



**OPEN**

## **SERVICE POLICY PANEL**

### **AGENDA**

**Date: Tuesday, 21st November 2006**

**Time: 6.00pm**

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

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

**MANY THANKS.**

## Service Policy Panel

### Members of Panel:

**Chairman: Councillor J Holden**  
**Vice-Chairman: Councillor M J Shellie**

**Councillor Mrs H E Dyke**  
**Councillor Mrs R L Lewis**  
**Councillor Miss S C Meekings**  
**Councillor M A Salter**  
**Councillor K J Stokes**

**Councillor Mrs S M Hayward**  
**Councillor Miss M A Mason**  
**Councillor C D Nicholls**  
**Councillor D R Sheppard**  
**Councillor G C Yarranton**

### SUBSTITUTION ARRANGEMENTS

Would Members please note that, to ensure continuity in scrutiny reviews, substitutes should only be appointed for the Policy 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 Sue Saunders, Committee Assistant, Civic Centre, Stourport-on-Severn. Telephone No: 01562 732733 or email [susan.saunders@wyreforestdc.gov.uk](mailto:susan.saunders@wyreforestdc.gov.uk).

Member	21/06/06	19/09/06	21/11/06	23/01/07	20/03/07					
Mrs H E Dyke	☀	☀	-	-	-	-	-	-	-	-
Mrs S M Hayward	✓	✓	-	-	-	-	-	-	-	-
Mrs R L Lewis	✓	✓	-	-	-	-	-	-	-	-
Miss M A Mason	✓	✓	-	-	-	-	-	-	-	-
Miss S C Meekings	✘	☀	-	-	-	-	-	-	-	-
C D Nicholls	✓	✓	-	-	-	-	-	-	-	-
M A Salter	✓	✓	-	-	-	-	-	-	-	-
D R Sheppard	☀	✓	-	-	-	-	-	-	-	-
K J Stokes	✓	✓	-	-	-	-	-	-	-	-
G C Yarranton	✓	✓	-	-	-	-	-	-	-	-
J Holden	✓	✓	-	-	-	-	-	-	-	-
M J Shellie	✓	✓	-	-	-	-	-	-	-	-

Key: ✓ = Present      ✘ = Absent (No Substitute)      ☀ = Absent (Substituted)

# **AGENDA**

## **PART I**

### **Open to the 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**

In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.

Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.

(See guidance note on cover.)

#### **5. MINUTES**

To confirm as a correct record the Minutes of the meeting held on the 19th September 2006. (Attached)

#### **6. CHILDREN'S FUND PRESENTATION**

To receive a presentation on the Children's Fund from Rachel Brown of Worcestershire County Council.

#### **7. SECTION 17 AUDIT - SUMMER 2006**

To consider a briefing paper from the Community Safety and Partnerships Officer on the Council's fourth Section 17 Audit and its progress in meeting the statutory duty as defined by the Crime and Disorder Act 1998. (Attached)

#### **8. PLAY DEVELOPMENT**

To consider a briefing paper from the Cultural Services Manager about the implementation of the internal review of Play Development. (Attached)

**9. PROGRESS REPORTS ON THE WYRE FOREST DISTRICT COUNCIL SUSTAINABILITY STRATEGY AND WYRE FOREST AFFORDABLE WARMTH STRATEGY**

To consider a briefing paper from the Senior Health and Sustainability Officer on progress made by the Council in delivering the Wyre Forest District Council Sustainability Strategy 2004-2007 and the Wyre Forest Affordable Warmth Strategy 2004-2007. (Attached)

**10. INTERNAL REVIEW OF KEY LINES OF ENQUIRY (KLOE) FOR ENVIRONMENTAL HEALTH AND LICENSING**

To consider a briefing paper from the Head of Planning, Health and Environment on the Internal Review of Key Lines of Enquiry (KLOE) for Environmental Health and Licensing. (Attached)

**11. COUNTY COUNCIL HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

To receive an update from Councillor J Holden on matters considered by the County Council Health Overview and Scrutiny Committee.

**12. WORK PROGRAMME**

To review the work programme for the current municipal year with regard to the Community Strategy, Corporate Plan, Annual Priorities and the Forward Plan. (Attached)

**13. PRESS INVOLVEMENT**

To consider any future items for scrutiny that might require publicity.

**14. TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN COMMUNICATED TO THE 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.**

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

If necessary, 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 the relevant paragraph(s) of Part 1 of Schedule 12A to the Act”