## **Overview & Scrutiny Committee**

## Agenda

6pm
Thursday, 12 May 2022
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster

#### **Overview & Scrutiny Committee**

Members of Committee: (To be confirmed following Council on 11 May 2022)

Chairman: Councillor M J Hart Vice-Chairman: Councillor S E N Rook

Councillor A Coleman Councillor N J Desmond
Councillor P Dyke Councillor C Edginton-White

Councillor S Miah Councillor T L Onslow
Councillor D Ross Councillor D R Sheppard

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, 12 May 2022

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 3 March 2022.	6
5.	How Are We Doing? Performance Update	
	To consider a report from the HR & Organisational Development Manager on the performance of the Council for Quarter 4 (from 1 January to 31 March 2022).	9
6.	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.	47
7.	Press Involvement	
	To consider any future items for scrutiny that might require publicity.	
8.	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.	

9.	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

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.	
	that it cannot wait until the next meeting.	

#### WYRE FOREST DISTRICT COUNCIL

#### **OVERVIEW & SCRUTINY COMMITTEE**

# COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER THURSDAY, 3 MARCH 2022 (6PM)

#### Present:

Councillors: S E N Rook (Vice-Chairman), A Coleman, P Dyke, C Edginton-White, I Hardiman, A L L'Huillier, S Miah, T L Onslow, C Rogers, D Ross and D R Sheppard.

#### **Observers**

Councillor: G W Ballinger

**Observed remotely:** J F Byng, H E Dyke, M Hart, N Martin, M Rayner, J W R Thomas, L Whitehouse and P W M Young.

#### OS.86 Apologies for Absence

Apologies for absence were received from Councillors: M J Hart (Chairman) and N J Desmond.

#### OS.87 Appointment of Substitutes

Councillor I Hardiman was a substitute for Councillor M Hart.

Councillor C Rogers was a substitute for Councillor N Desmond.

#### OS.88 Declarations of Interests by Members

Councillor T Onslow declared in respect of agenda item 5 – annual review of the North Worcestershire Community Safety Partnership, that she was the Deputy Police and Crime Commissioner (PCC) for West Mercia, and the PCC provides funding for the Partnership.

#### OS.89 Minutes

Decision: The minutes of the meeting held on 3 February 2022 be confirmed as a correct record and signed by the Chairman.

## OS.90 Annual Review of the North Worcestershire Community Safety Partnership 2021/22

The committee received a report on the annual review of the North Worcestershire Community Safety Partnership (NWCSP) 2021/22.

Members were reminded that it was a statutory duty for local authorities to scrutinise the work of its local Community Safety Partnership, under Section 19 of the Police and Justice Act 2006.

The Community Services Manager gave a presentation that provided an update on the priorities, performance, successes and challenges in relation to the NWCSP.

The Community Services Manager gave a breakdown of the allocation of the NWCSP core funding from the PCC for 2021/22. She added that additional funding had been given for CCTV; to provide an additional workstation in the CCTV Monitoring Centre and for the upgrade of 36 existing analogue cameras in Kidderminster, Bromsgrove and Redditch to hybrid solution, and £22k had been allocated for a North Worcestershire fly tipping project. She advised that the Wyre Forest funded projects for the year were KDYT Detached Youth Team and a variety of tasking projects.

The committee discussed the update and were given the opportunity to engage in a question and answer session with the Community Services Manager.

The Community Services Manager said she would feedback a number of the issues raised to the Partnership at its next meeting. A written response to any points where further clarification was sought would be circulated to members after the meeting.

Agreed: The progress by the NWCSP and the Safer Wyre Forest Operational Group be noted.

#### OS.91 Recommendations from the Fireworks Review Panel

The committee considered the final report and recommendations from the Fireworks Review Panel.

The panel was established to conduct a review of concerns about the use of fireworks in the Wyre Forest area because of the high number of complaints from members of the public around the distress that fireworks can cause. The Chairman of the panel, Councillor S Miah presented the report and formally moved the recommendations for approval.

**Agreed: The Overview and Scrutiny Committee recommend to Cabinet:** 

- 1. Contact the Member of Parliament for Wyre Forest, Mark Garnier, to ask him to support at a national level limiting the sale of fireworks to only professional displays and a change in legislation to only allow silent, low noise or quiet fireworks to be used at events.
- To create and implement a policy for the use of only silent, low noise or quiet fireworks on all land owned, or managed, by Wyre Forest District Council.
- 3. To contact all Town & Parish Councils and Community Housing in Wyre Forest to ask them to consider using silent, low noise or quiet fireworks for any events they organise or on land they own or manage.
- 4. To contact the Local Government Association (LGA) to ask that they consider producing a webinar to debate firework issues.

Agenda Item No. 4

- 5. To create a communications plan to raise awareness with residents of; the availability of silent, low noise or quiet fireworks, the importance of making neighbours aware of the intention to let off fireworks, how to report firework misuse or mis selling and the support available for those affected by the noise of fireworks.
- 6. To support the RSPCA public awareness campaign on the impact of fireworks on animals.
- 7. Write to local organisations known for holding public displays and large local hotels to ask them to consider using silent, low noise or quiet fireworks and the importance of giving notice to local residents about planned displays.

#### OS.92 Work Programme

The committee reviewed the work programme for the remainder of the municipal year. It was noted that there were no items to consider in April. A member requested an update on the permanent flood defence scheme in Bewdley, the Vice-Chairman advised that the request would be put forward to the Chairman for consideration.

#### OS.93 Press Involvement

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

There being no further business, the meeting ended at 7.09pm.

## **Overview & Scrutiny Committee**

#### **Briefing Paper**

Report of: Rachael Simpson
Date: Thursday 12 May 2022

Open

#### **How Are We Doing? Performance Update**

#### 1. Summary

1.1 To update Members on the performance of the Council for Quarter 4 (from 1 January to 31 March 2022).

#### 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 2019-23, as amended.
- 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 the Wyre Forest Forward Actions report which details the progress against Wyre Forest Forward actions that are not directly associated with a Corporate Plan Priority.
- 3.2 **Appendix 2** details the progress made against the Corporate Plan Priority of a 'safe, clean and green living environment'.
- 3.3 **Appendix 3** details the progress made against the Corporate Plan Priority of 'supporting a successful local economy'.
- 3.4 **Appendix 4** is the Capital Projects report.
- 3.5 **Appendix 5** is the Exception report for all Wyre Forest Forward and Risk Actions
- 3.6 **Appendix 6** is the Environmental Protection Data

#### 4. Key Achievements/Issues

- 4.1 On this occasion the updates in respect of exception reports are as follows:
  - Stourport Canal Basins the Council are still awaiting any firm proposals from Stourport Town Council or Stourport Forward.
- 4.2 Corporate Priority: Supporting a successful local economy a significant reduction in value of start-up grants to businesses. The Covid-19 pandemic has had an impact on the reduced amount of start-up grants provided. Also, the start-up figures include the Enterprising Worcestershire programme which we co-fund. The programme closed on 31/3/2020 and there is always a surge in activity at the end of a programme (hence the high figures). Enterprising Worcestershire 2 opened on 1/7/20, grants don't tend to come through until the middle/end of a programme.

#### 5. Options

5.1 That the progress in performance for quarter 4 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 2019 – 2023.

#### 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 Wyre Forest Forward Actions report
- 12.2 Appendix 2 Corporate Plan Priority: A safe, clean and green living environment report
- 12.3 Appendix 3 Corporate Plan Priority: Supporting a successful local economy report
- 12.4 Appendix 4 Capital Projects report
- 12.5 Appendix 5 Exception report
- 12.6 Appendix 6 Environmental Protection Data

#### 13. Background Papers

Corporate Plan action information is available on the Council's Performance Management System, Pentana Performance. Alternatively, reports can be provided on request.

#### **Officer Contact Details:**

Name: Rachael Simpson

Title: HR & Organisational Development Manager

Contact Number: Ext. 2701

Email: <a href="mailto:rachael.simpson@wyreforestdc.gov.uk">rachael.simpson@wyreforestdc.gov.uk</a>

## **Wyre Forest Forward Actions**



This report details the progress against Wyre Forest Forward actions that are not directly associated with a Corporate Plan Priority

#### **Overdue**

WFF 21/22 59	Apprenticeships F	Apprenticeships Programme (Year 9)		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022		For the financial year 2021/22 there has been 1 grant paid for an AAT Level 3 - £1500. There have been 3 grants approved but not yet claimed: ICT Professional Level 3 (£1500), Advanced Apprenticeship in Accountancy (£1500) and a Level 3 Infrastructure Technician (£1500)	13-Oct-2021
WFF 21/22 70	Investment in inco	ome generation through a	sset development	
	Due Date	Marrianto		
	Dao Dato	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Managed By	Latest Note  Proposed Capital Strategy for 2023 onwards provides an opportunity to consider the parameters of the Capital Portfolio Fund with a view to encouraging more opportunity through an amended geography.	
WFF 21/22 78		Managed By	Proposed Capital Strategy for 2023 onwards provides an opportunity to consider the parameters of the Capital Portfolio Fund with a view to encouraging more	
WFF 21/22 78	31-Mar-2022	Managed By	Proposed Capital Strategy for 2023 onwards provides an opportunity to consider the parameters of the Capital Portfolio Fund with a view to encouraging more	

	31-Mar-2022	Lucy Wright	The pandemic saw a sharp rise in UC claimants. The impact for WFDC is that more people started to claim CTRS.	14-Mar-2022
			Our working age caseload was 4,396 on 1st April 2020. This peaked in Apr 2021 at 5,058 and has reduced to 4,821 on 1st Mar 2022.	
			CTRS expenditure has remained fairly static due to less pension age claimants (3,311 on 1st Mar 22 compared to 3,568 on 1st Apr 2020).	ı
			In April 21, CTRS expenditure was £7.759m and in Mar 2022 CTRS expenditure has reduced to £7.541m. This cost is shared across all preceptors	
WFF 21/22 94	Review of operational f	loor space requirements	at Wyre Forest House and Green Street	
	Due Date	Managed By	Latest Note	Latest Note Date
			Editor 14010	Latest Note Date
	30-Sep-2021	Ian Miller	MTFS report at December Cabinet outlined the proposals for the future occupancy of Wyre Forest House to accommodate the Council's operational footprint requirements. Detailed review to be undertaken.	20-Jan-2022
In Progress	30-Sep-2021	lan Miller	MTFS report at December Cabinet outlined the proposals for the future occupancy of Wyre Forest House to accommodate the Council's operational	20-Jan-2022
In Progress WFF 21/22 57	30-Sep-2021  Delivery of the ICT Stra		MTFS report at December Cabinet outlined the proposals for the future occupancy of Wyre Forest House to accommodate the Council's operational	20-Jan-2022

WFF 21/22 57.11	Digital by Default including supporting the Commercial Angenda				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2023	Dave Johnson	Build of new income management system progressing well, currently user acceptance testing parts of the system. Looking at using MCS for internal HR case management	25-Apr-2022	
WFF 21/22 57.13	Application Softwa	ire			
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2023		Updating mobile devices with new email and calendar software to replace Blackberry works. On-going updates to Idox planning and land charges system.	25-Apr-2022	
WFF 21/22 57.14	ICT Infrastructure				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2023		Contract for new network switches signed along with upgrade for webcasting system.	25-Apr-2022	
WFF 21/22 57.8	Review and Updat	e Security Systems			
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2023	g ,	security gap analysis due to take place in April	25-Apr-2022	
Completed					
RA21/22 62	Fraud Work			<b>②</b>	

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2022	Cheryl Ellerton	To raise awareness and demonstrate the commitment of the Council to tackling fraud and protecting the public purse. A formal report on the counter fraud arrangements within the Council for was presented to the Audit Committee at its November 2021 meeting outlining the outcomes for the current financial year in respect of counter fraud work. The Councils commitment to a zero tolerance of fraud continues with current fraud and cyber scams published within the Wyred Weekly e-magazine. With heightened fraud risks and cyber scams following the lockdowns and tier restrictions during the Covid19 pandemic regular monitoring of new threats continues with weekly updates from the National Anti-Fraud Network reviewed and shared with service managers as appropriate and supplemented with weekly emails outlining the prominent scam of the week and the current trends around cybercrime and fraud identified by the Regional Cyber Crime Unit.  The mandatory National Fraud Initiative continued to progress,. The required mandatory sets for Payroll, Trade Creditors, Taxi Driver Licences, Council Tax Single Person Discounts, Electoral Register, Housing Benefits and Council Tax Reduction Scheme have been provided to the Cabinet Office for the national data matching exercise, along with details of the recipients of the Covid-19 Business Grants which continued with submission of additional grants awarded as part of the latter lockdowns of 2021. In addition, the Compliance Officers within the Revenues & Benefits Team are undertaking a further review of Single Person Discounts through the Cabinet Office, National Fraud Initiative portal. This service aims to assist local authorities identify incorrectly claimed discounts quickly and efficiently making use of additional intelligence resources to include confirmation of residency and financial footprints. The Cabinet Office continued to provide	20-Apr-2022

support with the validation of the financial status for those businesses entitled to the Omicron Grants awarded in respect of the Hospitality and Leisure Grant Scheme.

WFF 21/22 37

Review Local Development Framework including provision for significant housing growth



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2022	Kate Bailey	Local Plan adopted at Council on 26/04/2022	27-Apr-2022

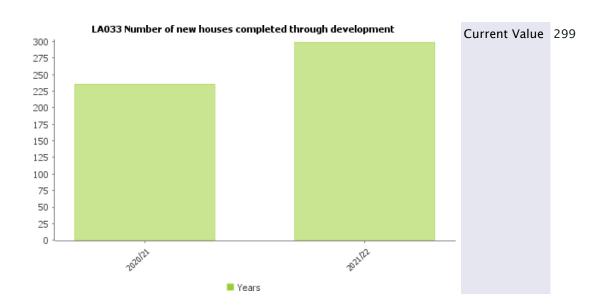
#### Measures



This report details the latest date for our measures that are not directly associated with a Corporate Plan Priority

### Bailey, Kate

LA033 Number of new houses completed through development



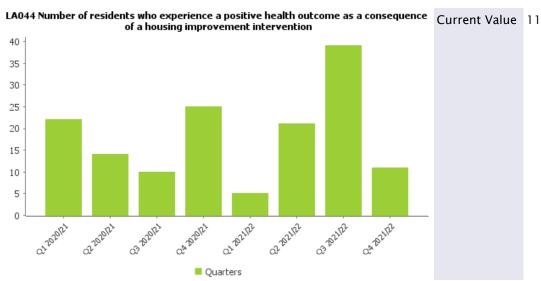


LA039 Number of affordable new homes completed

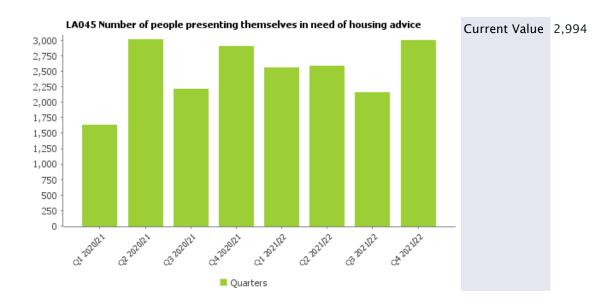
Managed By Kate Bailey

Managed By Kate Bailey

LA044 Number of residents who experience a positive health outcome as a consequence of a housing improvement intervention



**LA045** Number of people presenting themselves in need of housing advice

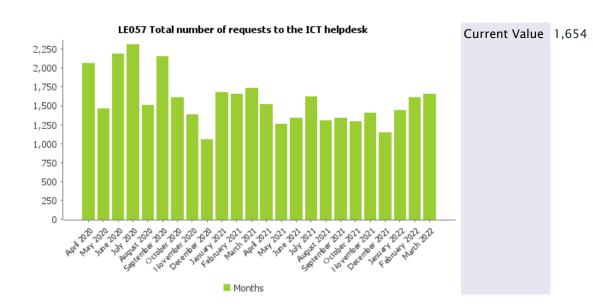


Kate Bailey

Managed By

#### Johnson, Dave

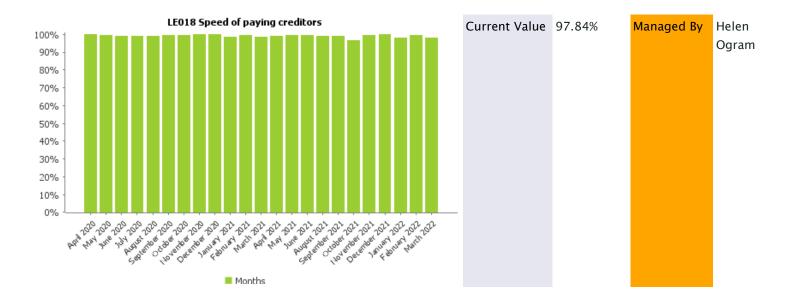
**LE057** Total number of requests to the ICT helpdesk





## Ogram, Helen

**LE018** Speed of paying creditors



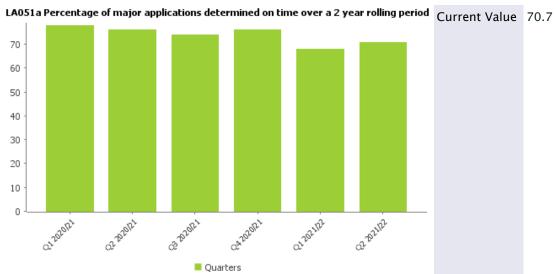
Round, Paul

Managed By Paul Round

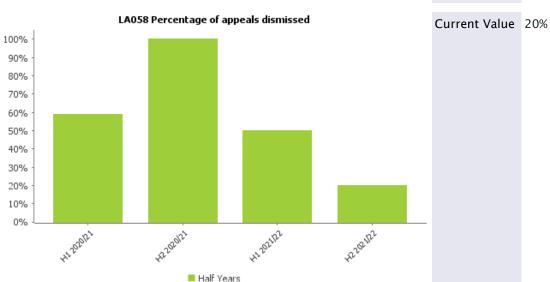
Managed By

Paul Round

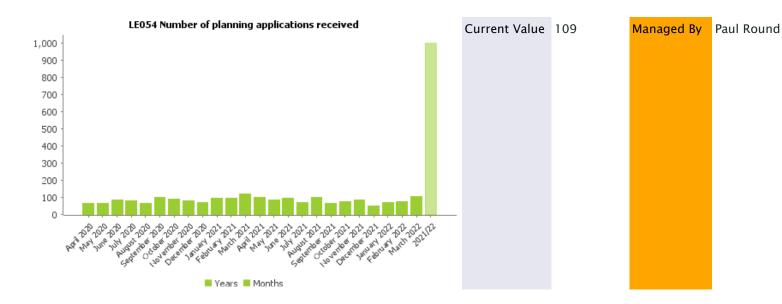
**LA051** Percentage of major applications a determined on time over a 2 year rolling period



LA058 Percentage of appeals dismissed

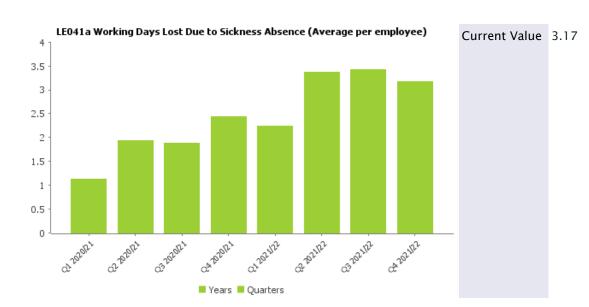


**LE054** Number of planning applications received



#### Simpson, Rachael

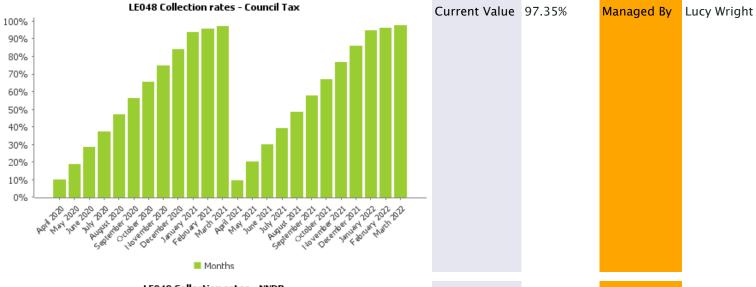
**LE041** Working Days Lost Due to **a** Sickness Absence (Average per employee)





#### Wright, Lucy

**LE048** Collection rates – Council Tax



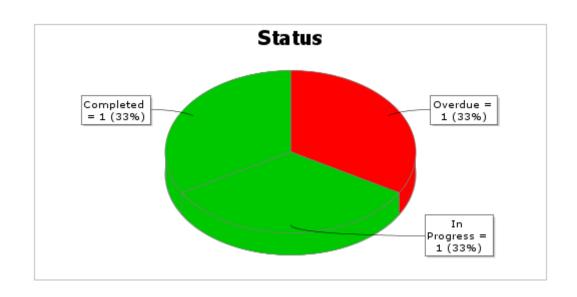
**LE049** Collection rates - NNDR



## Corporate Plan Priority: A safe, clean and green living environment



This report details the progress we have made against the Corporate Plan Priority of 'a safe, clean and green living environment'.



WFF 21/22 30	Stourport Canal Basins			
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Oct-2021		Awaiting any firm proposals from Stour or Stourport Forward	port Town Council 25-Apr-2022
WFF 21/22 69	Stourport Riverside			

Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2021	Steve Brant; Alan Breen	Original works identified within the plan are now complete for phase 1	25-Jan-2022

#### WFF 21/22 87

To monitor the potential impact of the government's waste strategy as this could reduce current commercial income streams

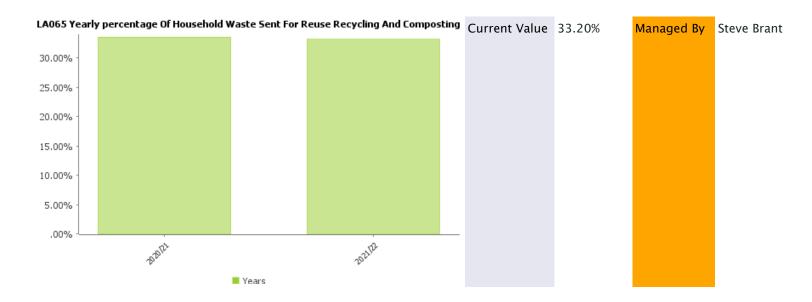


Due Date	Managed By	Latest Note	Latest Note Date
23-Mar-2023	Steve Brant	The national Resources and Waste Strategy for England 2018 (RWS) will drive a range of changes and measures to achieve a more circular economy, moving from an inefficient take, make, use, & throw away culture to keeping resources in use for as long as possible. The government's clear direction is for the increased segregation and treatment of waste streams and a new target of 65% recycling. The Environment Act provides landmark primary legislation for delivery of the policies and approaches set out in RWS. The Act will require the	30-Mar-2022
		separate collection of food waste every week from all households. DEFA have yet to publish detailed proposals about collection, Worcestershire Councils have commissioned consultant support via WRAP on opinions to address Act's requirements. Report expected May 2022.	

#### **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:

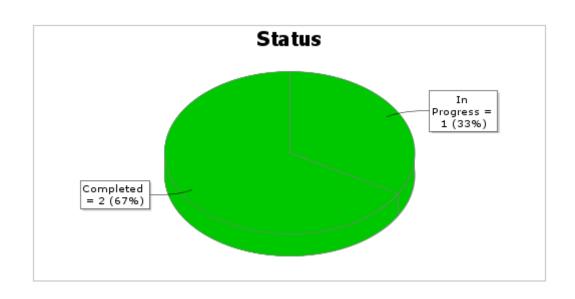
**LA065** Yearly percentage Of Household Waste Sent For Reuse Recycling And Composting



## Corporate Plan Priority: Supporting a successful local economy



This report details the progress we have made against the Corporate Plan Priority of 'supporting a successful local economy'.



WFF 21/22 82	Erection of industria	Erection of industrial units former Frenco site				
	Due Date	Managed By	Latest Note	Latest Note Date		
	31-Aug-2020		Completed	27-Apr-2022		
WFF 21/22 83	Erection of industrial units on Silverwoods Way					
	Due Date	Managed By	Latest Note Date			

31-Dec-2021	To date - 4 have been let and 2 are in the process of being let	27-Apr-2022
Future High Streets Fund Programme		

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2024		The FHSF is still on programme and the key next steps	27-Apr-2022
		for this program are:-	
		Procurement of Design Team to work on the connecting	g
		projects and former Bull Ring designs and this is	
		currently being progressed	
		Concurrently, we are considering the asbestos removal	
		and demolition requirements for the acquired propertie	es
		and progressing these packages of work. The program	me
		has identified that this can be delivered in two stages,	
		and this is linked to the requirement to relocate a	
		substation in 2-6 Worcester Street before the building	
		can be demolished. Advanced negotiations with Wester	'n
		Power Distribution on the relocation of the sub-station	
		are underway.	
		FHSF site wide master plan, consultants have been	
		commissioned to develop the site wide master plan and	d
		an induction meeting has been arranged. Will be able t	0
		report on the outputs and timescales after the meeting	

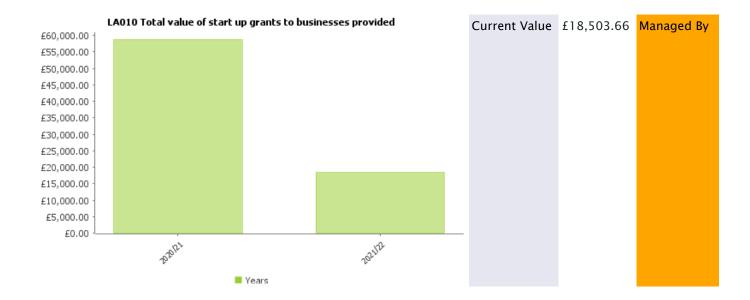
#### Measures

WFF 21/22 89

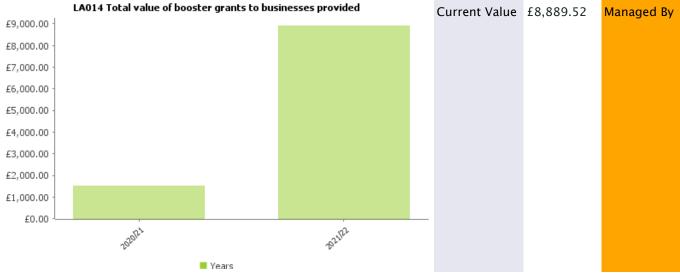
As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to

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:

**LA010** Total value of start up grants to businesses provided



**LA014** Total value of booster grants to businesses provided



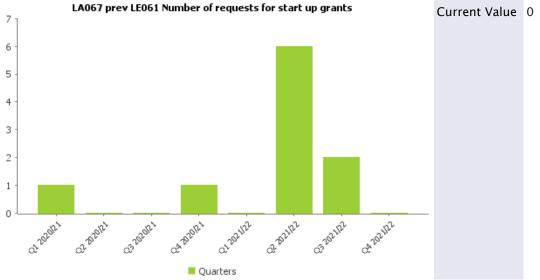
LA063 Number of start up grants awarded



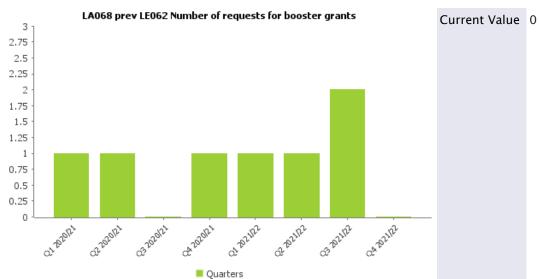
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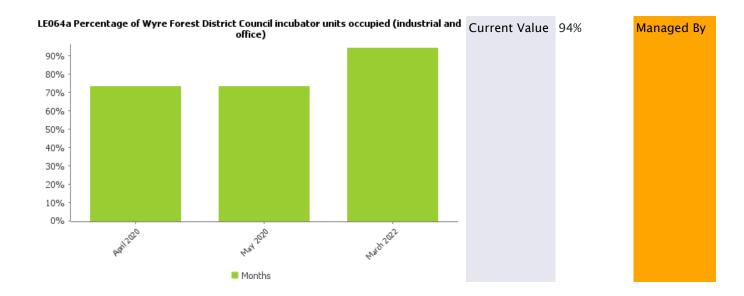
LA067 Number of requests for start up
prev grants
LE061



LA068 Number of requests for booster
prev grants
LE062



**LE064** Percentage of Wyre Forest District Council incubator units occupied (industrial and office)

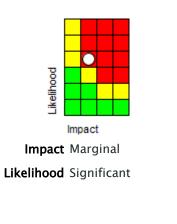


#### **Risks**

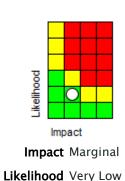
The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our priority of 'supporting a successful local economy'.

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 CORPRISK02 and to support the recovery of the local economy. The Council is now in its eleventh year of the State of Matrix the Area Programme which includes a number of projects to assist in the stimulation of economic recovery. The Council continues to host of the North Worcestershire Economic Development and

Current Risk









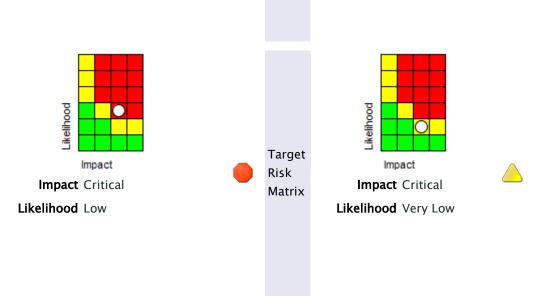
Regeneration Service (having adopted a new North Worcestershire Economic Strategy in 2019 and new Strategic Asset Management and Business Growth and Enterprise Strategies in 2021) and maintains its membership of two Local Enterprise Partnerships and continues to maximise the benefit of that position, although it is recognised that this may change as the Government seeks to eliminate dual LEP membership from a future date that is as yet unknown. 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. The detail in relation to reform of the Business Rates System has been delayed yet again so we will continue to review our position as more information is released. Ongoing membership of the Worcestershire Business Rates Pool has only mitigated 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. The Council has successfully bid for funding through the Future High Streets Fund initiative and begins its £20.5m programme in earnest to ensure delivery by end of March 2024. The announcement of the Levelling Up Fund and Community Renewal Fund offer additional opportunities to secure further funding for projects in the district The impact of Brexit influences this risk and COVID-19 presents a significant challenge and increase in this key risk, but the Council has been

proactive in distributing Covid related funding to businesses.

Risk that the three-year programme to end of March 2024 delivering £20.5 million programme of interventions across Kidderminster Town Centre will not be delivered on time and within budget. Governance arrangements established with board overseeing programme delivery and individual project boards to oversee each specific intervention. Risk Additional capacity to be added to NWEDR to oversee Matrix programme and project delivery. Regular liaison with MHCLG to ensure delivery in accordance with programme and specifically focussing on monitoring and evaluation. Provision made in capital programme at February 2021 Council.

CORPRISK16

Current



## **Capital Projects**

WFF 21/22 90

## This report details the progress of all of our capital projects

Former Glades Leisure Centre



WFF 21/22 89.1	Bullring gateway to K			
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2024	managea 27	Head of NWEDR presented latest progress report to December 2021 O&S meeting.	20-Jan-2022
WFF 21/22 89.2	Refurbishment and re	strates Court, Worcester Street		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2024		Head of NWEDR presented latest progress report to December 2021 O&S meeting. Planning Committee approved planning application 18/01/22.	20-Jan-2022
WFF 21/22 89.3	Town Centre connect	ivity infrastructure		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2024		Head of NWEDR presented latest progress report to December 2021 O&S meeting.	20-Jan-2022

WFF 21/22 93	Redevelopment of Castle Road car park
WFF 21/22 96	Redevelopment of land at Radford Avenue

## **Exception report for all Wyre Forest Forward and Risk Actions**

Those actions that are approaching their due date or are overdue



## Enabling others to do what they need to do

RA21/22 02	Delivery of the Wyr	e Forest Forward Programme		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Corporate Leadership Team; Ian Miller; Tracey Southall	Savings from the Management Restructure approved at may 2021 Council are now reflected in the savings control. Other early transformation work progressing with proposals for Revenues, Benefits and Customer Services proceeding for implementation from April 2022 subject to al relevant approvals being in place.	09-Nov-2021
RA21/22 07	Collection of Counc	cil Tax and Business Rates		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Lucy Wright	As of 1st March 2022, Council Tax in year collection rates were 96.12% compared to 95.81% at the same time last year which is a good improvement. A lot of households opted to pay their council tax over 12 months at the start of the pandemic and many of them have opted to continue this throughout 2021/22.	14-Mar-2022
			CTRS claimants were awarded up to £150 in 2020/21 and so are having to pay more this year. Collection rates for CTS recipients are generally lower than non CTRS claimants.	

NNDR collection rates as at 1st March 2022 were 94.20% compared to 91.19% for the same period in 2020/21

RA21/22 08	Municipal Mutual Insurance Clawback - Budget Pressure				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022	Tracey Southall	Potential claim is still being considered. Counsel opinion sought.	14-Apr-2022	
RA21/22 22	Ongoing patching of	of servers/workstations			
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022	Dave Johnson	Over 75% of laptops have been upgraded to latest version of windows and moved over to new encryption software. Phones and iPads are about to be updated. General patching of servers and workstations is on-going	07-Mar-2022	
RA21/22 33	Statutory Changes				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022	Caroline Newlands	Work continues and on schedule for completion by 31st March 2022	04-Mar-2022	
RA21/22 36	Annual Penetration	tests and network scans			

	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Dave Johnson	Majority of work following penetration test has now been complete. Patching and updates to laptops and devices being a large part of this.	
RA21/22 39	Ensuring the busin	ess remains focussed		
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Corporate Leadership Team; Ian Miller	Programme of meeting for 2021 including the ongoing financial impact of COVID-19. Regular meetings between Cabinet and CLT on future direction of the Council and uncertainty surrounding the ongoing financial stability that is dependent on Government funding and transformation work to close the financial gap	09-Nov-2021
2 4 24 /22 44	Concretion of addi	tional Business Rates Income		
KAZ 1/2Z 4 I	Generation of addi	tional Business Nates meetic		
KA21/22 41	Due Date	Managed By	Latest Note	Latest Note Date
RA21/22 41			Latest Note First quarter 2021/22	Latest Note Date 20-Jan-2022

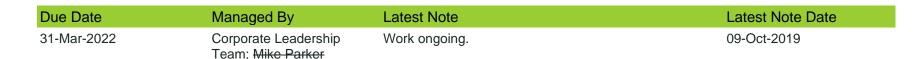
The Valuation Office Agency is currently looking at the Supermarket appeals on the 2010 list, however the final Court decision has been made on ATM machines, the Valuation Office have now taken out a lot of the machines from the date they were included in the list.

#### Second Quarter 2021/22

0.729 increase in the second quarter from £21,208,263 up to £21,364,103. Due to lock down the Government with effect from 01/04/2021 are giving retail, hospitality, nurseries and leisure businesses 100% off their business rates for the first three months and then 66% from 01/07/2021 to 31/03/2022, however some of the increase is due to the large superstores and supermarkets refusing the retail discount and paying 100% business rates. This will be reimbursed via a S31 grant. Coronavirus is still having an impact on businesses in the Wyre Forest area as a lot have not reopened and many others may not be able to continue trading.

The Valuation Office Agency is currently looking at the Supermarket appeals on the 2010 list, however the final Court decision has been made on ATM machines, the Valuation Office have now taken out of rating a lot of the machines from the date they were included in the list.

RA21/22 48	External expertise
1 () (2 1) 22 10	External expertise



RA21/22 54	Budgetary Control	Budgetary Control				
	Due Date	Managed By	Latest Note	Latest Note Date		
	31-Mar-2022	Helen Ogram; Tracey Southall	Q3 report presented to Cabinet in March 2022. Budget plan implementation commenced.	14-Apr-2022		
RA21/22 58	Organisational deve	elopment				
	Due Date	Managed By	Latest Note	Latest Note Date		
	31-Mar-2022	Rachael Simpson	Update to Group Leaders 9th February 2021	15-Feb-2021		
RA21/22 59	Brexit					
	Due Date	Managed By	Latest Note	Latest Note Date		
	31-Mar-2022	Corporate Leadership Team	The Chief Executive is the nominated lead for Brexit and shares relevant updates appropriately. Regular reports on Covid-19 impact.	22-Sep-2020		
RA21/22 65	Corporate Cyber At	tack Response/Service Busines	ss Continuity Plans			
	Due Date	Managed By	Latest Note	Latest Note Date		
	30-Sep-2021	Corporate Leadership Team; Rebecca Pritchett	Cyber attack plan briefing paper tabled at CLT on 19th October 2021.	26-Oct-2021		
			The overall plan for completion and adoption of the			

cyber-attack plan is :-

- End December 2021 Draft Attack Plan complete
- Jan 2022 End March 2022 Test plan and awareness campaign
- April 2022 Adoption of plan

## WFF 21/22 94 Review of operational floor space requirements at Wyre Forest House and Green Street



Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2021	Ian Miller	MTFS report at December Cabinet outlined the proposals for the future occupancy of Wyre Forest House to accommodate the Council's operational footprint requirements. Detailed review to be undertaken	20-Jan-2022 ken.

## Help me have access to a good quality and affordable home

## RA21/22 03 Delivering actions set out in the Worcestershire Housing Strategy



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2022	Kate Bailey	Awaiting final main modifications from the Planning Inspector February/March and then we hope to have the final report signed off from the Planning Inspectorate in Spring 2022 with the adoption in early Summer 2022.  The Worcestershire Housing Partnership Plan will be replaced by a Worcestershire Housing Strategy likely to come before members for sign off in Summer 2022.	04-Mar-2022
		The Homelessness and Rough Sleeping Strategy 2019-	

2022 action plan updated for this year and the new three year strategy is being reviewed and written for summer consultation and adoption at end of 2022

## Help me with my financial situation

WFF 21/22 78	Universal Credit			
	Due Date	Managed By	Latest Note	Latest Note Date
	31-Mar-2022	Lucy Wright	The pandemic saw a sharp rise in UC claimants. The impact for WFDC is that more people started to claim CTRS.	14-Mar-2022
			Our working age caseload was 4,396 on 1st April 2020. This peaked in Apr 2021 at 5,058 and has reduced to 4,821 on 1st Mar 2022.	
			CTRS expenditure has remained fairly static due to less pension age claimants (3,311 on 1st Mar 22 compared to 3,568 on 1st Apr 2020).	
			In April 21, CTRS expenditure was £7.759m and in Mar 2022 CTRS expenditure has reduced to £7.541m. This cost is shared across all preceptors	
Make good develo	pment happen			

WFF 21/22 30	Stourport Canal Basins				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Oct-2021		Awaiting any firm proposals from Stourport Town Council or Stourport Forward	25-Apr-2022	
WFF 21/22 70	Investment in income generation through asset development				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022		Proposed Capital Strategy for 2023 onwards provides an opportunity to consider the parameters of the Capital Portfolio Fund with a view to encouraging more opportunity through an amended geography.	20-Jan-2022	
Provide me with the	information that I nee	ed			
RA21/22 46	Information Governance				
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022	Corporate Leadership Team; Tracey Southall	The merged Cyber Security Information Governance Group continues to meet, and the agreed action is being implemented.	21-Jan-2022	
Support me to run a	successful business				
WFF 21/22 59	Apprenticeships Progra	amme (Year 9)			

Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2022		For the financial year 2021/22 there has been 1 grant paid for an AAT Level 3 - £1500. There have been 3 grants approved but not yet claimed: ICT Professional Level 3 (£1500), Advanced Apprenticeship in Accountancy (£1500) and a Level 3 Infrastructure Technician (£1500)	13-Oct-2021

## Cannot group these rows by Council's Purpose

RA21/22 49	Utilise new propert	Utilise new property investment /management expertise			
	Due Date	Managed By	Latest Note	Latest Note Date	
	31-Mar-2022	Mike Parker	24/11/21 - Q3 Performance reported to Cab/CLT and Overview & Scrutiny in November meeting Cycle.	20-Jan-2022	
RA21/22 66	Provision of leisure	Provision of leisure services			
	Due Date	Managed By	Latest Note	Latest Note Date	

Quarter	Resulted in FPN	Resulted in Prosecution	Formal Caution	Community Protection Warnings issued	Community Protection Notices issued	Abandoned vehicles
Q1	Fly tipping- 4			April - 9 CPN warnings issued	April - 2 CPNS issued	Reported & attended- 26
	Littering- 59	Littering- 4		May- 0 CPN Warnings issued	May- 1 CPN issued	Vehicle's removed- 1
	PSPO - 8	PSPO- 2		June- 2 CPN Warning issued	June 0 CPNS issued	
	Duty of care- 4	Duty of care- 1				
	Waste carriers license- 2					
Total-	77	7	0	11	3	
Q2	Fly tipping- 4	Fly Tipping- 1		July- 2 CPN Warnings issued	July- 0 CPNS issued	Reported & attended- 46
	Littering 51			August- 4 CPN Warnings issued	August- 2 CPNS issued	Vehicle's removed- 0
	PSPO-7			September- 2 CPN Warnings issued	September- 2 CPNS issued	
Total-	62	1	0	8	4	
Q3	Fly tipping - 1	Abandoned Vehicle- 1	Fly Tipping- 1	October- 2 CPN Warnings issued	October- 2 CPNS issued	Reported & attended- 39
	Littering- 38			November- 3 CPN Warnings issued	November - 0 CPNS issued	Vehicle's removed- 5
	PSPO-4			December- 2 CPN Warnings issued	December- 1 CPN issued	
	Fly Posting - 1					
Total-	44	1	1	7	3	
Q4	Littering - 63	Littering- 4		January - 2 CPN warnings issued	January - 0 CPN issued	Reported and Attended - 3
	Fly tipping -2	Fly Tipping- 1		February - 0 CPN warnings issued	February - 0 CPN issued	Vehicles removed - 0
	PSPO - 3			March - 7 CPN warnings issued	March - 0 CPN issued	
	Abandoned Vehicle - 1					
	Fly Posting - 4					
	Breach of CPN - 2					
	Duty of care -1					
Total-	76	5	0	9	0	

## Overview & Scrutiny Committee Work Programme 2022-2023

#### May 2022

"How are we doing?" Q4 update

#### **July 2022**

Nominations for Treasury Management Review Panel (Chair to be appointed) UK Shared Prosperity Fund - Investment Plan

#### September 2022

"How are we doing?" Q1 update

#### November 2022

"How are we doing?" Q2 update

#### February 2023

"How are we doing?" Q3 update

#### March 2023

Annual review of the North Worcestershire Community Safety Partnership 2022-2023

#### May 2023

"How are we doing?" Q4 update