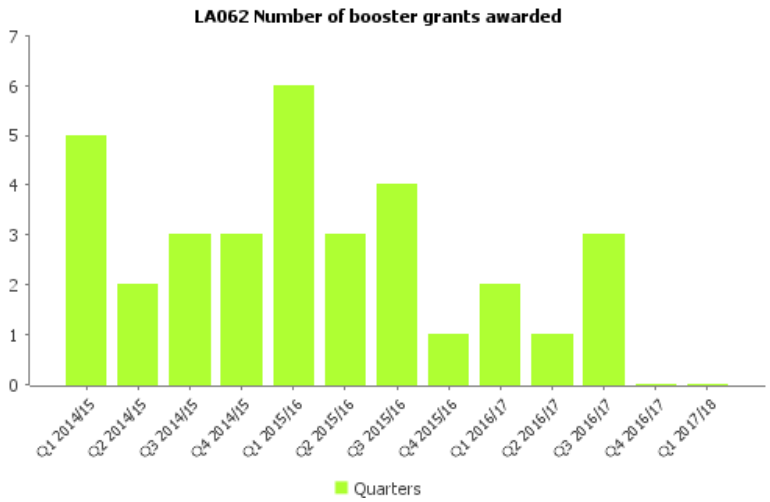
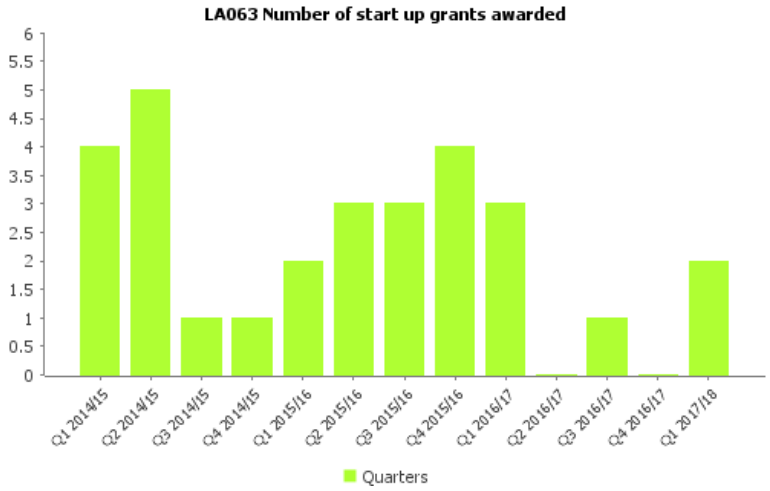
Managed By Jonathan Elmer; Dean Piper

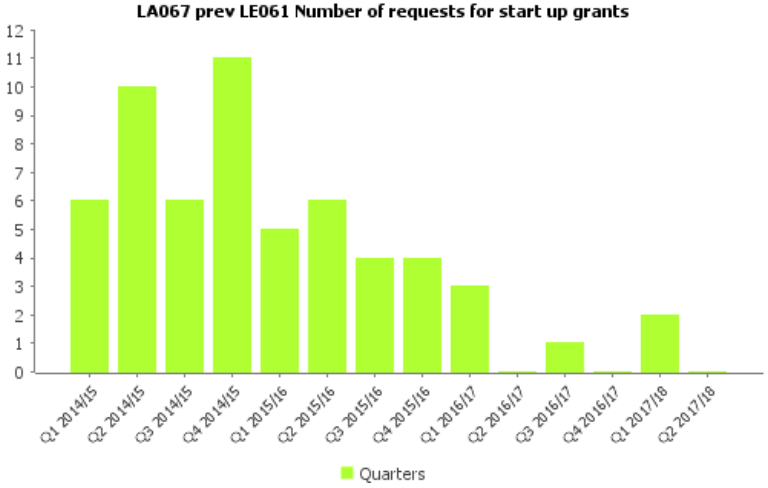
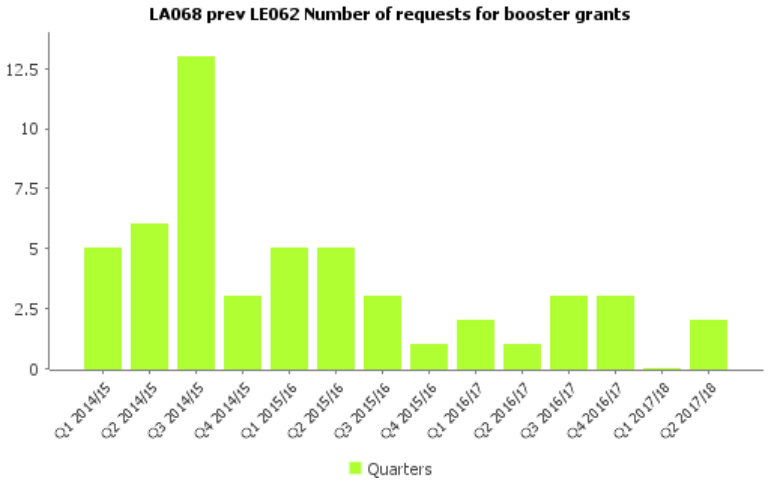
LA010	Total value of start up grants to businesses provided	Aim to Maximise		Current Value	£1,997.85		Managed By	Dean Piper; Steve Singleton
LA011	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 6 months	Aim to Maximise		Current Value	0%		Managed By	Dean Piper; Steve Singleton

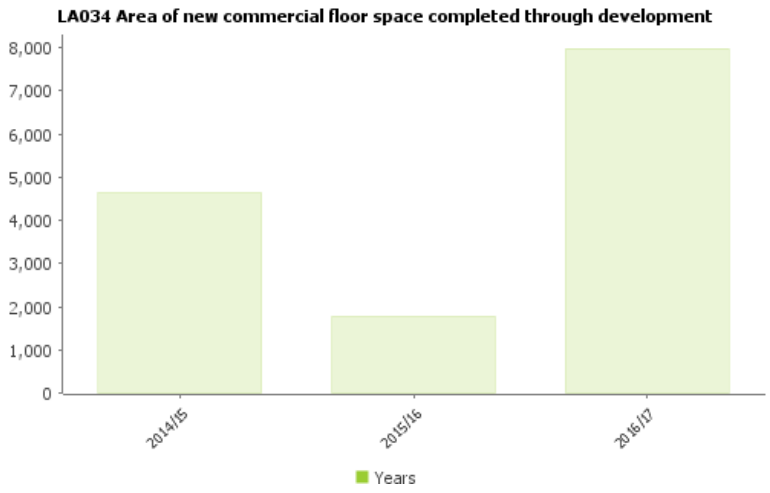
LA012	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 12 months	Aim to Maximise		Current Value	0%		Managed By Dean Piper; Steve Singleton
LA013	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 18 months	Aim to Maximise		Current Value	75%		Managed By Dean Piper; Steve Singleton

LA014	Total value of booster grants to businesses provided	Aim to Maximise		Current Value	£7,500.00		Managed By	Dean Piper; Steve Singleton
LA015	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 6 months	Aim to Maximise		Current Value	0%		Managed By	Dean Piper; Steve Singleton

LA016	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 12 months	Aim to Maximise		Current Value	0%		Managed By	Dean Piper; Steve Singleton
LA017	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 18 months	Aim to Maximise		Current Value	100%		Managed By	Dean Piper; Steve Singleton

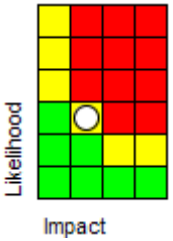
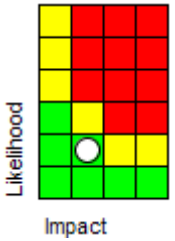
LA062	Number of booster grants awarded	Aim to Maximise		Current Value	0		Managed By	Dean Piper; Steve Singleton
LA063	Number of start up grants awarded	Aim to Maximise		Current Value	2		Managed By	Dean Piper; Steve Singleton

LA067 prev LE061	Number of requests for start up grants	Aim to Maximise		Current Value	0		Managed By	Dean Piper; Steve Singleton
LA068 prev LE062	Number of requests for booster grants	Aim to Maximise		Current Value	2		Managed By	Dean Piper; Steve Singleton

LA034	Area of new commercial floor space completed through development	Aim to Maximise		Current Value	7,986		Managed By	Heather Stone

Risks

The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our purpose of 'support me to run a successful business'.

CORPRISK02	**Unable to improve the economic prosperity of the district.** Lack of vitality in the local economy – although the District is holding up reasonably well in the current economic conditions it still aims to stimulate growth to support the economic recovery and to support the recovery of the local economy. The Council is now in its sixth year of the State of the Area Programme which includes a number of projects to assist in the stimulation of economic recovery. The Council is host of the North Worcestershire Economic Development and Regeneration Service and a member of two Local Enterprise Partnerships and continues to maximise the benefit of that position. The Business Rates Retention Scheme introduced in 2013/14 increases the incentive to promote growth as there is significant financial risk to this Council if we are unable to sustain the baseline level of the business rates reflected in government projections.	Current Risk Matrix			Target Risk Matrix	

The detail in relation to reform of the Business Rates System towards 100% retention is still evolving. We will continue to review our position as more information is released. Membership of the Worcestershire Business Rates Pool can only mitigate this risk to a certain extent and economic growth is key to the future financial sustainability of the Council, this may change following Business Rates Reform.

WYRE FOREST

		BUSINESS START-UP GRANTS				BUSINESS BOOSTER / GROWTH GRANTS			
		Grant Awarded	6 months Survival	12 months Survival	18 months Survival	Grant Awarded	6 months Survival	12 months Survival	18 months Survival
2011/12	Q1	1	-	-	-	0	-	-	-
	Q2	5	-	-	-	0	-	-	-
	Q3	5	1	-	-	0	-	-	-
	Q4	6	5	-	-	2	-	-	-
2012/13	Q1	7	5	1	-	1	-	-	-
	Q2	2	6	5	-	1	2	-	-
	Q3	5	7	5	1	5	1	-	-
	Q4	1	2	5	5	1	1	2	-
2013/14	Q1	1	5	6	5	1	5	1	-
	Q2	3	1	2	5	0	1	1	2
	Q3	8	1	4	4	2	1	5	1
	Q4	6	3	1	2	1	-	1	1
2014/15	Q1	4	8	1	4	6	2	1	5
	Q2	6	6	3	1	2	1	-	1
	Q3	7	4	8	1	10	6	2	1
	Q4	6	6	6	3	3	2	1	-
2015/16	Q1	6	7	4	7	4	10	6	2
	Q2	6	6	6	6	3	3	2	1
	Q3	3	6	5	4	5	4	9	6
	Q4	4	6	6	4	1	3	3	2
2016/17	Q1	3	3	6	5	2	5	4	8
	Q2	0	4	6	6	1	1	3	3
	Q3	1	3	3	4	3	2	5	4
	Q4	0	-	3	5	0	1	1	3
2017/18	Q1	2	1	3	3	0	3	2	5
	Q2	0	-	-	3	0	-	1	1

Wyre Forest District Council, The Community Housing Group and Vestia Community Trust Employment Programme

Performance Tracker 2017/2018

Objectives	Quarter 1 Apr/May/Jun	Quarter 2 Jul/Aug/Sep	Quarter 3 Oct/Nov/Dec	Quarter 4 Jan/Feb/Mar	Target 2016/2017
Wyre Forest: People receiving support from Vestia employability services	77	156			250
Wyre Forest: People progressing into work within 6 months of receiving support	9%	24%			30%
Satisfaction with Employment Services	100%	100%			90%
Wyre Forest: People progressing into training within 6 months of receiving support	37	85			120

NB as in previous programme years' performance and progression outcomes increase as participants access support over the 6 month period (from initial start date)

PROVIDE ME WITH THE INFORMATION THAT I NEED

This report details the progress we have made against our purpose of 'provide me with the information that I need'.

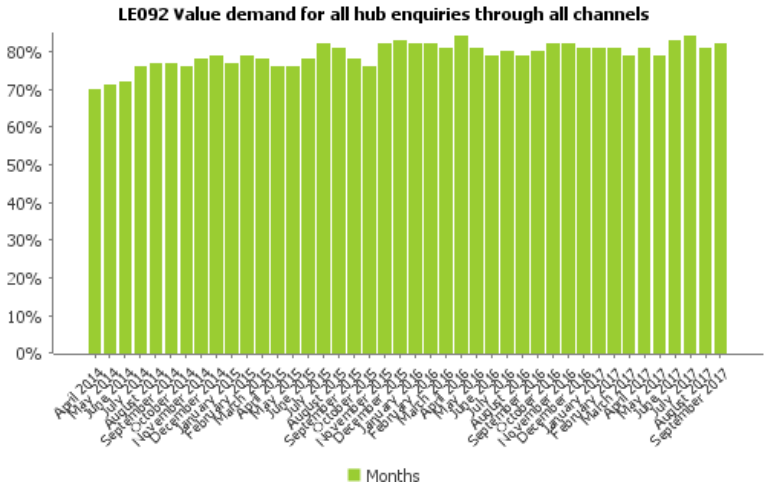
Wyre Forest District Council

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

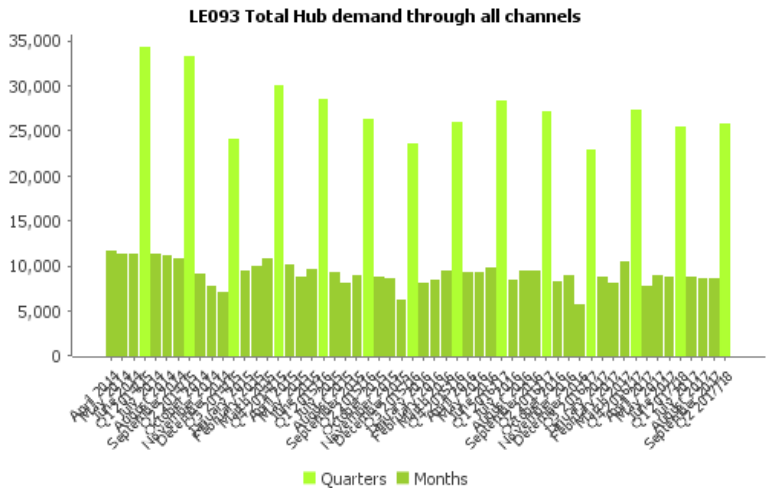
LE092

Aim to Maximise



Current Value 82%

Managed By Lucy Wright

LE093	Total Hub demand through all channels	Goldilocks		Current Value	8,600	Managed By	Lucy Wright

Cross cutting measures

Listed below are primary measures for other purposes but also impact on this purpose:

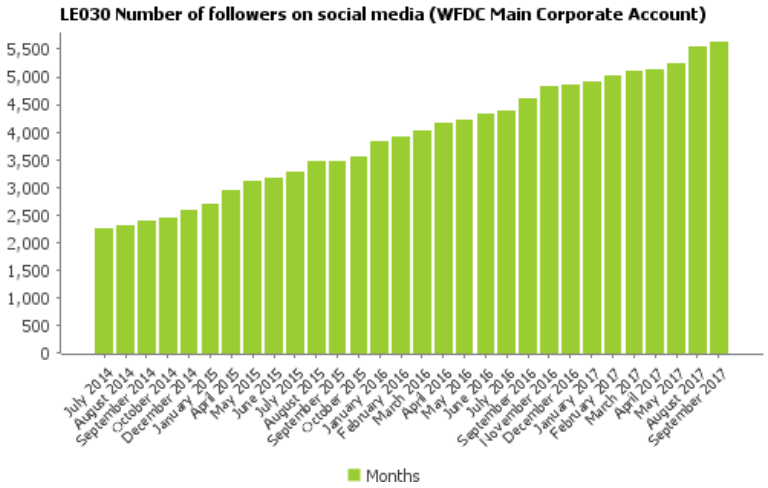
LA045	Number of people presenting themselves in need of housing advice
LE030	Number of followers on social media (WFDC Main Corporate Account)
LE030a	Number of followers on Facebook (WFDC Main Corporate Account)
LE030b	Number of followers on Twitter (WFDC Main Corporate Account)
LE091	Number of requests for adaptations

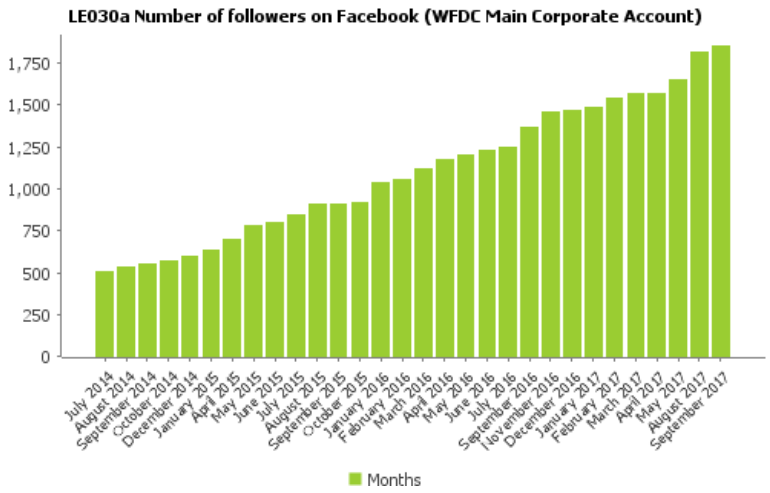
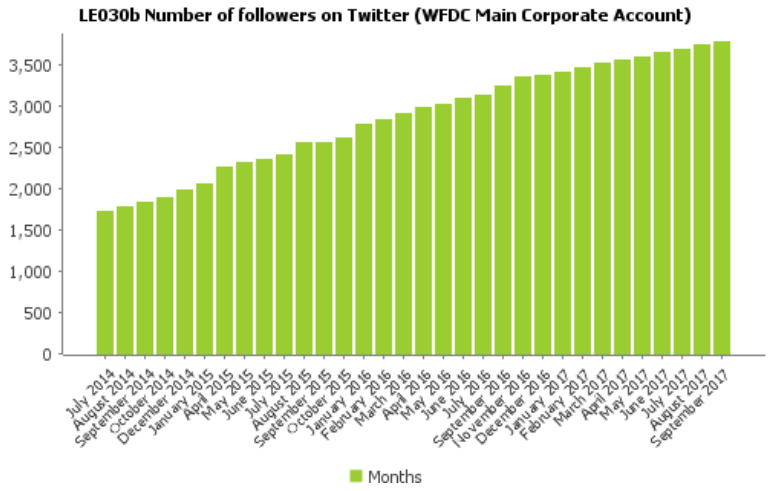
GIVE ME A VOICE

This report details the progress we have made against our purpose of 'give me a voice'.

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

LE030	Number of followers on social media (WFDC Main Corporate Account)	Aim to Maximise		Current Value	5,624	Managed By	Kay Higman

LE030a	Number of followers on Facebook (WFDC Main Corporate Account)	Aim to Maximise		Current Value	1,849	Managed By	Kay Higman
LE030b	Number of followers on Twitter (WFDC Main Corporate Account)	Aim to Maximise		Current Value	3,775	Managed By	Kay Higman

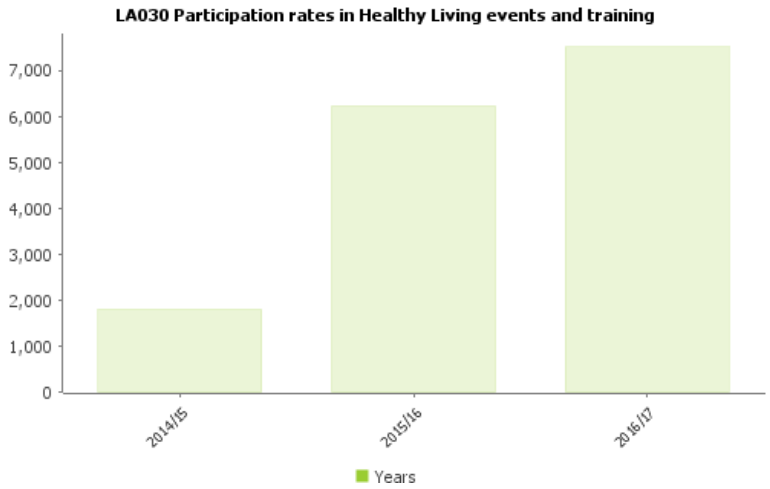
HELP ME IMPROVE MY HEALTH AND WELL-BEING

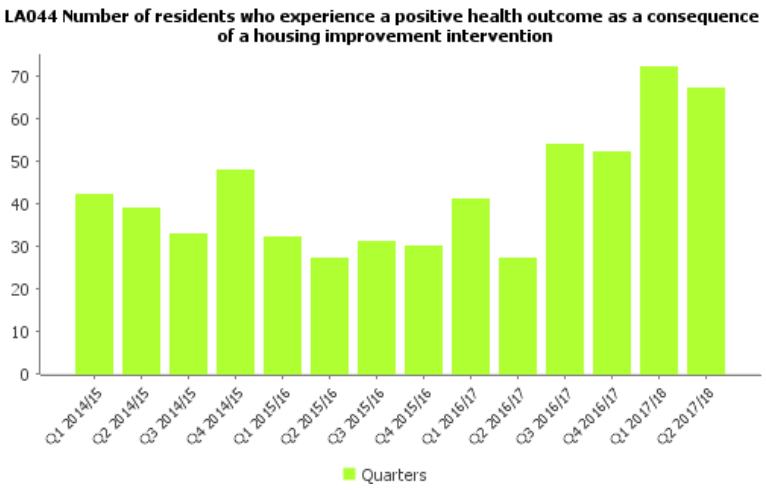
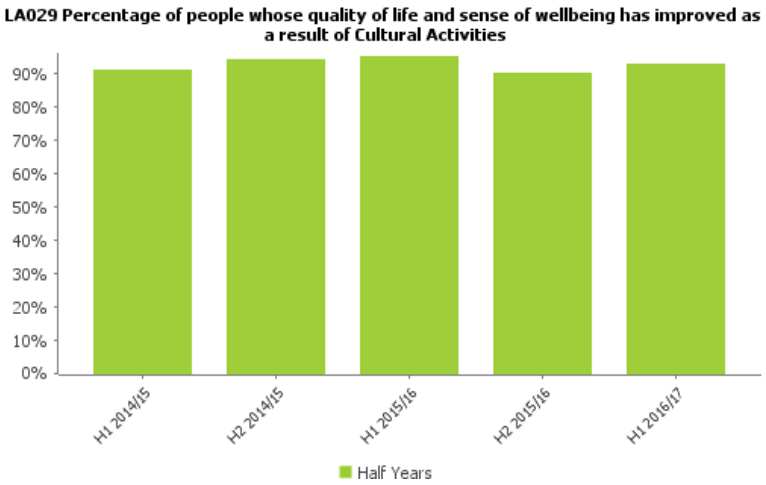
This report details the progress we have made against our purpose of 'help me improve my health and well-being'.

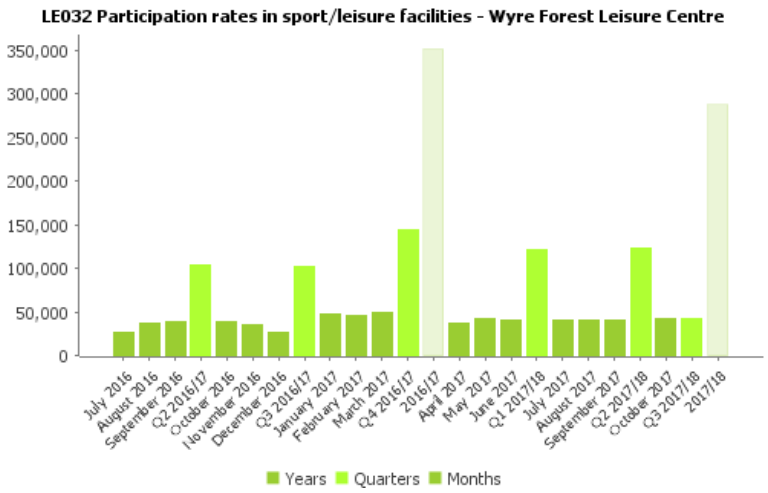
Wyre Forest District Council

Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

LA030	Participation rates in Healthy Living events and training	Aim to Maximise		Current Value	7,506	Managed By	Kate Bailey

LA044	Number of residents who experience a positive health outcome as a consequence of a housing improvement intervention	Aim to Maximise		Current Value	67		Managed By Kate Bailey
LA029	Percentage of people whose quality of life and sense of wellbeing has improved as a result of Cultural Activities people whose quality of life and sense of wellbeing has improved as a result of Cultural Activities	Aim to Maximise		Current Value	93%		Managed By Kay Higman

LE032	Participation rates in sport/leisure facilities – Wyre Forest Leisure Centre	Aim to Maximise		Current Value	42,834		Managed By	Kay Higman

HELP ME WITH MY FINANCIAL SITUATION

This report details the progress we have made against our purpose of 'help me with my financial situation'.

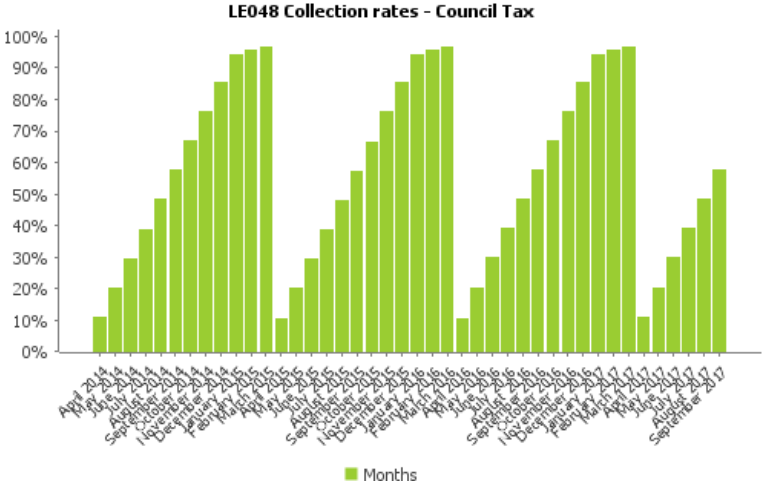
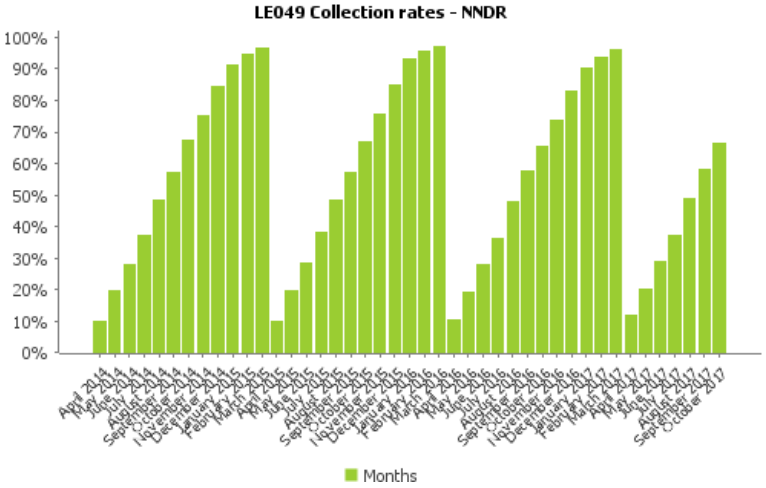
Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

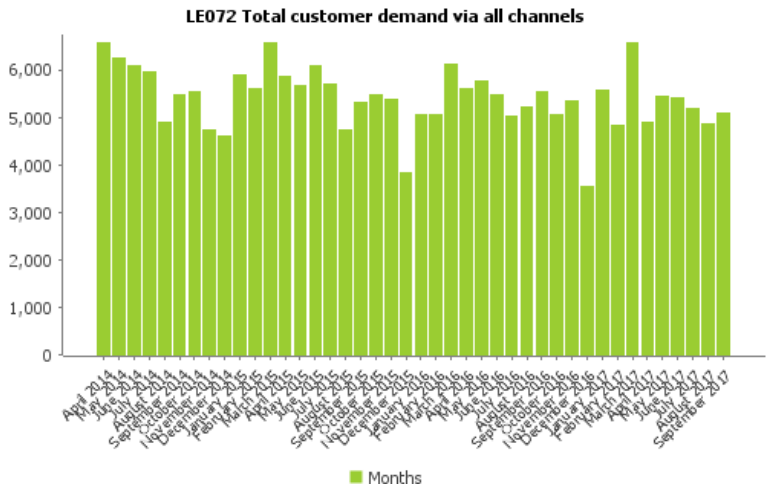
LA037 Average earnings

Aim to Maximise

Current Value	£25,849.20
Managed By	Kate Bailey

LE048	Collection rates – Council Tax	Aim to Maximise		Current Value	57.69%		Managed By	Lucy Wright
LE049	Collection rates – NNDR	Aim to Maximise		Current Value	66.36%		Managed By	Lucy Wright

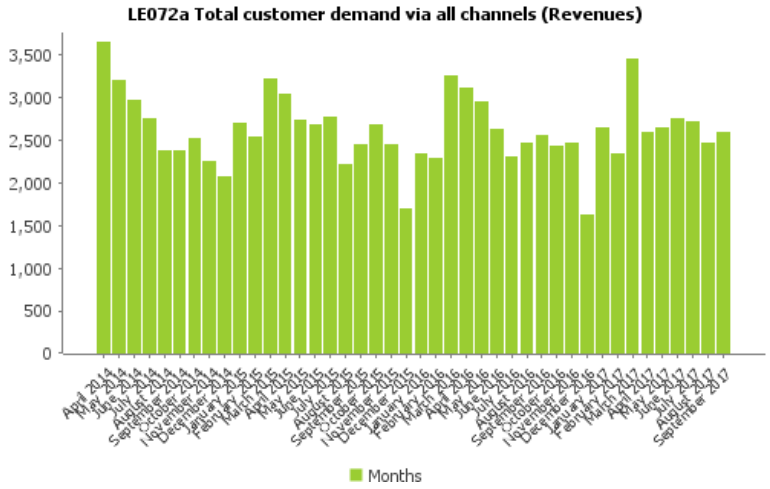
LE072 Total customer demand via all channels Goldilocks



Current Value 5,075

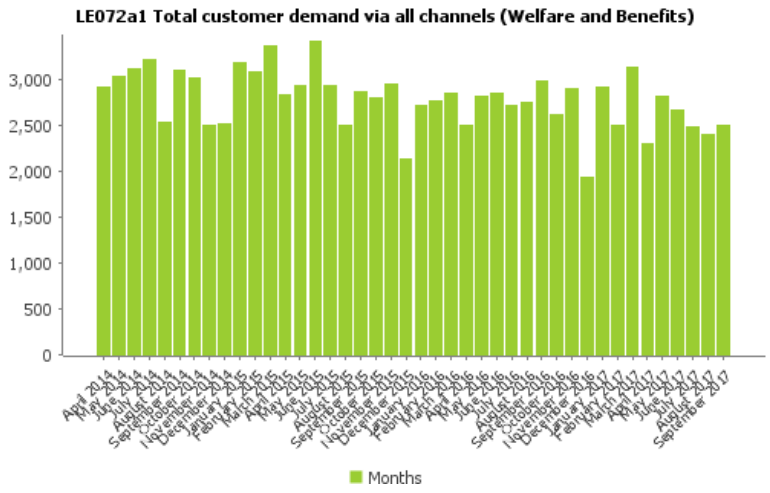
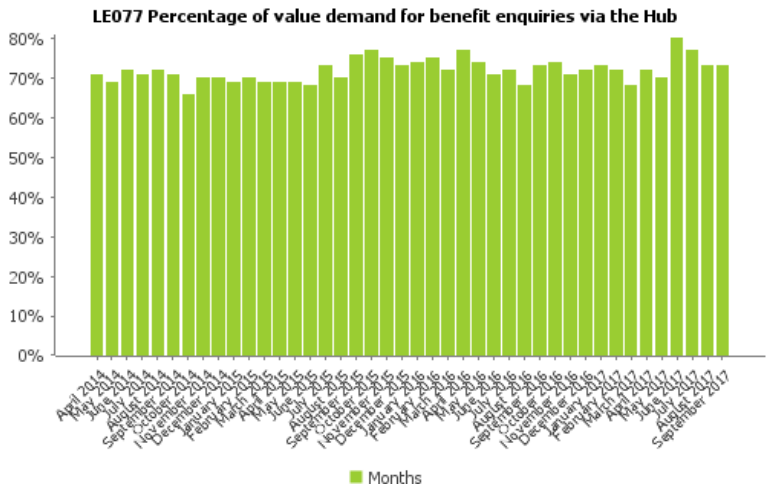
Managed By Lucy Wright

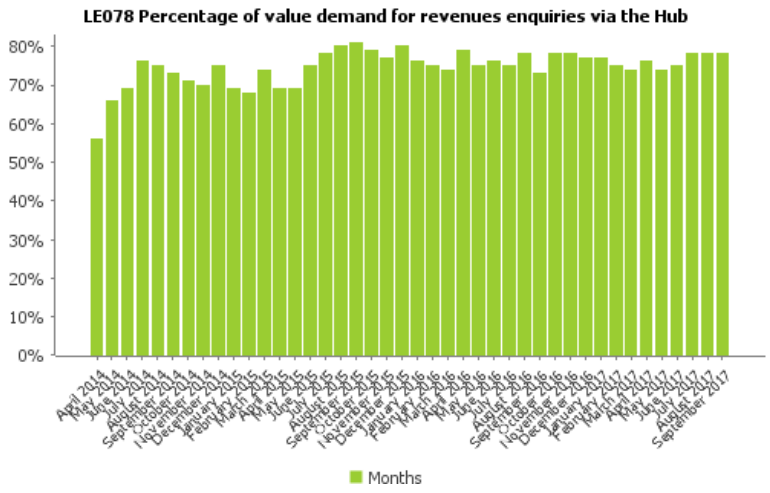
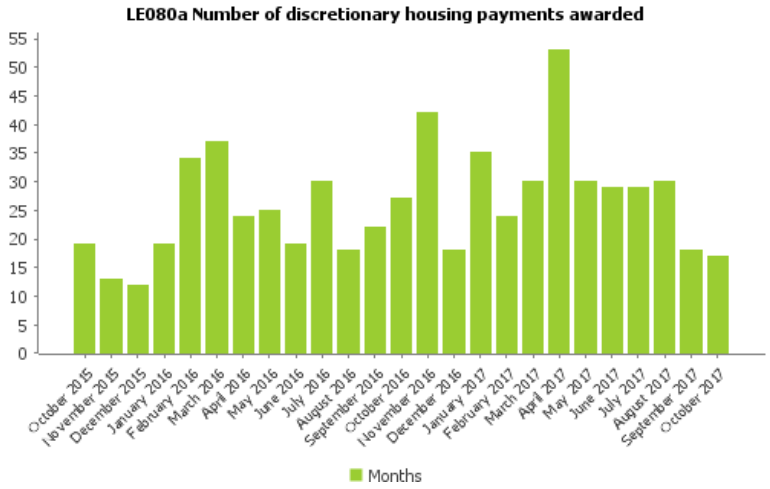
LE072a Total customer demand via all channels (Revenues) Goldilocks

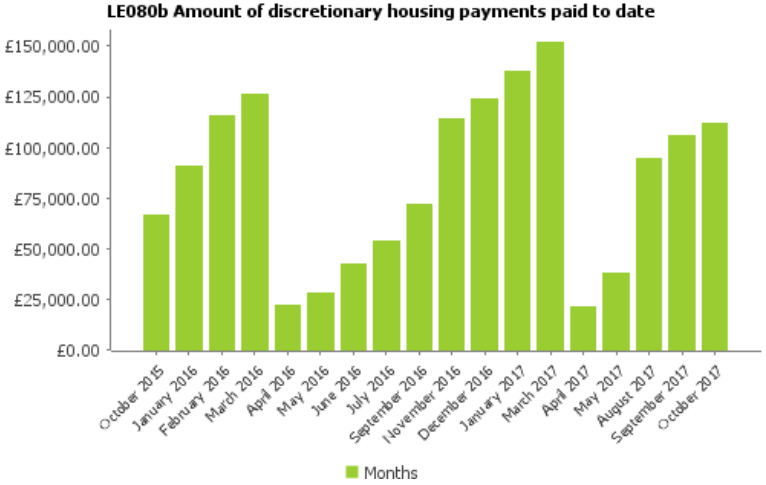
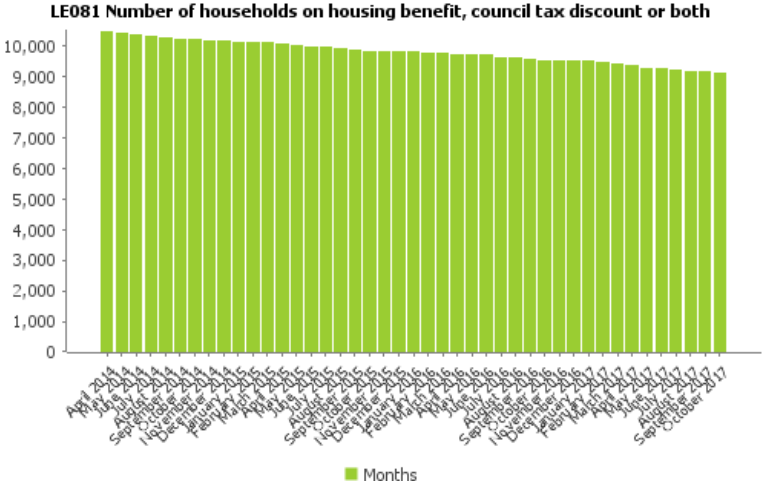


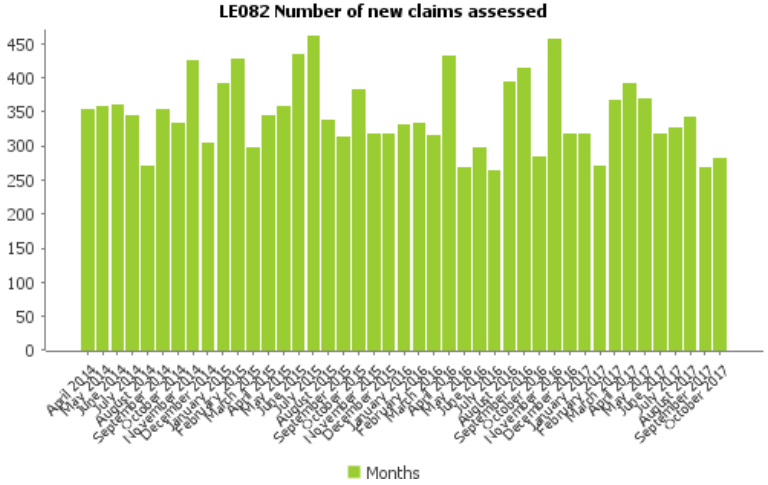
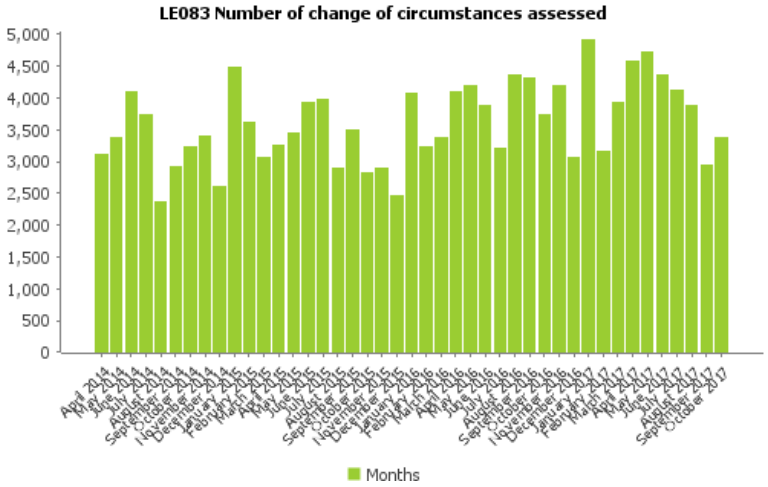
Current Value 2,586

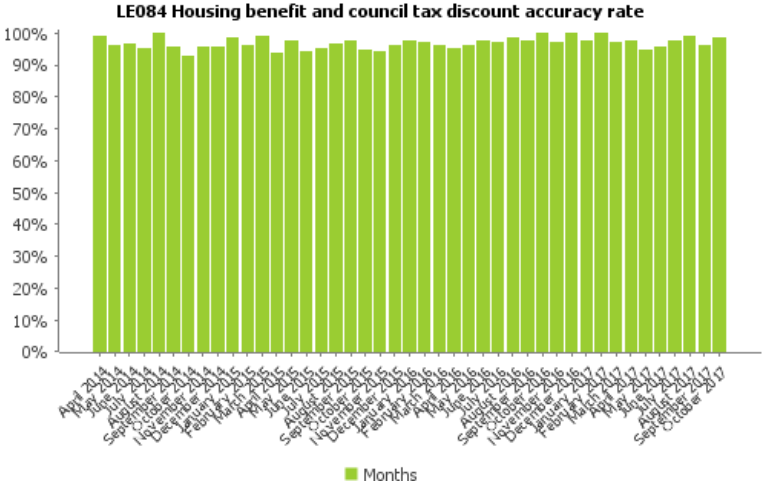
Managed By Lucy Wright

LE072a 1	Total customer demand via all channels (Welfare and Benefits)	Goldilocks		Current Value	2,489		Managed By	Lucy Wright
LE077	Percentage of value demand for benefit enquiries via the Hub	Aim to Maximise		Current Value	73%		Managed By	Lucy Wright

LE078	Percentage of value demand for revenues enquiries via the Hub	Aim to Maximise		Current Value	78%		Managed By Lucy Wright
LE080a	Number of discretionary housing payments awarded	Goldilocks		Current Value	17		Managed By Lucy Wright

LE080b	Amount of discretionary housing payments paid to date	Goldilocks		Current Value	£111,837.19		Managed By	Lucy Wright
LE081	Number of households on housing benefit, council tax discount or both	Aim to Minimise		Current Value	9,070		Managed By	Lucy Wright

LE082	Number of new claims assessed	Goldilocks		Current Value	282		Managed By	Lucy Wright
LE083	Number of change of circumstances assessed	Goldilocks		Current Value	3,384		Managed By	Lucy Wright

LE084	Housing benefit and council tax discount accuracy rate	Aim to Maximise		Current Value	98.36%		Managed By	Lucy Wright

Agenda Item No. 6

Overview & Scrutiny Committee

Briefing Paper

Report of: Lucy Wright, Revenues, Benefits & Customer Services Manager
Date: Thursday, 7th December 2017
Open

DEPOT 2020: CONSIDERATION OF CALL IN REQUEST

1. Summary

1.1 To consider the call-in request in Appendix One.

2. Background

2.1 On 2 November 2017 Overview & Scrutiny Committee considered a report on the Depot 2020 proposals which included moving the customer service centre (Hub) from Kidderminster Town Hall to Green Street. As the minutes demonstrate as Appendix Two, the points being raised had already been considered by the Committee in reaching its original recommendation to Cabinet. The Committee supported the proposals by majority vote and recommended to the Cabinet that "Option B be taken forward for investing in and improving the Green Street site".

2.2 On 14 November 2017, in line with the Committee's recommendation, Cabinet agreed to proceed with the scheme subject to capital funding which will be decided by Council on 13 December 2017. Following the Council's decision on the capital programme, the Cabinet decision will be moved forward to full implementation.

3. Key Issues

3.1 The issues listed on the call-in as shown in Appendix One are:

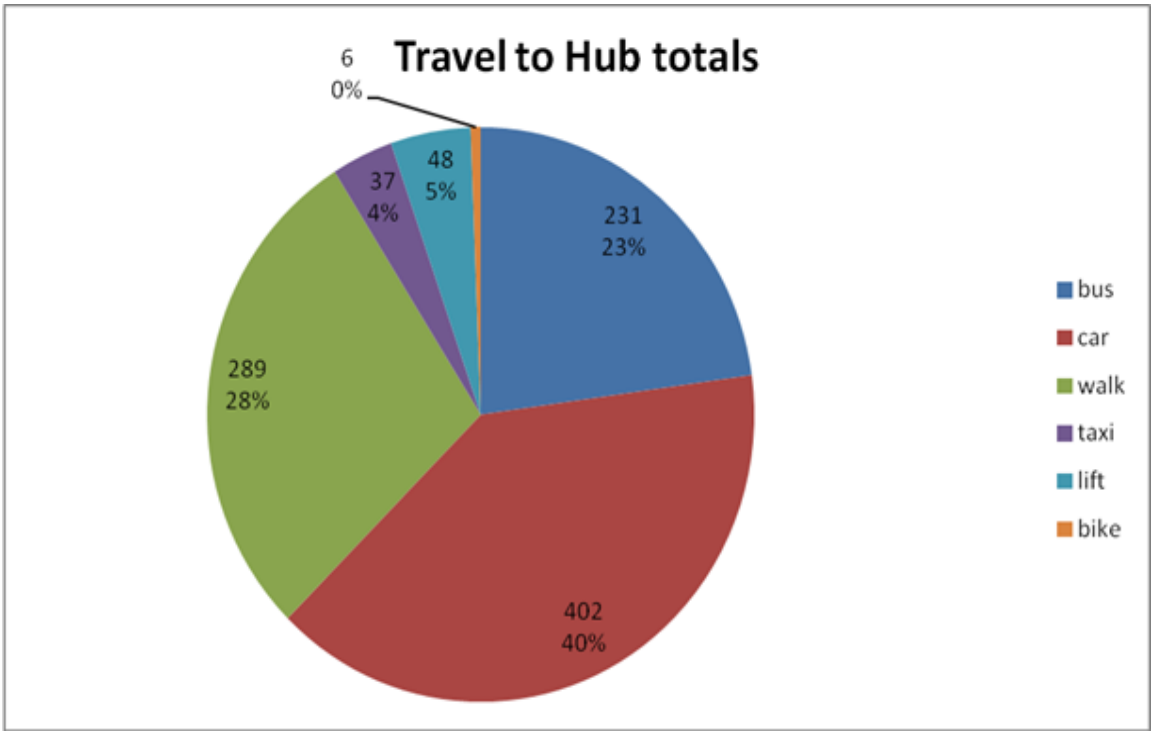
- The only bus stop in Green Street is outside Morrison's which is between a third and a quarter of a mile away. This bus stop is only accessed by some services inbound to the Town Centre.
- Green Street is one way and all the bus services which do use the road, turn right into Dixon Street.
- People using buses will be forced to walk into town to catch a bus home.
- The limited access by public transport will make visits extremely difficult for those who are mobility impaired but do not have a Blue Badge and for parents with young children or babies in buggies.

- Although disabled parking is to be provided on site there is no immediately available public car park.
- The Town Hall is served by an adjacent Taxi Rank, there is no taxi rank in Green St. This means that anyone calling a taxi will have to pay the "call out" charges.
- The whole point of Wyre Forest House as a "single site" is negated by the transfer of Revenues and Benefits staff to Green Street.
- Many users of the Hub combine it with a trip to the town centre. Green Street is an edge of centre site.

Commentary on the issues raised

3.2 The proposed location is moving the Hub from a town centre site but it is not sustainable to keep it in its current location. Accessibility issues were considered when looking at alternative locations. Alternative sites such as a vacant shop in the town centre would be at an additional cost, and moving the Hub to Wyre Forest House would mean an even further move away from the town centre.

3.3 A survey of all customers attending the Hub was carried out over two weeks in November. As the chart below shows, the majority of people travel by car.



3.4 23% of customers surveyed use public transport. Most people have to walk some distance from their home to access public transport. Few people live directly on a bus route and even fewer will enjoy a bus stop within a few steps of where they live. If many bus users have to walk to catch a bus, it may reasonably be presumed that they have some ability to walk from the bus stop where they alight to their final destination(s). While there isn't a bus stop directly outside Green Street depot, there is one outside the Museum of

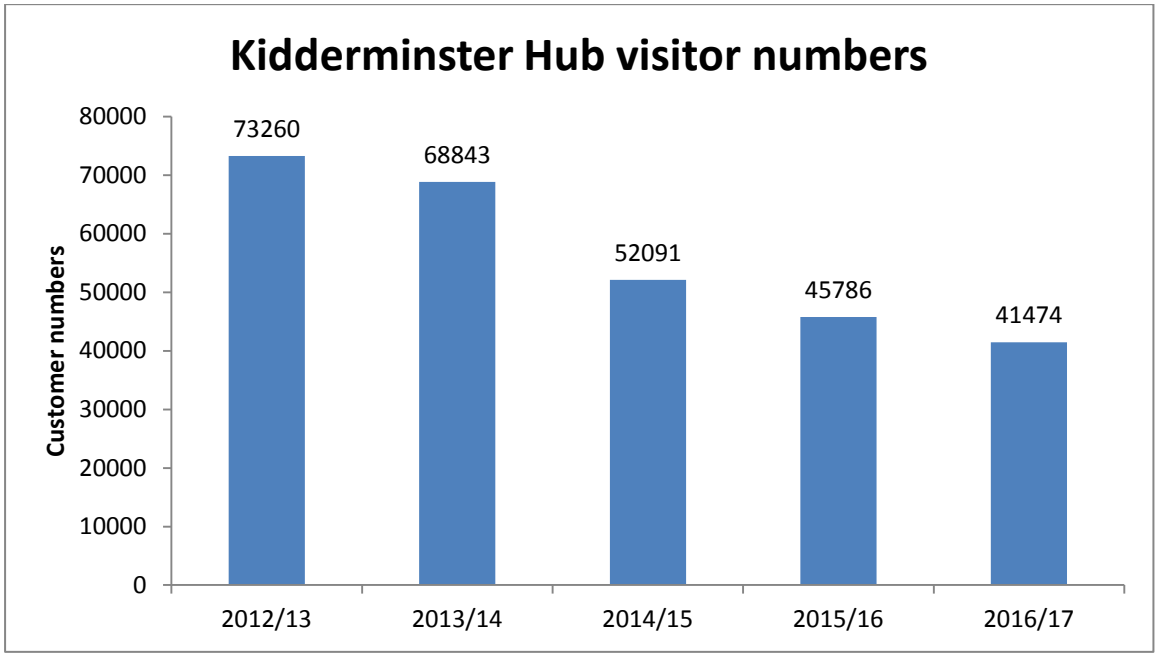
Carpet further along Green Street which is the most serviced stop (10 routes). Another nearby stop is outside Bed City in New Road which is serviced by a further 3 routes from Stourport Road/Rifle Range, Areley Kings and Worcester.

3.5 The proposed move to Green Street will mean an improved experience for the majority of customers. The majority of people who travel by car now have to walk from either the Market Street short stay car park or the car parks on New Road. The new site will have a free visitor car park which will also have bays allocated for disabled drivers. The current location does not offer on site car parking provision for visitors.

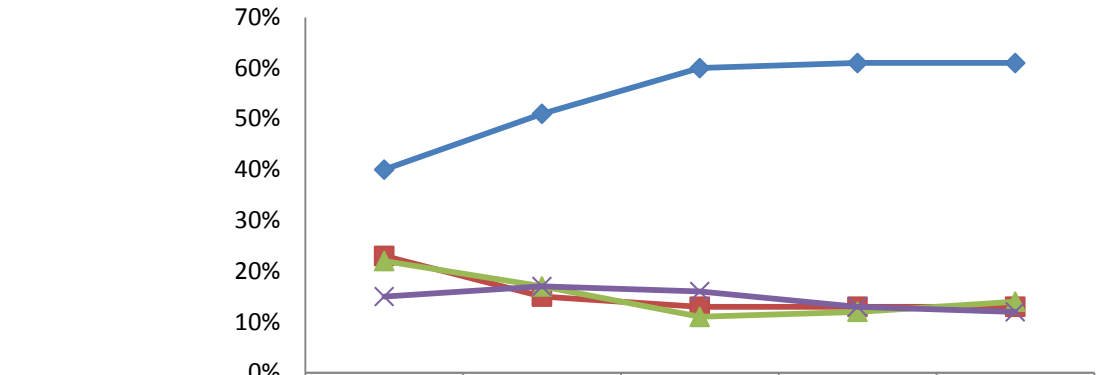
3.6 The travel data shows that the split between people making a special visit to the Hub and those who visited while they were already in town is about 50/50. Green Street depot is 900m away and people will still be able to combine a visit to the town centre which is only a ten minute walk away. For those that make a special visit to the Hub, the new location may be more convenient because of on-site parking without the need to go into town.

3.7 With regard to the issue of £3.00 taxi hiring charges, research has shown that these charges apply whether a taxi is hailed at Exchange Street or whether a taxi is called out to collect a passenger.

3.8 Data show that the numbers of visitors to the Hub in Kidderminster have reduced over the last five years as set out in the chart below:



The chart overleaf shows the high level reasons customers have visited each year over the last five years:



	2012/13	2013/14	2014/15	2015/16	2016/17
Revs, bens & welfare	40%	51%	60%	61%	61%
County	23%	15%	13%	13%	13%
Housing	22%	17%	11%	12%	14%
Other	15%	17%	16%	13%	12%

3.9 The charts show the reason customers visit the Hub has been changing over the last few years. The majority of customers accessing County services are to apply for a Blue Badge, bus pass or waste permit but now these are all applied for on-line, hence the reduced footfall. The majority of customers now visit is for help with their financial situation (revenues, benefits and welfare) which will again change when Universal Credit is brought in, in November 2018. Work is also being undertaken to improve the self service forms to make it easier for customers to make claims and report changes of circumstances on line as well as being able to track their information once submitted. At present the teams dealing with revenues, benefits and welfare are split over two sites – Wyre Forest House and Kidderminster Town Hall. By bringing the teams together, the customer will receive an improved, cohesive service.

3.10 The system used to capture visitor information does not hold personal information so it is not possible to contact all people who have visited over the last year.

4. Options

4.1 The Committee is invited to consider the information in this report. It is invited:

Either

a) to reaffirm the decision that the Overview and Scrutiny Committee made on 2 November to support the proposals;

or

b) to make such other recommendations to Cabinet as it considers appropriate.

5. Consultation

5.1 CLT
5.2 Cabinet Member for Resources and the Leader of the Council

6. Related Decisions

6.1 Overview and Scrutiny committee, 2 November 2017
6.2 Cabinet, 14 November 2017

7. Relevant Council Policies/Strategies

7.1 None.

8. Implications

8.1 All implications were considered as part of the Cabinet report on 14 November 2017.

9. Equality Impact Needs Assessment

9.1 An Equality Impact Assessment screening has been undertaken and is attached as Appendix Three. The Assessment identifies no discrimination in respect of the nine protected characteristics.

10. Wards affected

10.1 All wards.

11. Appendices

11.1 Appendix One – Cabinet Decision Minute CAB57 Call-In Request
11.2 Appendix Two – Overview & Scrutiny Minute OS61 Depot 2020 Masterplan – Improve and Invest
11.3 Appendix Three – Equality Impact Assessment - Screening

12. Background Papers

Report to the Overview and Scrutiny Committee, Thursday 2 November 2017
http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616

Report to the Cabinet, Tuesday 14 November 2017
http://www.wyreforest.gov.uk/council/meetings/com60.htm#mt7888

Officer Contact Details:

Name	Lucy Wright
Title	Revenues, Benefits & Customer Services Manager
Contact Number	Ext 2948

WYRE FOREST DISTRICT COUNCIL

CALL IN REQUEST

Cabinet Decision Minute No. CAB.57/10.1

Decision Subject: Re-location of The Hub from Kidderminster Town Hall to Green St. Depot

For consideration by the relevant Scrutiny Committee

REASON FOR CALL IN ***(please tick as appropriate)***

- ☐ The decision would result in a significant change in agreed policy objectives
- ☐ The decision would have a significant budgeting impact
- ☒ The decision would stimulate significant public interest or controversy
- ☐ The decision would raise important legal issues

Specify below why you feel the above is a valid reason for the item to be 'called in'
Too little attention has been placed on the inaccessibility of Green St. Compared to the Town Hall. There has been inadequate public consultation with those who will be the worst affected.

- The only Bus Stop in Green St is outside Morrison's which is between 1/3 and ¼ miles away. This Bus Stop is only accessed by some services inbound to the Town Centre.
- Green St. is one way and all the Bus Services which do use the road turn right into Dixon St. No buses go past the actual Depot.
- People using Buses will be forced to walk back into town to catch a bus home.
- The limited access by Public Transport will make visits extremely difficult for those who are mobility impaired but do not have a Blue Badge and for parents with young children or babies in buggies.
- Although Disabled Parking is to be provided on site there is no immediately available public carpark.
- The Town Hall is served by an adjacent Taxi Rank, there is no Taxi Rank in Green St. This means that anyone calling a taxi will have to pay the "call out" charges.
- The whole point of Wyre Forest House as a "Single Site" is negated by the transfer of Revenues and Benefits Staff to Green St.
- Many users of The Hub combine it with a shopping trip to the town centre. Green St is an edge of centre site.

Please state your alternative proposal. (N.B. There is no requirement for you to have considered/developed an alternative proposal)

Defer pending a full Public Consultation, to include:

- contacting everyone who has used The Hub (if possible) this municipal year and ask if they would be able to access Green St as conveniently as they do the Town Hall
- Consultation with Parish/Town Councils
- A public survey, eg in The Shuttle
- Consultation with CAB

To assist the efficient operation of the meeting, please set out below specific questions that you would like the Cabinet Member to address at the meeting. Is there any information that you would like to be obtained/researched by the Cabinet Member before the meeting?
(N.B. This will not prevent you raising other questions/issues at the Scrutiny Committee itself)

1. Non-Cabinet Member

Signed....

2. Non-Cabinet Member	
Signed.	(SHAZU MIAH)
3. Non-Cabinet Member	
Signed..	.....
4. Chairman or Vice-Chairman of the Overview and Scrutiny Committee	
Signed...	.....

Overview & Scrutiny Committee Minute OS61 Depot 2020 Masterplan – Improve and Invest

The Committee received a report from the Corporate Director: Community Well-being and Environment which invited Members to consider proposals for further investment in the site of the Council's operational depot at Green Street, Kidderminster with the objective of improving and investing in the asset to increase functionality and sustainability.

The Corporate Director: Community Well-being and Environment led Members through the report and outlined the three proposals for the site all of which included the relocation of the Council's customer services centre from the town hall to Green Street. She explained the rationale for the relocation of the customer services centre. Members were advised that the transformation of services had led to a 50% reduction in visitor numbers in the last 5 years, and a 32% reduction in call volumes, a trend which was continuing. She added that the Council was continuing to transform its services, providing a digital service for the low complexity / high volume transactions such as reporting issues, making payments, applications and accessing information. The shift to accessing services online would free up Officer time for the more complex cases where face to face customer service was needed.

The Corporate Director: Community Well-being and Environment said that the relocation of the customer services centre would see a reduced and more energy efficient footprint for the service. She added that the relocation of the revenues and benefits staff from Wyre Forest House (WFH), whose purpose is "to help me with my financial situation", would bring the entire team together and enable them to give the best possible service to customers with more complex needs. The relocation of the revenues and benefits staff would also free up space at WFH which could be used to generate rental income.

Members were advised that, overall, the proposals provided a worthwhile positive financial contribution to the Council, which was estimated at £42,000 in a full year.

The Committee discussed the proposals and there was support for the upgrading of welfare and resource areas for staff.

Several Members raised concerns about the relocation of the customer services centre from the town centre. The current location was accessible by public transport; all buses coming into Kidderminster stopped by the town hall. There was no direct bus to the Green Street site, the nearest bus stops were by the Carpet Museum at the top end of Green Street or on New Road, which is opposite the depot. However it was said that buses travelling along that road only went in one direction.

A Member recalled that, when the decision was made to close the satellite hub offices in Stourport and Bewdley, part of the reasoning was that there was a hub in Kidderminster town centre. She added that there was still a large number of people who could not access services online and moving the hub would make it less accessible for users. It was acknowledged that the proposals made provision for car parking for visitors and disabled people at the site. It was raised that many people

with mobility issues were not registered as disabled or had no access to a car and would find it difficult to walk to the Green Street site.

Some Members felt that, before a final decision on the relocation of the hub was made, further consideration should be given as it was only fair to the 41,474 visitors who used the hub last year.

The Leader of Council addressed the Committee. He advised that the Cabinet had spent a lot of time considering the masterplan options for the Green Street site which was in need of improvement and currently under utilised.

He acknowledged that the Green Street site was not best served by public transport. However there were bus stops near to the location and some visitor car parking spaces would be provided. He added that the Council had a £1.9m funding gap to fill over the next 3 years and the proposals provided an estimated revenue saving of £42,000 a year. In relation to the relocation of the hub from the town hall, he said that in the past the suggestion of renting a vacant shop in the town centre had been explored. However this had been ruled out as it would still result in a financial cost to the Council.

A Member proposed Option B for the recommendation to Cabinet. He welcomed the potential of the improved aspect on Green Street by bringing back into use two locally listed buildings. The proposal was seconded and upon a show of hands the majority vote was carried.

Agreed: Recommend to Cabinet:

Option B be taken forward for investing in and improving the Green Street site.

Equality Impact Assessment- Screening

The purpose of an Equality Impact Assessment is to ensure the Council:

- does not discriminate in the way it provides services and employment
- fulfils its duties as set out by the Equality Act 2010
- where possible, it does all it can to promote equality and good relations between different groups

Name of service / policy / project being assessed	Depot 2020	Is this a new or existing service / policy / project?	**New** / ~~Existing~~
Directorate	CWE/Resources		
Officers responsible for: a) Service / policy / project b) Completing EIA	a) Linda Draycott b) Lucy Wright		
Date	20th November 2017		
What is the purpose and expected outcomes?	Improvement and investment in the depot, Green Street site, to improve accommodation, infrastructure and operational sustainability. The project also includes the relocation of customer services/homelessness prevention services from the Town Hall to Green Street as part of planned efficiency savings.		
Will there be any affect on other council procedures or strategies e.g. Corporate Plan or the council's workforce?	Staff at the Hub, and WFH (revs and Bens) plus staff at the depot will be affected.		
Are there any statutory requirements or implications?	The public sector equality duty (specific duty) requires the Council to consider how it can positively contribute to the advancement of equality and good relations, and demonstrate that it is paying 'due regard' in its decision making in the design of policies and in the delivery of services. The redevelopment of the Green Street site presents the opportunity to improve accessibility for people with disabilities and all publicly accessible areas will be compliant with the requirements of the Equality Act 2010. An equality impact assessment on the relocation of the customer service centre has been undertaken and demonstrates that these requirements will be met.		

Are there any other organisations / bodies involved?	Green street tenants – Dial and Dial a ride Community Housing Group who are co-located at Kidderminster Town Hall
Who are the main customer groups / stakeholders affected?	All customers who currently visit the Hub at the town hall in Kidderminster would be affected.
What information / statistics / evidence are you using?	Existing data showing the number of customers who visit the centre together with a survey undertaken capturing information on how customers travel to the Hub.

What impact does the service/policy/project have on the nine protected characteristics as defined by the Equality Act 2010 – for definitions, please see overleaf.	
1. Age	**Neutral** Evidence: The new location is 900m away from the current location and it has improved, free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
2. Disability	**Positive** Evidence: The proposed new location has improved parking facilities including parking for disabled people on site (not available at present location) and the centre will be designed to ensure compliance with the Equality Act. Customers will have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person which may be more difficult with a physical disability. The new location is 900m away from the current location.
3. Gender Reassignment	**Neutral** Evidence: The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
4. Marriage and Civil Partnership	**Neutral** Evidence: The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
5. Pregnancy and Maternity	**Neutral** Evidence: The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
6. Race	**Neutral** Evidence: The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
7. Religion or belief	**Neutral** Evidence: The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
8. Sex	**Neutral** Evidence:

	The new location is 900m away from the current location and has improved free parking facilities.
9. Sexual orientation	**Neutral** <u>Evidence:</u> The new location is 900m away from the current location and has improved free parking facilities. Customers will also have greater flexibility with regard to interacting with the council online or by phone rather than expecting them to have to visit the council in person.
Other e.g. Deprivation, health inequalities, urban/rural divide, community safety.	A travel survey was undertaken of customers who visited the Hub and the results are as follows: 40% car 28% walk 23% bus 5% lift 4% taxi There is no direct discrimination against any of the nine protected characteristic groups as the proposed move impacts on all service users. With the improvements that are being made to self service capabilities, this will allow greater flexibility with regard to how customers transact with the Council. Customer volumes have reduced by 50% in the last 5 years and customers who attend usually have more complex needs and would benefit from greater privacy which is hoped to be incorporated in the proposed new centre. Almost 30% of all in person contacts are for housing benefit which is being gradually withdrawn for working age claimants (although not entirely) with the implementation of Universal Credit. A detailed communication plan will be formulated to make as many people aware of the move in advance of the agreed move date.

Conclusion	Is a full assessment required? ~~YES~~/ **NO**
Signed L Wright	Date 20.11.2017
Agreed I Miller	Date 20.11.2017

A full EIA is required if the initial screening has identified the service / policy / project is going to have the potential to cause adverse impact or discriminate against different groups in the community or the council's workforce.

Prior to the Equality Act 2010, there were 3 separate public sector equality duties covering race, disability and gender. The Equality Act 2010 replaced these with a new single equality duty covering the following protected characteristics:

Protected characteristics: definitions

Age - where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability - a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment - The process of transitioning from one gender to another.

Marriage and civil partnership - marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity - pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race - It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief - religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism).

Sex - a man or a woman.

Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET MEETING HELD ON TUESDAY 14TH NOVEMBER 2017

Agenda Item No.	DECISION
7.1	**Open Space, Playing Pitch and Sports Built Facilities Strategies** **Decision: In line with the recommendations from the Overview and Scrutiny Committee, 7th September 2017:** **The Open Space, Playing Pitch and Sports Built Facilities Strategy be agreed as evidence to inform the emerging Local Plan and Infrastructure Delivery Plan and as documents to support the delivery of outdoor provision across the district.**
7.2	**Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2017 - 2019)** **Decision: In line with the recommendations from the Overview and Scrutiny Committee, 2nd November 2017:** **The proposed revised Local Development Scheme Project Plan 2017 – 2019 as set out in Appendix 1 of the report to Cabinet be adopted.** **The Pre-submission Plan Public Consultation be for an 8 week period to ensure adequate time for engagement.**
8.1	**Review of Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004-2034** **Decision: In line with the recommendations from the Overview and Scrutiny Committee, 2nd November 2017:** **The addendum to the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire 2004 to 2034 attached at appendix 1 of the report to Cabinet be approved.**
10.1	**Depot 2020: Plans for Investment and Improvement** **Decision: In line with the recommendations from the Overview and Scrutiny Committee, 2nd November 2017:** **1.1 Option B as the basis for investing at the Green Street site; be approved;**

1.2 RECOMMEND to Council that the capital programme be amended to reflect the cost of Option B as set out in the confidential financial appraisal in Appendix 3 of the report to Cabinet;

1.3 DELEGATED authority be given to the Corporate Director: Community Well Being and Environment, in consultation with the Corporate Director: Resources and the Solicitor to the Council, in consultation with the Leader of the Council to:

Agree the final detailed business case for the depot 2020 project;

and subject to agreeing the detailed business case to:

1.3.1 Ensure that the appointment of a contractor to deliver the project is procured in line with the Council's contract procedure rules;

1.3.2 Ensure that appropriate Project Management controls are put in place to oversee the delivery of the scheme and ensure that it is delivered on time and within budget.

1.3.3 AGREE the evaluation matrix for assessing tenders set out in Appendix 2 of the report to Cabinet;

1.3.4 DELEGATED authority be given to the Corporate Director: Community Well Being and Environment, in consultation with the Corporate Director: Resources and the Solicitor to the Council, in consultation with the Leader of the Council to make any amendments that may be necessary to the evaluation matrix as a result of the detailed business case

1.4 DELEGATE to the Corporate Director: Community Well Being and Environment in consultation with the Leader, the Corporate Director: Resources and the Solicitor to the Council the award of the contract in accordance with the evaluation matrix;

1.5 Subject to the Council's agreement to amend the capital programme as set out in paragraph 1.2 above, AUTHORISE the issuing of a notice to Kidderminster Town Council to terminate the underlease of the "blue land" at the Town Hall, Kidderminster with effect from 31 March 2019;

1.6 AUTHORISE the Corporate Director: Community Well Being and Environment to take all other steps in pursuit of implementation of Option B, including but not limited to submission of a planning application.

Overview and Scrutiny Committee Work Programme 2017-2018

June 2017
"How are we doing?" Q4 update (Housing and Planning)
Churchill & Blakedown Neighbourhood Plan Adoption
Strategies for the Capital Portfolio Fund and Loads to Third Parties –
Review of Wyre Forest District Local Plan (2015) Consultation on Preferred Options
Tracking Recommendations 2016/2017
Scrutiny Proposal Form
EXEMPT Capital Portfolio Fund: Proposed Acquisition

July 2017
Kidderminster Town Centre Business Improvement District (BID)
Strategic Facilities & Asset Management Plan (including Wyre Forest House Tenancy Management & Marketing Strategy)
Establishing a Local Authority Trading Company (LATC)
Housing Enforcement Policy Update
Nominations for the Treasury Management Review Panel
EXEMPT Residential Unit Investment Business Case

September 2017
"How are we doing?" Q1 update (Enabling)
Annual Report on Treasury Management Service and Actual Prudential Indicators 2016/17
Wyre Forest Health and Wellbeing Plan Update
Climate Change Update
Open Space, Playing Fields and Sports Built Facilities Strategies
Compulsory Acquisition of Land & Properties & Empty Property Strategy
Public Space Protection Order (PSPO)

October 2017
Annual update from S106 Monitoring Group
'Write-off' Procedure
Potential additions to scrutiny work programme
Scrutiny of decisions on capital portfolio fund

November 2017
Treasury Management Mid Year Report
Depot 2020 Invest and Improve Project
Local Plan Project Plan
Hereford and Worcestershire Joint Municipal Waste Management Strategy Review (JMWMS)

December 2017
"How are we doing?" Q2 update (Business and People)
EXEMPT Asset disposal in Kidderminster
Call in

February 2018
"How are we doing?" Q3 update (Place)
Treasury Management Strategy 2018/19
Annual review of the North Worcestershire Community Safety Partnership 2017/18

Future use of the former Magistrates' Court, Worcester Street
Establishment of a LATC

Review Panels

December 2017 – mid 2018: Availability of affordable and social rented housing

January – March 2018: Partners and Communities Together (PACT)

September – November 2018: Review of service standards for highways maintenance inc grass cutting / weed control

May – July 2018: Review of civil enforcement issues - PSPO
October – December 2018: Review of civil enforcement issues - Parking