

WYRE FOREST DISTRICT COUNCIL

CORPORATE SERVICE

THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER

7TH AUGUST 2008 (6:00PM)

Present:

Councillors: G W Ballinger (Chairman), Mrs J Greener (Vice-Chairman), M Ahmed, Mrs H E Dyke, J Holden, J Phillips, K J Stokes, J Thomas, N J Thomas and S J Williams.

Observers:

There were no members present as observers.

CSP.35 Apologies for Absence

There were no apologies for absence.

CSP.36 Appointment of Substitutes

No substitutes were appointed.

CSP.37 Declaration of Interests

No declarations of interest were made.

CSP.38 Minutes

Agreed:

The minutes of the meeting held on 10th July 2008 be confirmed as a correct record and signed by the Chairman.

CSP.39 Matters Arising

1. The Chairman informed members that the first Budget Review meeting had been held on 23rd July 2008. All members were welcome to attend future meetings.
2. It was noted that a further update on Emergency Planning would be presented to the Committee in Autumn 2008.
3. The Chairman of the Section 106 Review Panel informed the Committee that the first meeting had been held on 4th August 2008 and there had been positive Member involvement. Three further meetings had been arranged and evidence

would be gathered as part of the scrutiny review.

4. It was noted that Councillor P B Harrison had been added to the committee membership.

Agreed:

1. **An update would be provided from the Head of Property and Operational Services on Emergency Planning in Autumn 2008.**

2. **The dates for the Section 106 Review Panel would be as follows:**

Wednesday 20th August 2008, 6pm – Duke House, Kidderminster

Thursday 11th September 2008, 4pm – Civic Centre, Stourport

Thursday 18th September 2008, 4pm – Duke House, Kidderminster

CSP.40 Local Land and Property Gazetteer (LLPG)

The Committee considered a report from the Local Land and Property Gazetteer (LLPG) Officer which informed Members on how the Local Land and Property Gazetteer should be recognised as the definitive address database to be used by the Council.

Members considered the report and the following points were highlighted:

1. The LLPG was part of a government initiative to have one compulsory database in an authority.
2. There were many different address databases across divisions at Wyre Forest District Council and these were all maintained independently. The aim of the LLPG was to reduce the duplication of work.
3. The database could allocate an address to either a property, a piece of land or a play area. Linked with this, was the allocation of a Unique Property Reference Number (UPRN) to each address and this would be cross referenced to all other address databases.
4. Worcestershire County Council already used the District's gazetteer which they purchased through the National Local Land and Property Gazetteer (NLLPG).
5. There were ongoing discussions to use the database for the forthcoming Census and by 2009 all electoral registers would have to be BS7666 compliant.

In response to questions raised, the Committee were informed as follows:

1. If only one database existed, the public would be able to action all their transactions at the same time, e.g. benefits/council tax/refuse requests etc. It would save staff time as only one database would need to be accessed.
2. For the purposes of data protection, the database would be linked to an address and not an individual. The system of the edited register for electoral registration would remain the same.

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3. Google Earth would not be able to get into the LLPG system.
4. There may be a future opportunity for the database to be linked to the terrier system.
5. The Council telephone directory was available on the intranet, paper copies were no longer issued. Also available was the business plans for each division and these showed the current staff structure.
6. A payment has been received from the Government when the LLPG was initially set up but there was a chance of some income stream at a later stage.

Agreed:

Recommendation to Cabinet

The Local Land and Property Gazetteer be adopted as the single address database within Wyre Forest District Council and other databases be phased out.

CSP.41 Review of the No Surprises Protocol – Scrutiny Proposal Form

The Committee considered a scrutiny proposal form requesting the establishment of a review panel on the review on the No Surprises Protocol.

Members felt that although there was a protocol in place, it was not being used effectively and they were not being informed of what was happening in the Council, in particular what was happening in their individual wards.

Agreed:

a) Members of the No Surprises Review Panel would be:

**Councillor M Ahmed
Councillor G W Ballinger
Councillor Mrs J Greener
Councillor J Phillips
Councillor N Thomas**

b) The Scrutiny/Committee Officer to contact members to arrange a date for the first meeting of the No Surprises Review Panel.

CSP.42 Feedback From Cabinet

The committee noted the content of the Cabinet action list of 24th July 2008, which related to the Grants to Voluntary Bodies Review Panel.

Agreed:

The information be noted.

CSP.43 Corporate Plan Priorities 2008/09

The Committee received a report from the Head of the Chief Executive's Office. The purpose of the report was to inform Members of the Priorities for 2008/09 as set out in the Corporate Plan 2008/2011.

The Policy & Performance Officer drew to Members' attention the following points:

- a) BP08 13 – The Council had provided two recycling points at Kidderminster College and Hurcott Road Flats. Although the target date of 30th June 2008 had been set for three recycling points, this had not been met, and a further two locations would be added to the target.
- b) There was an update for BP08 12b. The progress bar was now 50%. Green waste schemes had been set up, recycling in schools and district offices were continuing to develop and there was now a facility for cardboard waste. Officers were also progressing business collections.

In response to Members questions, the committee were informed of the following:

- a. BP08 35b was a County target and not local authority. A response would be provided to Members on what the District Council target was.
- b. The progress bar for BP08 50b – 23/24 Bridge Street, Stourport was 0%, although it was known that two shops were under construction. A response would be provided to obtain up to date information.
- c. If Members were concerned about officers not reaching their deadlines, they could be invited to a future meeting.

Agreed:

- 1. The information be noted.**
- 2. The Scrutiny/Committee Officer to invite the Head of Planning, Health & Environment to the Corporate Services Scrutiny Meeting on 4th September 2008.**
- 3. The Performance & Policy Officer would obtain information for members of the committee on the current status of 23/24 Bridge Street, Stourport.**

CSP.44 Work Programme

The Panel considered its work programme for the current municipal year with regard to the Community Strategy, Corporate Plan, Annual Priorities and the Forward Plan.

Agreed:

The work programme for the current municipal year be approved.

CSP.45 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 paragraph 3 of Part I of Schedule 12A of the Act.

CSP.46 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 has been made as “exempt information” would be disclosed if the minutes were published in full.

CSP.47 Minutes

Agreed:

The exempt minutes of the meeting held on the 10th July 2008 be confirmed as a correct record of the meeting and signed by the Chairman.

The meeting ended at 7.20pm.

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