



**FINANCE & CORPORATE AFFAIRS  
POLICY & SCRUTINY PANEL**

**A G E N D A**

**Date: Tuesday 15<sup>th</sup> March 2005**

**Time: 6.00 p.m.**

**Venue: The Earl Baldwin Suite,  
Duke House, Clensmore Street,  
Kidderminster**

**PLEASE REMEMBER TO BRING YOUR COPY OF THE  
FORWARD PLAN TO THE MEETING.**

**THANK YOU.**

**FINANCE & CORPORATE AFFAIRS**  
**POLICY & SCRUTINY PANEL**

**Members of Panel:**

**Chairman: Councillor G W Ballinger**  
**Vice-Chairman: Councillor M A W Hazlewood**

**Councillor A J Buckley**  
**Councillor Mrs I M Dolan**  
**Councillor Mrs H E Dyke**  
**Councillor Mrs L Edginton**  
**Councillor W G Jones**

**Councillor M B Kelly**  
**Councillor Miss S C Meekings**  
**Councillor M M G Oborski**  
**Councillor K J Stokes**

**SUBSTITUTION ARRANGEMENTS**

Would Members please note that, to ensure continuity in scrutiny reviews, substitutes should only be appointed for the Policy and Scrutiny Panels 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 request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

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

**DECLARATIONS OF INTEREST - GUIDANCE NOTE**

Code of Conduct

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

**Section 106 of the Local Government Finance Act 1992.**

If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

**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 Heather Jones, Acting Scrutiny Officer, Civic Centre, Stourport-on-Severn. Telephone No: 01562 732733 or email [heather.jones@wyreforestdc.gov.uk](mailto:heather.jones@wyreforestdc.gov.uk).

## AGENDA

### PART I

#### Open to Press and Public

1. **APOLOGIES FOR ABSENCE**

2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Head of Legal and Democratic Services, together with the name of the Councillor for whom he/she is acting. (Please see cover note.)

3. **COMPOSITION AND ATTENDANCE OF PANEL**

To consider attendance, as per the attached Attendance Record Sheet.

4. **DECLARATION OF INTERESTS**

To invite Members to declare any interests in any item on this Agenda (including any declaration in relation to Section 106 of the Local Government Finance Act 1992).

5. **MINUTES**

To confirm the Minutes of the meeting held on 21<sup>st</sup> February, 2005. (Pages 1 - 12)

6. **EMPLOYEE DEVELOPMENT REVIEW PROGRAMME**

To consider the attached Briefing Note from the Head of Human Resources on the Employee Development Review Programme, whose aim is to strike a balance between reviewing performance, agreement objectives/targets and identifying development areas that will help employees meet them. (Pages 13 - 14)

7. **SCOPING SCRUTINY OF BASE BUDGET**

Further to Minute CM.707 of the Panel's 3<sup>rd</sup> February 2005 meeting, to consider the attached briefing note on the Base Budget from the Head of Human Resources and undertake a Scoping exercise on the scrutiny of the Council's Base Budget. A blank scoping form is attached for members' convenience. (Pages 15 - 32)

8. **WORK PROGRAMME**

To review the work programme for the forthcoming municipal year with regard to the Community Strategy, Corporate Plan, Annual Priorities and the Forward Plan. (Pages 33 – 37)

**TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**

**9. EXCLUSION OF THE PRESS AND PUBLIC**

If necessary, to consider passing the following resolution:

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 the relevant paragraph(s) of Part 1 of Schedule 12A to the Act.

**PART 2**

**Not open to Press and Public**

**10. MINUTES**

To confirm the Exempt Minutes of the meeting held on 21<sup>st</sup> February, 2005  
(Page 38)

**11. RUSHOCK TRADING ESTATE**

To receive the final report from the Chairman of the Rushock Trading Estate Task and Finish Group and to agree the recommendations which will be considered by the Cabinet at its meeting on 17<sup>th</sup> March 2005. (Pages 39 - 55)

**12. SINGLE SITE TASK AND FINISH GROUP**

To consider a progress report from the Chairman of the Single Site Task and Finish Group. (Pages 56 - 58)

**TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**

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**FINANCE AND CORPORATE AFFAIRS POLICY & SCRUTINY PANEL**  
**EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET, KIDDERMINSTER**  
**TUESDAY, 21<sup>ST</sup> FEBRUARY 2005**

**PRESENT:**

Councillors: G W Ballinger (Chairman), A J Buckley, Mrs I M Dolan, Mrs H E Dyke, W G Jones, M B Kelly, Miss S C Meekings, M M G Oborski, Mrs J L Salter and K J Stokes.

**Observers:**

Councillor J-P Champion, Cabinet Member for Finance and Corporate Affairs;  
Councillor Mrs M B Aston, Cabinet Member for Housing, Health and Rural Affairs;  
Councillors Mrs J Fairbrother-Millis, Mrs L Hyde, Mrs F M Oborski, J A Shaw and M B Shellie.

**CM.751     APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M A W Hazlewood, Mrs L Edginton and W G Jones.

**CM.752     APPOINTMENT OF SUBSTITUTES**

Councillor Mrs J L Salter substituted for Councillor Mrs L Edginton.

**CM.753     COMPOSITION AND ATTENDANCE OF COMMITTEE**

**AGREED:** The attendance record sheet, circulated with the agenda, be noted.

**CM.754     DECLARATION OF INTERESTS**

No declarations of interest were made.

**CM.755     MINUTES**

**AGREED:** The minutes of the meeting held on the 3<sup>rd</sup> February 2005 be confirmed as a correct record of the meeting and were signed by the Chairman.

**CM.756     BUDGET**

Further to Minute 706 from its 3<sup>rd</sup> February 2005 meeting, the Panel scrutinised the Cabinet's proposals from its 17<sup>th</sup> February 2005 meeting on the Council's Policy and Budget Framework. The Cabinet Member for

Finance and Corporate Affairs attended the meeting to provide information and clarification on the Administration's budget proposals.

The Panel also scrutinised proposed amendments to the Cabinet's recommendations from the Independent Kidderminster Hospital and Health Concern Group, the Labour Group and the Liberal Group, copies of which were circulated at the meeting.

**a) Cabinet Budget Proposals From its 17<sup>th</sup> February 2005 Meeting**

The Cabinet Member for Finance and Corporate Affairs presented the Cabinet's proposed Budget and Policy Framework Strategy from its 17<sup>th</sup> February 2005 meeting. He advised that the Cabinet had made only two changes to its proposals from its 13<sup>th</sup> January meeting, in the form of the new options set out below:

**Civic Hall, Stourport-on-Severn- New Option**

"The addition of an expenditure service option of £4,000 (revenue) for the redecoration and improvement of lighting at the Civic Hall, Stourport-on-Severn in 2005/06."

**Neighbourhood and Street Wardens- New Option**

"Investigate the re-negotiation of the Transfer Agreement with Wyre Forest Community Housing on the "Right to Buy" proceeds and other alternatives in order to provide funding for Neighbourhood/Street Wardens. Make contingency provision in the 2007/08 Budget to ensure minimum contribution of £120,000 ie.an additional £60,000 over and above the current £60,000 rate relief funding.

Request the Finance and Corporate Affairs Policy and Scrutiny Panel to carry out a detailed scrutiny exercise on future funding."

**b) Amendments To Be Proposed By The Independent Kidderminster Hospital And Health Concern Group**

The Deputy Leader of the Independent Kidderminster Hospital and Health Concern Group, Councillor Mrs J Fairbrother-Millis, presented the following two proposals:

**Civic Hall, Stourport-on-Severn – New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Request the Head of Cultural Leisure and Commercial Services to prepare proposals for refurbishment of the Civic Hall and provide a capital contingency to meet the cost of improvements.	C	50,000	-	-
	R	-	2,500	2,500
	M	-	-	-

Councillor Mrs Fairbrother-Millis advised that the Civic Hall had made a major contribution to the arts since the late 1960's. For example the annual Dance Festival held there was a national event and a number of local organisations were regular users of the Hall. Whilst the Administration proposed only minor improvements, the Independent Kidderminster Hospital and Health Concern Group saw a need for a significant refurbishment to encompass the box office (estimated at £10,000), raking (estimated at £20,000) and seating facilities (about £20,000).

The Cabinet Member for Finance and Corporate Affairs pointed out that the Civic Hall operated at a cost to the Council, which the proposal would increase.

**Economic Regeneration of Stourport on Severn - New Public Convenience – Stourport on Severn - New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
In conjunction with Service Option for Compulsory	C	-	-	200,000
Purchase Orders in support of the promotion of STC 4,	R	-	-	30,000
provide a capital contingency of £200,000 to be funded from Prudential Borrowing for a new Public Convenience in the Town Centre of Stourport on Severn.	M	-	-	-

Councillor Mrs Fairbrother-Millis informed Members that this would be part of an exciting project to regenerate Stourport Town Centre. The Independent Kidderminster Hospital and Health Concern Group wished to stress that there were currently no public conveniences in the Town Centre and one was needed for both residents and the visitors that the regeneration project would attract to the town.

Councillor M W Shellie presented the following proposal:

**White Wickets Playing Field - Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Investigate the possibility of partnership working to improve facilities at White Wickets. Provide a capital contingency of £46,000 for changing rooms within improved facilities."	C	46,000	-	-
	R	1,150	2,300	2,300
	M	-	-	-

Councillor Shellie stated that the Independent Kidderminster Hospital and Health Concern Group wanted the Council to delay implementing the Cabinet's proposed modernisation of the White Wickets changing rooms for about six months. This was to allow time for negotiations with third parties for funding

contributions, under a partnership arrangement. The intention was to provide a modern sports facility, open seven days a week, to serve all of the community.

He explained that it would include an indoor bowls facility, in conjunction with the current outdoor bowling green, in addition to the existing football pitches. The budget of £46,000 would be held as a contingency sum, which could be used as “pump priming” if the scheme went ahead. Councillor Shellie advised that he had had discussions with Sport England, who might be prepared to contribute up to 35% of the cost, subject to a proper business case, which was nearly complete, and Biffa might also make a contribution. The changing rooms could be looked after by the Bowling Association.

In reply to Members, the Head of Cultural, leisure and Commercial Services advised that he had been consulted in principle, but had not yet seen the business case. Therefore he could not comment in detail over the proposal. He was aware that the current grant situation was unlikely to provide more than 50% of the cost, subject to matchfunding and a good business case. He estimated that an indoor bowls facility of between four and six ranks was likely to cost well into a six figure sum. There were issues such as planning consent and a legal covenant, which would need to be resolved. The Administration’s current proposal to improve the White Wickets changing facilities would involve replacing the timber cladding with new cladding and bricks, thus extending the lifespan of the building by about 20 to 25 years.

The Leader of the Independent Kidderminster Hospital and Health Concern Group, Councillor K J Stokes, presented the following proposals:

**Community Alarm Equipment – New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Extend Council Policy and provide a capital grant, out of ‘Right to Buy’ Receipts, to Wyre Forest Community Housing of £500,000 over a period of 7 to 8 years for the purchase of new and replacement equipment. Wyre Forest Community Housing in return will continue to provide a free lifeline service to users whose free service under the Housing Transfer arrangements is due to end on 31 <sup>st</sup> March 2005.	C	70,000	70,000	70,000
	R	1,750	5,250	8,750
	M	-	-	-

Councillor Stokes reported that this proposal had been discussed with Wyre Forest Community Housing. He pointed out that Lifeline was an essential service, which was highly valued by the public. Therefore the Independent Kidderminster Hospital and Health Concern Group saw a need for it to continue to be provided free of charge for those users currently receiving the service under the Housing Transfer arrangement.



## **Town Hall Arts Centre – Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Bring forward the proposal to provide resources to take the proposed Arts Centre Scheme forward to listed building	C	-	-	-
planning application position. Prepare detailed Business Case including alternative methods of Management eg Trusts/Non Profit Making Companies etc.	R	82,000	-	(82,000)cr
	M	-	-	-

Councillor Stokes advised that the Independent Kidderminster Hospital and Health Concern Group felt that public expectation had been raised over this project and allowed to slip. He pointed out that relevant associations had been consulted and had expressed support for it. He informed Members that the organ had been propped at the front, but was thought to be slipping at the back. The cost of renewing it was estimated at about £100,000, and this would increase as years went by. In addition, the current electrical wiring was unsatisfactory, although it met health and safety standards. Seating was 25 to 30 years old and in need of upgrading. There was also a need for better facilities for people with disabilities. Furthermore, audience numbers were decreasing. Consequently the proposal was to bring forward resources to 2005/06 to take the scheme to listed building planning consent. The Group considered it necessary to reach this stage in order to draw up a business case for the project. Councillor Stokes drew attention to the benefits of bringing in a trust, or a not-for-profit company, to run the Arts Centre, which would have access to grant funding. He made a comparison with the successful arrangement whereby an external contractor was running the Glades Leisure centre (and others owned by the Council).

A member commented that the proposal to bring forward the Arts Centre budget allocation would still leave uncertainty as to funding after the first year of the project.

The Cabinet Member for Finance and Corporate Affairs pointed out that the Glades sports Centre was not self sufficient as the Council supported it. He also enquired how a trust or a not-for-profit company would be funded as an estimated £3 million pounds would be needed to establish an arts centre.

## **Single Site - Deletions**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
<u>Single Site</u>				
a) Consultancy & Design Fees	C	-	-	-
To secure funding for the appointment of consultants and design professionals to assist in the next stage of the Single Site objective	R	25,000	-	-
	M	-	-	-

<u>Single Site</u>				
b) Contingency	C	-	-	-
A contingency sum in order to progress project.	R	20,000	-	-
	M	-	-	-

Councillor Stokes advised that the Independent Kidderminster Hospital and Health Concern Group wished to delete the above provisions included for a single site for the Council. The Group considered that the public did not see it as a priority and felt that there was little point in considering the matter when a site had not yet been identified. He pointed out that future staffing requirements could not be determined until the Shared Services project and the Worcestershire Hub were further forward.

The Cabinet Member for Finance and Corporate Affairs advised that the Shared Services project was at a very early stage and that there would be revenue savings if the Council moved to a single site.

### **c) Amendments to Be Proposed By The Labour Group**

Councillor M J Kelly presented these proposals. It was pointed out that all of the issues raised in the Labour proposals had been considered during scrutiny exercises.

### **Spring Bedding- Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
To provide resources for 2005/06 and review permanent reinstatement as part of next years budget proposals.	C	-	-	-
	R	10,000	-	-
	M	-	-	-

Councillor Kelly informed Members that the proposal was to include £10,000 for spring bedding for 2005/06 only and to review the position next year.

The Cabinet Member for Finance and Corporate Affairs advised that the Administration wished to put provision back into the base budget to fund spring bedding on an ongoing basis.

### **General Cleansing Enforcement Officer- New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Provide resources for a six month trial commencing 1 <sup>st</sup> October 2005 and review as part of next years budget process with a view to making post permanent.	C	-	-	-
	R	13,240	-	-
	M	0.5	-	-

Councillor Kelly explained that this was seen by the Labour Group as a “policing” post as the Officer would patrol the town.

### **Additional Cleansing Staff – Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
To permanently supplement the work of the Streetscene Cleansing Team by providing additional resources of 2 extra operatives.	C	-	-	-
	R	45,410	46,780	48,180
	M	2	2	2

It was noted that the Labour Group proposed the inclusion of provision for two full-time permanent cleansing staff, who would be on hand when needed.

The Cabinet Member for Finance and Corporate Affairs clarified that the Cabinet had identified a need for additional cleansing staff for the summer when it was busier and more litter was dropped.

### **Community Alarm Equipment – New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Extend Council Policy and provide a capital grant, out of 'Right to Buy' Receipts, to Wyre Forest Community Housing of £500,000 over a period of 7 to 8 years for the purchase of new and replacement equipment. Wyre Forest Community Housing in return will continue to provide a free lifeline service to users whose free service under the Housing Transfer arrangements is due to end on 31 <sup>st</sup> March 2005.	C	70,000	70,000	70,000
	R	1,750	5,250	8,750
	M	-	-	-

Councillor Kelly stressed that the Labour Group saw this as a vital service. Hence this solution had been put forward to enable the service to continue to be provided free of charge for those users currently receiving it free of charge under the Housing Transfer arrangement.

Whilst not agreeing with the Group's proposed way of funding the service, the Cabinet Member for Finance and Corporate Affairs felt that the current charging scheme was unfair. Consequently, he welcomed the possibility of a scrutiny exercise on future funding.

### **Regeneration and Economic Development Activities – Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
To continue a budget for the Economic Development and Tourism Section for 2005/06, to fund Wyre Forest District Council Business Grants, Business Support, Strategy Development, partnership projects and promotional activities Review level of funding for 2006/07 onwards as part of next years budget.	C	-	-	-
	R	45,000	-	-
	M	-	-	-

Councillor Kelly stated that the sum of £50,000, included in the Cabinet’s proposals under the heading of Regeneration and Economic Development Activities, was considered to be an arbitrary amount, and as such the Labour Group proposed to reduce it by £5,000 to balance its budget proposals.

**Neighbourhood and Street Wardens- Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Make provision in 2007/08 base budget for £170,000 to fund this Service at its current level, thereby guaranteeing its continuation on a fair funding basis, while giving the opportunity in the next two years for negotiation with partners, and investigation into the possibility of renegotiation of the ‘Right to Buy’ proceeds from Wyre Forest Community Housing, in order to identify further funds to enable the service to expand.	C	-	-	-
	R	-	-	170,000
	M	-	-	-

The Panel was informed that the Labour Group considered it important that the Neighbourhood and Street Warden Service should be paid for by the whole community and not just by tenants of Wyre Forest Community Housing. Councillor Kelly advised that the tenant ballot on the continuation of the scheme was scheduled for 2007. Accordingly the proposed additional funding of £170,000 had been included for 2007/08, to add to the £60,000 in rate relief, to provide funding for the entire scheme. The Labour Group also hoped the scheme could be expanded.

**Community Strategy- Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Through the Council’s Community Leadership role and engagement in partnerships, to continue to provide funding towards the shared delivery of high level, strategic priorities, as set out in both the District and County ten year Community Strategies. Review level of funding for 2006/07 onwards as part of next years budget.	C	-	-	-
	R	25,000	-	-
	M	-	-	-

Councillor Kelly advised that the £50,000 included by the Cabinet for this purpose was seen as an arbitrary figure and the Labour Group proposed to reduce it by half.

**Deletions**

It was noted that the Labour Group’s proposed deletions included the options which would be superseded by the Group’s proposals and the following:

## **Town Hall Arts Centre**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
To provide resources to take the proposed Arts Centre Scheme forward to listed building planning application position.	C	-	-	-
	R	-	-	82,000
	M	-	-	-

Councillor Kelly advised that the Town Hall Arts Centre option had been recommended for deletion as the necessary capital funding for the project could not be identified. The point was made that this option could be reinstated if or when that was possible.

The Cabinet Member for Finance and Corporate Affairs advised that the Administration was committed to the Arts Centre project, although it was not yet known how it would be funded.

## **Corporate Identity and Branding**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
To carry out a strategic review of promotional activity and branding opportunities.	C	-	-	-
	R	10,000	-	-
	M	-	-	-

Councillor Kelly reported that the Labour Group was of the view that the proposal to review the Council's Corporate Identity and Branding was unnecessary in view of the Council's achievements over the last 30 years.

## **d) Amendments To Be Proposed By The Liberal Group**

The Liberal Group's proposals were presented by its Leader, Councillor M M G Oborski.

He welcomed many of the Cabinet's budget strategy proposals, which had been taken from last year's reserve list. He also endorsed the Cabinet's latest proposal on Neighbourhood and Street Wardens, including the requested scrutiny of future funding of the scheme.

## **Single Site**

Councillor Oborski drew attention to the potential cost of taking no further action on the issue of a single site for the Council (i.e. taking account of factors such as travelling time between venues, separate building leases, administration and staffing costs). He had been advised several years ago that the cost would be about £450,000 and it was now likely to be in the region of £250,000. Hence his group saw the single site project as an important issue.

The Cabinet Member for Finance and Corporate Affairs confirmed that the estimate of cost savings through a move to a single site were being updated.

### **Spennells Playing Field – New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Provision of Youth Shelter in support of Aggborough/ /Spennells Community Action Group in providing teenage facilities on Spennells Estate.	C	10,000	-	-
	R	250	500	500
	M	-	-	-

Councillor Oborski pointed out that Spennells had the highest teenage population in the District and in the results of the Council's own recent survey, a youth shelter figured highly. Now that an Action Group had been established it was felt that the Council should take heed of its wishes.

### **Town Hall Arts Centre – Amendment**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
In view of progress on new recycling plant, bring forward one year the proposal to provide resources to take the proposed Arts Centre scheme forward to listed building planning application position.	C	-	-	-
	R	-	82,000	(82,000)cr
	M	-	-	-

The Panel was advised that the source of revenue funding for the Arts Centre project proposed by the Cabinet was from funds to be released from waste recycling in about three years' time. Therefore the Liberal Group's aim was to ensure the preparatory work had been done to enable the Council to take advantage of that funding. Hence, the proposal was to bring forward the £82,000 to achieve listed building consent in 2006/07.

### **Community Alarm Equipment- New Proposal**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Extend Council Policy and provide a capital grant, out of 'Right to Buy' Receipts, to Wyre Forest Community Housing of £500,000 over a period of 7 to 8 years for the purchase of new and replacement equipment. Wyre Forest Community Housing in return will continue to provide a free lifeline service to users whose free service under the Housing Transfer arrangements is due to end on 31 <sup>st</sup> March 2005.	C	70,000	70,000	70,000
	R	1,750	5,250	8,750
	M	-	-	-

Councillor Oborski reported that this proposal had been worked up by the Liberal Group, in consultation with the Managing Director, Operations, at Wyre Forest Community Housing. He drew attention to the broad consensus on this issue.

### **Concessionary Travel – Wyre Forest District Council Scheme - Amendment to Income Service Option**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Freeze the cost of a single journey at 40p for this year only. Carry out full scrutiny exercise during next municipal year to investigate moving to National Scheme and to Countywide Scheme from 1 <sup>st</sup> July 2006.	R	<u>40,000</u>	-	-

The Liberal Group was conscious that elderly people were currently suffering the effects of many cuts or reductions in services. Therefore, it felt that it would be unreasonable to increase the cost of a single journey from 40p to 50p at this time.

Councillor Oborski added that the Wyre Forest scheme was now very similar to that of the Government and the county-wide scheme. Consequently, it would be beneficial to carry out a detailed scrutiny exercise in consultation with users and operators, to ascertain the best way forward.

**Regeneration and Economic Development Activities – Amendment**

<u>Regeneration and Economic Development Activities</u>		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Delete budget provision for 2007/08 and review	C	-	-	-
reinstatement as part of next years budget proposals.	R	-	-	(40,000)cr
	M	-	-	-

It was noted that the proposal was to delete the provision for year three in order to ensure a three year balanced budget. The third year would be reviewed as part of next year’s budget proposals.

**e) Response Of The Budget Scrutiny Task And Finish Group**

The findings of the Panel’s Budget Scrutiny Task and Finish Group, which had met immediately prior to the Panel meeting, to consider the budget proposals, were reported orally by the Group’s Chairman.

He advised that the Group had considered each of the amendments proposed by the Independent Kidderminster Hospital and Health Concern Group; the Labour Group; and the Liberal Group.

He reminded members of the approach taken by the Task and Finish Group, as set out in its report to the Panel’s 3<sup>rd</sup> February 2005 meeting. The aim was not to endorse or reject any proposal, but to see if the explanations given were reasonable and whether the resultant budget would be viable.

The Group had accepted the confirmation given by the Head of Financial Services that each of the three sets of proposals were viable and was satisfied that the explanations given appeared reasonable.

The Task and Finish Group Chairman reiterated the need for a careful scrutiny of the budget setting process in view of the very tight timescale for the scrutiny of this year’s budget. (The Panel at its previous meeting had asked the Cabinet Scrutiny Committee to review the budget setting process in the context of the

overall scrutiny process.) He thanked members of the Task and Finish Group and the officers involved for their work under these difficult circumstances.

Following the approach of its Budget Scrutiny Task and Finish Group, the Panel recognised the political realities surrounding the budgetary process and stopped short of approving or rejecting any specific proposals. It was agreed that the additional information elicited in the course of the scrutiny exercise should be summarised in a report to provide assistance to the Cabinet at its meeting on 22<sup>nd</sup> February and to Councillors in the forthcoming budget debate at Council on 23<sup>rd</sup> February 2005. It was recognised that this did not prevent any Member or Group submitting further amendments or proposals directly to the Council meeting.

**AGREED:**

**The findings of the Budget Scrutiny Task and Finish Group be accepted and the information from the Panel's 21<sup>st</sup> February 2005 meeting be made available to the Cabinet and other Councillors to assist in their deliberations over the budget.**

**CM.757 EXCLUSION OF THE PRESS AND PUBLIC**

**DECISION:**

**Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of "Exempt Information" as defined in paragraphs 7 and 8 of Part I of Schedule 12A of the Act.**

**CM.758 SUMMARY OF MINUTES**

The following proceedings were considered after the press and public had been excluded from the meeting. A summary of the minutes relating to these items have been made as "exempt information" would be disclosed if the minutes were published in full.

**CM.759 MINUTES**

The exempt minutes of the meeting held on the 3<sup>rd</sup> February 2005 were confirmed as a correct record of the meeting and were signed by the Chairman.

The meeting ended at 7.22 pm.







## Finance & Corporate Affairs Policy & Scrutiny Panel

Report of: Elaine Rogers, Principal Personnel Officer

Date: 15 March 2005

Open

### Employee Development Review

#### 1.0 Purpose of Briefing Paper

To update the Panel on the Employee Development Review Scheme (EDR).

#### 2.0 Background

- The EDR Scheme was revised in October 2003. It forms part of the wider Best Value Performance Plan and Corporate Performance Assessment.
- It enables the priorities, objectives and targets of the Corporate Plan and Divisional Business Plans to be cascaded down to employees within every Division.
- The process ensures that all employees understand how their role and job performance contributes to the success of their team, service area, section, division and the Council as a whole.
- EDR also forms part of the overall career management and personal development for all employees.

2.1 The EDR Scheme encompasses the Authority's Vision, Values, Organisational and Service Themes.

2.2 As part of the CPA requirements, the Council's learning and development framework requires that objectives/targets agreed at EDR's link to the Corporate Plan and Business Plan.

#### 3.0 Framework

*Best Value Performance Plan* – Plan produced each year summarising local authority's performance throughout the previous year and its future objectives and targets.

*Community Strategy* – Strategy aimed to enhance the quality of life of its local communities and is prepared and implemented by a Local Strategic Partnership.

*Corporate Plan* – Sets out the Council's strategic direction for the next 5 years and provides a focus and reference point for elected members, employees, partners and communities of Wyre Forest.

*Divisional/Sectional Business Plans* – Outlines how Divisions/Sections will work towards delivering the Council's strategic aims and objectives.

*Employee Development Review* – Aims to strike a balance between reviewing performance, agreeing objectives, targets and/or activities and identifying development areas that will help employees meet them.

*Service delivery results*

#### **4.0 The Process**

An annual EDR meeting is an opportunity given to all permanent employees to :

- Look at work and personal development achievements over the previous 12 months.
- Identify what might be needed to meet corporate and divisional/service objectives and improve performance
- Discuss where the employee's role fits in with the Corporate Plan and Divisional/Service Business Plans
- Identify what development and/or training might be needed.

#### **4.1 Equal Opportunities**

- 4.2 The Council are committed to eliminating all forms of unjustifiable discrimination on the grounds of disability, gender, race, religion, age, sexuality, marital status, parental status, caring responsibilities, hours of work etc.
- 4.3 Those undertaking reviews should ensure that they adhere to this commitment, that Reviews are conducted in an atmosphere of equality and dignity and that training and development opportunities are made available to all employees equally on the basis of the organisational and/or personal needs identified during the process.

#### **5.0 Relevant Council Policies/Strategies**

Best Value Performance Plan  
Community Strategy  
Corporate Plan  
Divisional Business Plans  
HR Strategy  
Training Plan

#### **Officer Contact Details**

Elaine Rogers  
Principal Personnel Officer  
01562 732773



## FINANCE & CORPORATE AFFAIRS PANEL

### Briefing Paper

Report of: Keith Bannister  
Head of Financial Services  
Date: 15<sup>th</sup> March, 2005  
Open

#### BRIEFING NOTE ON BASE BUDGET

#### 1. Introduction

- 1.1 The Base Revenue Budget and Capital Programme reflect the cost of current approved service provision at a level of service approved by Council over past years and reviewed annually as part of the budget process.

The Council are now required to approve a three forward year rolling 'Base Budget and Capital Programme' in accordance with Comprehensive Performance Assessment (CPA) and External Audit requirements.

#### 2. Composition of Base Revenue Budget and Capital Programme

- 2.1 Following the modernisation of the Committee Structure, Budgets are now allocated on a Divisional Basis. Each Division's budgets are broken down into Programme Areas and Activities within Programme Areas. Programme Areas reflect major areas of service provision within Divisions. Activities are cost centres within a Programme Area.

#### 3. List of Programme Areas

- 3.1 Listed below for Members information are the Council's main areas of Service Provision.

##### Cultural Leisure & Commercial Services Division

A Waste Collection	I Allotments
B Markets	J Parks and Open Spaces
C Public Conveniences	K Service Administration
D Cemeteries	L Parking Facilities
E Cleansing Sewers and Drains	M Highways/Cleansing
F Playleadership	O Property - Administrative Buildings
G Museums and Arts	P Commercial Services Operational Areas
H Sport and Physical Recreation	Q Control of Pests and Dogs
	R Abandoned Vehicles
	S Industrial Estates and Other Properties

### Financial Services Division

- A Financial Services Administration
- B Revenues
- C Housing Benefit/Welfare
- D Corporate Costs

### Human Resources Division

- A Member Activities
- B Human Resources Administration
- C Corporate Costs
- D Training of Employees
- E ICT Services/Worcestershire Hub

### Legal & Democratic Services Division

- A Administration

### Planning Health & Environment Division

- A Planning Policy Formulation
- B Implementation of Planning Policy
- C Building Control
- D Administration
- E Corporate Costs
- F Consumer Protection
- G Environmental Protection
- H Water & Sewerage
- I Licencing
- J Private Sector Housing
- K Housing Enabling Function

### Strategy & Performance Unit

- A Administration
- B Economic Development Activities
- C Crime & Disorder Act 1998
- D Community Strategy
- E Corporate Costs

### Capital Account/Interest Received

- A Capital Account/Interest Received

Copies of 2005/2008 Summary Budgets are enclosed for Members Information.

## **4. Service Provision**

- 4.1 The Base Budget and Capital Programme contain both Mandatory and Discretionary Services provided by the Council. In view of new duties and responsibilities placed on local authorities it is now extremely difficult in many areas to distinguish the dividing line and as a consequence Scrutiny needs to consider the cost and levels of all services in terms of determining prioritisation.

## **5. The Scrutiny Process**

The Panel will need to determine the scope of the scrutiny process taking into account the time constraints. The scrutiny exercise will need to be completed by the end of November in order to feed into Cabinet Proposals scheduled to be tabled in December.

It will be necessary to scrutinise both the 2005/2006 and 2006/2007 Budgets this year in order to ensure a robust scrutiny exercise for next years budget process.

The Scrutiny exercise will need to include a 'prioritisation' process as identified in our CPA report in order for the Council to identify high/low/non priority services and associated service provision, in order to assist in determining future policy.

The Council are also required to identify 2½% 'Gershon' efficiency savings as part of future Annual efficiency Statements and therefore the Panel may wish to take this on board in scoping the scrutiny exercise.

In view of the size of the work load the Panel may wish to consider setting up a Task Group to meet regularly over the next 8 months in order to carry out a detailed scrutiny exercise.

**Officer Contact Details:**

Keith Bannister

Head of Financial Services

01562 732100

## WYRE FOREST DISTRICT COUNCIL

### GENERAL FUND TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2004/05		2005/06			2006/07			2007/08		
	Original Estimate £	Revised Estimate £	At Nov. 04 Prices £	Inflation £	TOTAL £	At Nov. 04 Prices £	Inflation £	TOTAL £	At Nov. 04 Prices £	Inflation £	TOTAL £
CULTURAL, LEISURE AND COMMERCIAL SERVICES	7,256,810	6,953,150	6,842,680	209,210	7,051,890	7,089,570	411,440	7,501,010	6,977,490	612,850	7,590,340
FINANCIAL SERVICES	2,032,570	1,941,700	1,941,880	67,390	2,009,270	1,978,190	138,110	2,116,300	1,988,130	208,110	2,196,240
HUMAN RESOURCES	571,000	548,030	489,400	26,750	516,150	477,540	54,250	531,790	476,650	86,970	563,620
LEGAL AND DEMOCRATIC SERVICES	553,570	534,080	617,430	17,890	635,320	623,290	36,520	659,810	626,300	55,190	681,490
PLANNING, HEALTH AND ENVIRONMENT	2,216,820	2,217,280	2,317,580	86,850	2,404,430	2,401,640	177,610	2,579,250	2,461,140	242,090	2,703,230
STRATEGY AND PERFORMANCE UNIT	2,873,590	2,946,920	3,045,300	76,500	3,121,800	3,063,300	155,860	3,219,160	3,117,830	257,150	3,374,980
	15,504,360	15,141,160	15,254,270	484,590	15,738,860	15,633,530	973,790	16,607,320	15,647,540	1,462,360	17,109,900
<b>LESS:</b> Capital Account/Interest Received	-3,027,390	-3,254,550	-3,134,430	0	-3,134,430	-3,038,060	0	-3,038,060	-2,906,570	0	-2,906,570
<b>TOTAL NET EXPENDITURE ON SERVICES</b>	<b>12,476,970</b>	<b>11,886,610</b>	<b>12,119,840</b>	<b>484,590</b>	<b>12,604,430</b>	<b>12,595,470</b>	<b>973,790</b>	<b>13,569,260</b>	<b>12,740,970</b>	<b>1,462,360</b>	<b>14,203,330</b>
<b>LESS:</b> Contribution from Reserves	-1,136,680	-546,320			-521,180			-1,045,870			-1,211,480
<b>NET BUDGET REQUIREMENT</b>	<b>11,340,290</b>	<b>11,340,290</b>			<b>12,083,250</b>			<b>12,523,390</b>			<b>12,991,850</b>
<b>LESS:</b> Revenue Support Grant	-2,963,350	-2,963,350			-3,252,300			-3,333,610			-3,416,950
Business Rates	-2,653,160	-2,653,160			-2,824,640			-2,895,260			-2,967,640
Collection Fund Surplus	-40,000	-40,000			-49,530			-40,000			-40,000
<b>GENERAL EXPENSES - DISTRICT COUNCIL PURPOSES</b>	<b>5,683,780</b>	<b>5,683,780</b>			<b>5,956,780</b>			<b>6,254,520</b>			<b>6,567,260</b>

**CULTURAL, LEISURE & COMMERCIAL SERVICES - SUMMARY**

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A - WASTE COLLECTION</b>				
1. COLLECTION OF DOMESTIC WASTE	625,990	625,160	690,630	712,440
2. KERBSIDE RECYCLING (RECYCLED MATTER)	1,053,050	1,049,280	1,106,280	1,159,800
3. RECYCLING ACTIVITIES	(8,030)	(14,100)	(13,900)	(13,690)
	1,671,010	1,660,340	1,783,010	1,858,550
<b>B - MARKETS</b>				
2. RETAIL MARKET	28,830	13,700	7,330	7,580
3. STREET MARKET (TEMPORARY)	20,120	(370)	10,540	10,710
	48,950	13,330	17,870	18,290
<b>C - PUBLIC CONVENIENCES</b>				
1. PUBLIC CONVENIENCES	235,560	228,560	232,600	235,940
<b>D - CEMETERIES</b>				
1. CEMETERY	139,690	138,640	135,810	140,290
<b>E - CLEANSING SEWERS &amp; DRAINS</b>				
1. CLEANING PRIVATE SEWERS & DRAINS	1,000	1,000	1,000	1,000
<b>F - PLAYLEADERSHIP</b>				
1. PLAYLEADERSHIP	181,610	172,520	177,660	182,620
<b>G - MUSEUMS AND THE ARTS</b>				
1. MUSEUM STORE	53,370	48,310	49,110	49,930
2. BEWDLEY MUSEUM	163,680	154,370	174,600	178,510
3. BEWDLEY CRAFT CENTRE	7,610	3,210	4,130	4,490
4. ARTS DEVELOPMENT	102,180	101,190	104,070	106,210
	326,840	307,080	331,910	339,140
<b>H - SPORTS AND PHYSICAL RECREATION</b>				
1. WYRE FOREST GLADES LEISURE CENTRE	992,300	992,300	901,060	981,550
2. STOURPORT SPORTS CENTRE	321,750	324,260	304,710	308,080
4. STOURPORT SPORTS CLUB	9,140	9,450	9,780	10,120
5. SPORTS FACILITIES	200,320	220,950	221,100	230,320
COACHING COURSES	0	0	0	0
SPORTS DEVELOPMENT	91,820	83,570	86,040	89,500
ACTIVE COMMUNITIES	0	0	11,360	17,640
DIVERSIONARY ACTIVITIES	0	0	0	0
EXTERNAL FUNDING	0	0	0	0
6. BEWDLEY LEISURE CENTRE	48,890	48,710	48,600	49,170
8. STOURPORT COMMUNITY CENTRE	24,500	25,990	30,110	30,740
	1,688,720	1,705,230	1,612,760	1,717,120



**CULTURAL, LEISURE & COMMERCIAL SERVICES - SUMMARY**

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>I - ALLOTMENTS</b>				
1. ALLOTMENTS	18,110	17,400	17,920	18,390
<b>J - PARKS AND OPEN SPACES</b>				
1. PARKS & OPEN SPACES	1,026,870	1,063,270	1,092,490	1,121,530
<b>K - COMMON LEISURE SERVICES</b>				
1. LEISURE SERVICES	0	(19,650)	1,280	1,330
2. COMMUNITY BASED ACTIVITIES	77,880	74,570	75,360	77,310
3. SWITCHBOARD	9,100	(640)	0	0
	86,980	54,280	76,640	78,640
<b>L - PARKING FACILITIES</b>				
1. PARKING FACILITIES	144,200	121,160	(18,820)	87,300
<b>M - HIGHWAYS</b>				
1. STREET FURNITURE & NAMING ETC.	68,880	74,720	79,770	81,840
2. HIGHWAYS GENERAL CLEANSING	668,790	659,080	680,540	665,470
3. HIGHWAYS MAINTENANCE OF VERGES	85,980	85,980	88,560	91,220
4. HIGHWAYS RESIDUAL FUNCTION	21,280	18,770	19,530	20,600
	844,930	838,550	868,400	859,130
<b>O - PROPERTY</b>				
A. TOWN HALL, KIDDERMINSTER	407,310	364,800	385,520	473,840
B. VICAR STREET, KIDDERMINSTER	0	0	0	0
C. LAND OAK HOUSE, KIDDERMINSTER	13,730	0	0	0
D. NEW STREET, STOURPORT	4,060	(14,240)	0	0
E. CIVIC CENTRE, STOURPORT	213,820	182,300	185,580	184,450
F. LOAD STREET, BEWDLEY	1,210	(2,100)	0	0
G. TOWN HALL, BEWDLEY	11,650	22,750	20,690	21,110
J. COVENTRY STREET, KIDDERMINSTER	(3,280)	0	0	0
L. GREEN STREET DEPOT, KIDDERMINSTER	22,160	0	(610)	(610)
M. DUKE HOUSE, KIDDERMINSTER	0	(43,750)	(25,000)	0
N. SINGLE SITE ACCOMMODATION	0	0	45,000	0
	670,660	509,760	611,180	678,790
<b>P - COMMERCIAL SERVICES-OPERATIONAL AREAS</b>				
1. COMMERCIAL SERVICES-OPERATIONAL AREAS	0	0	0	0

**CULTURAL, LEISURE & COMMERCIAL SERVICES - SUMMARY**

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>Q - CONTROL OF PESTS AND DOGS</b>				
1. CONTROL OF RATS & OTHER PESTS	87,990	51,620	53,780	55,390
2. CONTROL OF DOGS	50,900	49,700	50,210	50,940
	138,890	101,320	103,990	106,330
<b>R - ABANDONED VEHICLES</b>				
1. ABANDONED VEHICLES	38,610	42,710	44,130	46,340
<b>S - INDUSTRIAL ESTATES &amp; OTHER PROPERTY</b>				
1. RUSHOCK TRADING ESTATE	(54,390)	(30,380)	(55,270)	(16,590)
2. OTHER INDUSTRIAL ESTATES	(23,540)	(35,520)	(21,910)	(20,750)
3. HOOBROOK ENTERPRISE CENTRE	10,260	(16,170)	(12,040)	(10,050)
4. OTHER PROPERTY	61,850	60,070	52,560	59,000
	(5,820)	(22,000)	(36,660)	11,610
<b>Total - Cultural Leisure &amp; Commercial Services</b>	<b>7,256,810</b>	<b>6,953,150</b>	<b>7,051,890</b>	<b>7,501,010</b>

## FINANCIAL SERVICES - SUMMARY

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A - FINANCIAL SERVICES ADMINISTRATION</b>				
1. FINANCIAL SERVICES ADMINISTRATION	0	(16,640)	(20,000)	30,000
<b>B - REVENUES</b>				
1. COUNCIL TAX & NATIONAL NON-DOMESTIC RATES	740,320	765,280	755,190	781,270
<b>C - HOUSING BENEFITS/WELFARE</b>				
1. BENEFIT PAYMENTS	69,150	0	0	0
2. ADMINISTRATION	645,040	631,250	673,910	729,850
3. CONCESSIONARY TRAVEL	359,680	340,310	374,830	345,850
	1,073,870	971,560	1,048,740	1,075,700
<b>D - CORPORATE COSTS</b>				
1. AUDIT FEE/BANK CHARGES	117,980	122,250	125,920	129,700
2. HOUSING ACT ADVANCES	(5,180)	(6,330)	(6,160)	(5,950)
3. NATIONAL NON-DOMESTIC RATES - DISCRETIONARY RATE RELIEF	105,580	105,580	105,580	105,580
	218,380	221,500	225,340	229,330
<b>Total - Financial Services</b>	2,032,570	1,941,700	2,009,270	2,116,300

## HUMAN RESOURCES - SUMMARY

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A - MEMBER ACTIVITIES</b>				
1. CHAIRMANS & VICE-CHAIRMANS ALLOWANCES	12,730	12,730	12,730	12,730
2. OTHER MEMBERS' ALLOWANCES	275,560	278,880	338,650	349,020
3. MEMBER SERVICES	128,510	150,040	148,460	153,730
	416,800	441,650	499,840	515,480
<b>B - HUMAN RESOURCES ADMINISTRATION</b>				
1. HUMAN RESOURCES ADMINISTRATION	19,000	(4,630)	0	0
<b>C - CORPORATE COSTS</b>				
1. CORPORATE COSTS	16,670	16,310	16,310	16,310
<b>D - TRAINING OF EMPLOYEES</b>				
1. TRAINING OF EMPLOYEES	(470)	0	0	0
<b>E - COMMON SERVICES</b>				
1. COMPUTER SERVICES	19,000	(5,300)	0	0
2. COMMUNICATIONS	0	0	0	0
3. WORCESTERSHIRE HUB	100,000	100,000	0	0
	119,000	94,700	0	0
<b>Total - Human Resources</b>	571,000	548,030	516,150	531,790

## LEGAL & DEMOCRATIC SERVICES - SUMMARY

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A. ADMINISTRATION</b>				
1. ELECTIONS & ELECTORAL REGISTRATION	201,530	211,760	217,340	219,510
2. COMMITTEE ADMINISTRATION	472,110	522,420	546,900	565,620
3. LAND CHARGES	(152,020)	(195,490)	(129,400)	(125,800)
4. LEGAL & DEMOCRATIC SERVICES ADMIN	31,140	(5,110)	(20)	(20)
5. KIDDERMINSTER EDUCATIONAL FOUNDATION	0	0	0	0
6. LICENCE FEES	810	500	500	500
<b>Total - Legal &amp; Democratic Services</b>	<b>553,570</b>	<b>534,080</b>	<b>635,320</b>	<b>659,810</b>

**PLANNING, HEALTH & ENVIRONMENT - SUMMARY**

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A - PLANNING POLICY FORMULATION</b>				
1. PLANNING POLICY FORMULATION	250,520	223,920	278,870	303,540
<b>B - IMPLEMENTATION OF PLANNING POLICY</b>				
1. DEVELOPMENT CONTROL	172,860	237,630	249,860	273,630
2. ENFORCEMENT	131,150	135,210	146,000	152,120
3. ENV. IMPROVEMENT & PROTECTION	62,530	55,680	59,300	61,830
4. CONS. OF THE HISTORIC ENVIRONMENT	53,870	58,530	65,470	70,440
	420,410	487,050	520,630	558,020
<b>C - BUILDING CONTROL</b>				
1. BUILDING CONTROL	93,380	89,350	94,360	98,820
<b>D - PLANNING, HEALTH &amp; ENVIRONMENT ADMIN</b>				
1. PLANNING, HEALTH & ENVIRONMENT ADMIN	47,230	(19,350)	4,490	4,490
<b>E. CORPORATE COSTS</b>				
1. MAPPING SERVICE AGREEMENT	10,970	10,970	11,300	11,640
<b>F - FOOD AND HEALTH AND SAFETY</b>				
1. FOOD AND HEALTH AND SAFETY	324,940	316,870	322,710	332,110
<b>G - POLLUTION CONTROL</b>				
1. POLLUTION CONTROL	201,770	202,740	209,150	217,950
<b>H - ADMINISTRATION OF STREET NAMING &amp; NUMBERING</b>				
1. ADMINISTRATION OF STREET NAMING & NUMBERING	16,770	14,590	16,550	17,560
<b>I - LICENSING ACTIVITIES</b>				
1. HACKNEY CARRIAGES	(2,890)	(2,500)	5,030	(2,760)
2. GENERAL LICENSING & REGISTRATION	52,390	32,490	37,410	52,570
3. LICENSING ACT 2003	29,720	90,110	69,740	110,010
	79,220	120,100	112,180	159,820
<b>J - PRIVATE SECTOR HOUSING</b>				
1. HOUSING GRANTS & ASSISTANCE	64,800	62,770	89,910	101,430
2. HOUSING, ENFORCEMENT & LICENSING	74,820	80,670	80,540	83,070
	139,620	143,440	170,450	184,500

**PLANNING, HEALTH & ENVIRONMENT - SUMMARY**

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>K - HOUSING ENABLING FUNCTION</b>				
1. HOUSING, HEALTH & SUSTAINABILITY - STRATEGY & ENABLING	228,520	230,760	248,140	260,230
2. HOMELESSNESS, HOUSING ADVICE & ACCESS TO HOUSING	403,890	397,320	416,060	431,010
	632,410	628,080	664,200	691,240
<b>L - WELFARE</b>				
1. TULIP TREE DAY CENTRE	(420)	(480)	(460)	(440)
<b>Total - Planning, Health &amp; Environment</b>	2,216,820	2,217,280	2,404,430	2,579,250

## STRATEGY & PERFORMANCE UNIT - SUMMARY

Detail	2004/05		2005/06	2006/07
	Original £	Revised £	Estimate £	Estimate £
<b>A - STRATEGY &amp; PERFORMANCE UNIT</b>				
1. STRATEGY & PERFORMANCE UNIT	9,190	(7,200)	0	0
<b>B - REGENERATION AND ECONOMIC DEVELOPMENT ACTIVITIES</b>				
1. GENERAL ECONOMIC DEV. ACTIVITIES	160,090	158,600	159,860	152,460
2. TOURISM	159,210	167,840	166,400	170,620
	319,300	326,440	326,260	323,080
<b>C - CRIME AND DISORDER ACT 1988</b>				
1. COMMUNITY SAFETY	71,850	61,780	90,420	93,260
<b>D - COMMUNITY STRATEGY</b>				
1. COMMUNITY STRATEGY	30,000	30,000	50,000	0
<b>E - CORPORATE COSTS</b>				
1. CORPORATE MANAGEMENT EXPENSES	902,710	965,210	1,005,500	1,035,130
2. CORPORATE COSTS	1,540,540	1,570,930	1,649,620	1,767,690
3. CORPORATE DESIGN/PRINT UNIT	0	(240)	0	0
	2,443,250	2,535,900	2,655,120	2,802,820
<b>Total - Strategy &amp; Performance Unit</b>	2,873,590	2,946,920	3,121,800	3,219,160



**CAPITAL ACCOUNT / INTEREST RECEIVED - SUMMARY**

Detail	2004/05		2005/06 Estimate £	2006/07 Estimate £
	Original £	Revised £		
<b>A. CAPITAL ACCOUNT/INTEREST RECEIVED</b>				
1. CAPITAL ACCOUNT	(2,108,830)	(2,108,990)	(2,059,860)	(2,032,970)
2. INTEREST RECEIVED	(918,560)	(1,145,560)	(1,074,570)	(1,005,090)
<b>Total - Capital Account / Interest Received</b>	<b>(3,027,390)</b>	<b>(3,254,550)</b>	<b>(3,134,430)</b>	<b>(3,038,060)</b>

## CAPITAL PROGRAMME 2005/2008

Detail	2004/05		2005/2006 Estimate £	2006/2007 Estimate £	After 2006/2007 £	Prior to 01/04/04 £	Total £
	Original £	Revised £					
<b>1. COMMITTED EXPENDITURE</b>							
<b>1. CULTURAL, LEISURE AND COMMERCIAL SERVICES</b>							
St Mary's churchyard boundary wall	-	500	25,260	-	-	14,040	39,800
St Mary's retaining wall	-	3,000	46,000	-	-	-	49,000
Kidderminster Town Centre Redev.(KTC 1)	57,830	57,830	-	-	-	1,962,820	2,020,650
Municipal Cemetery, purchase of land	189,360	10,000	336,380	-	-	3,620	350,000
Cemetery Main Roadway	28,000	28,000	-	-	-	-	28,000
Parking Facilities - Payment under Contractual Agreement	122,500	171,090	20,000	-	-	1,410	192,500
Parking Facilities - Swan Centre Car Park	-	40,260	-	-	-	2,091,960	2,132,220
Parking Facilities - Maintenance	-	9,700	-	-	-	9,300	19,000
Parking Facilities - Remedial/safety work to existing car parks	150,000	107,750	42,250	-	-	-	150,000
Parking Facilities - Future Car Parking contingency	2,000,000	-	2,000,000	-	-	-	2,000,000
Public Conveniences - enhancement programme	38,880	14,000	27,320	-	-	72,490	113,810
Play equipment - Replace/repairs programme	160,000	364,110	100,000	115,000	-	28,890	608,000
Play equipment - Northwood Lane & St. Georges Pk	-	3,720	-	-	-	11,280	15,000
Paddling Pools - Repairs to Brinton Park & Riverside Pools	15,000	15,000	-	-	-	-	15,000
Skateboard Park at Brinton Park - Capital Contingency	60,000	-	60,000	-	-	-	60,000
Borrington Road Project - Capital Grant	20,000	20,000	-	-	-	-	20,000
Stourport - Footpath (subject to S.106 agreement), Note 1	15,300	15,300	-	-	-	-	15,300
QEII Gardens - works to pool	-	6,320	-	-	-	16,880	23,200
Old Pals Shelter - Refurbishment	23,800	-	43,800	20,000	-	-	63,800
Wyre Forest Glades - Plant Replacement	193,680	-	342,000	100,000	-	51,570	493,570
Wyre Forest Glades - Replacement Wave Machine	47,590	47,590	-	-	-	-	47,590
Horsefair Community Centre - Demolition Costs	-	10,190	-	-	-	14,810	25,000
Recycling - kerbside vehicles/containers/Green Street Depot	69,400	59,270	-	-	-	1,008,130	1,067,400
Recycling - Extension to Scheme - vehicles & containers	-	126,410	90,000	-	-	-	216,410
General Cleansing - Geographic Working	12,600	12,600	-	-	-	-	12,600
Litter Bins	10,000	10,000	-	-	-	-	10,000
Administrative Buildings - Imp. works for disabled	300,000	50,000	250,000	-	-	-	300,000
Rushock Trading Estate - Repairs & Maintenance	100,000	-	100,000	-	-	-	100,000
Duke House Office Relocation:							
Vicar Street Lease Surrender	-	-	350,000	-	-	-	350,000
Information Technology Works	-	8,300	-	-	-	131,560	139,860
Refurbishment (to include new furniture etc.)	-	281,330	-	-	-	274,380	555,710
Worcestershire Hub:							
One-off implementation costs	170,000	20,000	-	-	-	-	20,000
Contribution to Worcestershire County Council re Hub Software	-	160,000	38,500	-	-	-	198,500
Town Hall Conversion	-	-	1,130,000	-	-	-	1,130,000
Vicar Street Offices Refurbishment	-	-	125,000	-	-	-	125,000
Civic Centre Reception Remodelling	-	-	30,000	-	-	-	30,000
Bewdley TIC Remodelling	-	-	50,000	-	-	-	50,000
KTC 3 Disposal (Costs to be deducted from future Capital Receipt)	-	-	-	-	-	-	0
Liveability Scheme:							
Brinton Park	-	118,000	185,000	-	-	-	303,000
QEII Gardens	-	51,000	42,000	-	-	-	93,000
<b>2. PLANNING, HEALTH &amp; ENVIRONMENT</b>							
Housing Strategy:							
Disabled Facilities Grants	800,000	800,000	800,000	-	-	710,490	2,310,490
Assistance to Registered Social Landlords (LASHG)	286,740	286,740	-	-	-	4,161,260	4,448,000
Horsefair Redevelopment	-	76,970	-	-	-	123,030	200,000
Affordable Housing Grants to Registered Social Landlords	2,040,000	767,720	1,272,280	-	-	-	2,040,000
Private Sector Housing Conditions - Improvements Initiative	150,000	120,480	24,000	-	-	175,300	319,780
Conservation area, Listed & Heritage Buildings	20,000	-	10,000	30,000	-	-	40,000
<b>3. HUMAN RESOURCES</b>							
Implementing Electronic Government	200,000	220,390	111,500	-	-	289,610	621,500
<b>4. STRATEGY &amp; PERFORMANCE UNIT</b>							
CCTV Kidderminster Town Centre	-	130,000	-	-	-	-	130,000
<b>5. LEGAL &amp; DEMOCRATIC SERVICES</b>							
Capital Grant towards Rebuilding Queensway Wall	-	-	45,000	-	-	-	45,000
<b>6. VEHICLE &amp; EQUIPMENT RENEWAL SCHEDULE</b>	1,193,000	904,500	694,500	353,000	284,000	146,570	2,382,570

## CAPITAL PROGRAMME 2005/2008

Detail	2004/05		2005/2006 Estimate £	2006/2007 Estimate £	After 2006/2007 £	Prior to 01/04/04 £	Total £
	Original £	Revised £					
<b>2. CAPITAL OPTIONS</b>							
Capitalisation of Revenue Expenditure:							
Vale Road Crossing	-	-	16,000	-	-	-	16,000
Car Parks Oil Interceptors	-	-	90,000	-	-	-	90,000
Financial Management System	-	-	50,000	-	-	-	50,000
Glades 'Contingency'; Floor Replacement, DDA and Alarms	-	-	80,000	-	-	-	80,000
Rushock Fire Alarm and Lighting	-	-	30,000	-	-	-	30,000
Rowland Hill Public Conveniences Refurbishment	-	-	20,000	-	-	-	20,000
White Wickets Changing Facility	-	-	46,000	-	-	-	46,000
Improvement to Car Parks	-	-	20,000	-	-	-	20,000
Conservation of the Historic Environment	-	-	-	-	30,000	-	30,000
Housing Capital Funding	-	-	1,500,000	2,000,000	2,000,000	-	5,500,000
ICT Investment - Corporate & Benefits Workflow/D.I.P.	-	-	250,000	-	-	-	250,000
Software & Network Licenses	-	-	22,500	42,900	42,900	-	108,300
Grants to Voluntary Bodies - CAB	-	-	25,000	-	-	-	25,000
Land Charges - MIS System	-	-	9,600	-	-	-	9,600
Spennells Playing Field	-	-	10,000	-	-	-	10,000
Community Alarm Equipment Grant	-	-	70,000	70,000	360,000	-	500,000
<b>TOTAL COMMITTED EXPENDITURE</b>	<b>8,473,680</b>	<b>5,128,070</b>	<b>10,629,890</b>	<b>2,730,900</b>	<b>2,716,900</b>	<b>11,299,400</b>	<b>32,505,160</b>
<b>3. FINANCING</b>							
Capital Receipts - General	3,484,540	1,205,460	4,703,390	307,900	72,900		
Capital Receipts - Housing Transfer	1,286,740	1,286,740	552,000	2,000,000	2,000,000		
Sale of Council Houses - Contribution Share	1,760,000	634,480	2,707,000	70,000	360,000		
Disabled Facilities Grant	480,000	230,000	231,000	-	-		
Sale of Land Oak & Coventry Street Premises	-	-	955,000	-	-		
Worcestershire County Council Grant (Hub)	-	-	300,000	-	-		
Liveability Grant Funding	-	169,000	227,000	-	-		
Implementing Electronic Government Grant	200,000	220,390	111,500	-	-		
Implementing Electronic Government Grant (Hub)	-	90,000	38,500	-	-		
Grant from DEFRA for recycling	69,400	126,410	90,000	-	-		
BCU Funding (CCTV)	-	50,000	-	-	-		
S.106 Funding (CCTV)	-	40,000	-	-	-		
S.106 Funding (Parking)	-	171,090	20,000	-	-		
Vehicle & Equipment Renewal (Prudential Borrowing)	1,193,000	904,500	694,500	353,000	284,000		
	<b>8,473,680</b>	<b>5,128,070</b>	<b>10,629,890</b>	<b>2,730,900</b>	<b>2,716,900</b>		

**NOTES:**

1. Subject to completion of S106 agreement before any expenditure can be incurred.

**VEHICLE AND EQUIPMENT RENEWAL SCHEDULE 2005/2008**

Detail	2004/2005		2005/2006	2006/2007	2007/2008
	Original £	Revised £	Estimate £	Estimate £	Estimate £
<b>1. VEHICLES</b>					
<b>(a) Cultural, Leisure and Commercial Services</b>					
Blitz Vehicle	24,500	25,000	-	-	-
Blitz Vehicle	24,500	25,000	-	-	-
Blitz Vehicle (Multi Purpose)	50,000	50,000	-	-	-
Blitz Vehicle	25,000	25,000	-	-	-
Blitz Vehicle	25,000	25,000	-	-	-
Blitz Vehicle	-	-	25,000	-	-
Gang Mowing Attachment	26,000	26,000	-	-	-
Garage Equipment - Replacement	60,000	60,000	-	-	-
JCB	41,000	-	41,000	-	-
Mechanical Sweeper (Large)	87,000	-	87,000	-	-
Mechanical Sweeper (Small)	48,000	49,000	-	-	-
Mechanical Sweeper (Small)	48,000	49,000	-	-	-
Mechanical Sweeper (Small)	48,000	49,000	-	-	-
Applied Sweeper	-	-	-	22,000	-
Applied Sweeper	-	-	-	22,000	-
Applied Sweeper	-	-	-	22,000	-
Refuse Freighter	110,000	110,000	125,000	127,500	130,000
Refuse Freighter	110,000	110,000	125,000	127,500	130,000
Tractor	27,500	27,500	-	-	-
Tractor	28,000	28,000	-	-	-
Dog Wardens Van	21,000	21,000	-	-	-
Mowing Machine	26,500	-	28,000	-	-
Mowing Machine	28,000	28,000	-	-	-
Canter (Parks)	-	-	-	32,000	-
Off Road four wheel drive Vehicle (Rangers)	-	-	22,000	-	-
Navarra (Rangers)	-	-	-	-	24,000
Transit Van	19,500	19,500	-	-	-
Transit Van	-	19,500	-	-	-
Transit Van	-	19,500	-	-	-
Transit Van	-	-	19,500	-	-
Transit Van	-	-	22,000	-	-
Transit Van	-	-	22,000	-	-
Transit Van	-	-	22,000	-	-
Transit Tipper	24,000	-	24,000	-	-
Transit Tipper	24,000	-	24,000	-	-
Transit Tipper	24,000	-	-	-	-
Canter Tipper	30,000	-	30,000	-	-
Caged Tipper	-	-	26,000	-	-
Caged Tipper	-	-	26,000	-	-
Caged Tipper	-	-	26,000	-	-
<b>2. OTHER</b>					
<b>(a) Financial Services</b>					
Financial Management System replacement	100,000	100,000	-	-	-
Revenues System server replacement	15,000	15,000	-	-	-
Cash receipting system replacement	16,000	16,000	-	-	-
Officers time recording system replacement	7,500	7,500	-	-	-
<b>(b) Legal and Democratic Services</b>					
Printing Equipment replacement	75,000	-	-	-	-
	<b>1,193,000</b>	<b>904,500</b>	<b>694,500</b>	<b>353,000</b>	<b>284,000</b>

**OVERVIEW AND SCRUTINY COMMITTEES**  
**SCOPING OF SCRUTINY EXERCISES**

<b>Title</b>	
<b>Has anyone else examined this issue?</b>	
<b>Terms of Reference (i.e. purpose/strategic objectives)</b>	
<b>Key Issues (e.g. areas of concern)</b>	
<b>Information needed (internal, external, written, oral)</b>	
<b>Participants (internal, external)</b>	
<b>Questions for participants (relating to key issues)</b>	
<b>Action Plan / Timetable (consider group work, site visits and include session(s) to consider information gathered and make recommendations)</b>	
<b>Indications of success – how will you know a good scrutiny has been done?</b>	

**FINANCE & CORPORATE AFFAIRS POLICY AND SCRUTINY PANEL**  
**WORK PROGRAMME 2004/05**

\* Denotes meeting additional to original schedule

Updated at 21<sup>st</sup> February 2005.

Meeting Date	Topic	Community Strategy Theme	Corporate Plan Theme/Priority	Annual Council Priority
20 <sup>th</sup> July 2004 <b>(First Panel meeting)</b>				
28 <sup>th</sup> September 2004	<ul style="list-style-type: none"> <li>• <b>Worcestershire Hub</b> (Scrutiny)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering Quality Services</li> <li>• Improving Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• One –Stop Shop/Call Centre</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Analysis of Single Site Options:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>• Further exploration of a single site</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>New Street Day Centre, S-O-S</b></li> </ul>	<ul style="list-style-type: none"> <li>• Greater Learning and Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancing Cultural Life</li> <li>• Community Facilities and Resources</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Grants to Voluntary Bodies</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Providing Community Leadership</li> <li>• Community Involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Providing Community Leadership</li> <li>• Playing a leading role in progressing the District Community Strategy</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Disability Discrimination Act 1995</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering Quality Services</li> <li>• Equity</li> </ul>	N/A
9 <sup>th</sup> November 2005	<ul style="list-style-type: none"> <li>• <b>Asset Management Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Investors in People (Update report)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Developing People in the Work Place</li> <li>• Skills and Personal Development</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Rushock Trading Estate</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Asset Management</li> </ul>	N/A
21 <sup>st</sup> December 2004	<ul style="list-style-type: none"> <li>• <b>Budget Strategy and reports inc. setting up a T&amp;F Group</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Rushock Trading Estate T&amp;F Group (Verbal report)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Asset Management</li> </ul>	N/A

	•			
	<ul style="list-style-type: none"> <li>• <b>Single Site T&amp;F Group</b> (Verbal report)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
3 <sup>rd</sup> February 2005	<ul style="list-style-type: none"> <li>• <b>Budget update from T&amp;F Group</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Single Site T&amp;F Group</b> (Verbal report)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>West Mercia Police Authority – Budget Strategy</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safer Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Enabling Community Wellbeing</li> <li>• Community Safety</li> </ul>	To work closely with the Community Safety Partnership to reduce crime and anti-social behaviour
	•			
21 <sup>st</sup> February 2005 <i>(If required)</i>	<ul style="list-style-type: none"> <li>• <b>Further scrutiny of the Cabinet’s Final Budget Strategy</b> <i>If significant changes have been made at the 17<sup>th</sup> Feb.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A



	<i>Cabinet meeting).</i>			
15 <sup>th</sup> March 2005	<ul style="list-style-type: none"> <li>• <b>Scoping scrutiny of base budget</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>Employee Development Review Programme</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Developing People in the Work Place</li> <li>• Skills and Personal Development</li> </ul>	N/A
April/May 2005	<ul style="list-style-type: none"> <li>• <b>Commencement of scrutiny of base budget</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>IT Training for Members</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Developing People in the Work Place</li> <li>• Skills and Personal Development</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• <b>HR Strategy</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	N/A

<p>Audit Panel Ref CM. Of the minutes of 01.03.05.</p>	<ul style="list-style-type: none"> <li>• <b>Review the external audit function of the Council's External Auditors, KPMG</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal Organisational Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Improving Corporacy and Performance</li> <li>• Financial and Asset Management</li> </ul>	<p>N/A</p>
<p>Council Meeting 23.02.05 Expenditure Service Option</p>	<ul style="list-style-type: none"> <li>• <b>Neighbourhood/Street Wardens: Detailed Scrutiny Exercise for future funding</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safer Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Enabling Community Wellbeing</li> <li>• Community safety</li> </ul>	<ul style="list-style-type: none"> <li>• To work closely with the Community Safety Partnership to reduce crime and anti-social behaviour</li> </ul>
<p>Council Meeting 23.02.05 Income Service Option</p>	<ul style="list-style-type: none"> <li>• <b>Concessionary Travel – WFDC Scheme. Detailed Scrutiny Exercise to investigate moving to a national scheme and countrywide scheme from 01.04.06</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safer Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Enabling Community Wellbeing</li> <li>• Community safety</li> </ul>	<ul style="list-style-type: none"> <li>• To work closely with the Community Safety Partnership to reduce crime and anti-social behaviour</li> </ul>