

WYRE FOREST DISTRICT COUNCIL

COMMUNITY SERVICES

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

5TH NOVEMBER 2008 (6:00 PM)

Present:

Councillors: Mrs H E Dyke (Chairman), J Phillips (Vice-Chairman), J Baker, A J Buckley, G H Eeles, Mrs J Fairbrother-Millis, Mrs P V Hayward, Mrs S M Hayward, C D Nicholls and G C Yarranton.

Observers:

Councillors: J-P Champion and N J Desmond.

CMS 35. Apologies for Absence

There were no apologies for absence.

CMS 36. Appointment of Substitutes

No substitutes were appointed.

CMS 37. Declarations of Interest:

Councillor Mrs J Fairbrother-Millis declared a personal interest in agenda item no. 6 as she is the Council's representative for the Citizens Advice Bureau.

Councillor J Baker declared a personal interest in agenda item no. 13 as he is the Council's representative on the Carpet Museum Trust.

Councillor J P Champion declared a personal interest in agenda item no. 6 as he is Worcestershire County Council's representative on the Citizens Advice Bureau.

CMS 38 Minutes:

AGREED: The minutes of the meeting held on 3rd September 2008 be confirmed as a correct record and signed by the Chairman.

CMS 39 Draft Closed Circuit Television (CCTV) Policy

Members considered a briefing paper which outlined the proposals for a CCTV Policy to support existing CCTV provision in the District.

Members noted that there were 7 cameras in Kidderminster Town Centre 6 in Stourport-on-Severn and 4 in Bewdley, all of which were monitored by Bromsgrove District Council.

Agenda Item No. 4

Members noted that footage from CCTV cameras was supplied to the Police to be used as evidence for convictions. However from the day of recording, CCTV footage was only kept for a total of 31 days by Bromsgrove District Council. It was noted that this procedure complied with data protection legislation.

The following points were noted in relation to CCTV use in Wyre forest:

- i) Camera locations were chosen through an evidence led programme, if necessary locations could be changed.
- ii) 40 to 50 incidents were recorded each month
- iii) All cameras were able to rotate
- iv) Cameras were constantly recording

The Committee felt that there may be occasions, based on tangible evidence ,where it might be it beneficial to re-locate a camera. It was felt that there should be provision within the policy for this to be actioned, should there be evidence to support this.

Recommended to Cabinet:

- 1. The CCTV Policy be adopted.**
- 2. Camera positions be reviewed, if required, based upon substantial evidence.**

CMS 40

Recommendations from the Citizens Advice Bureau Panel

The Committee considered a briefing paper from the Chairman of the Citizens Advice (CAB) Bureau Review Panel.

Members noted that the CAB Review Panel was established by the Community Services Scrutiny Committee on 30th July 2008 following a request by the Leader of the Council to the Chair of the Community Services Scrutiny Committee.

The Chairman of the Review Panel advised that the Panel had considered the level and range of services the Wyre Forest Citizens Advice Bureau provided to support residents in the district and assessed if this met the demand and need for services of this nature.

Members noted that the Review Panel had also considered the level of services offered by the Citizens Advice Bureau with regard to the funding allocated by the Council, both in terms of grant allocation and other assistance provided in kind, including car parking passes.

The Leader expressed his thanks to the Committee for agreeing to scrutinise this service and confirmed that when the NCAB funding commenced there was no indication from the Council that it was to be an ongoing grant, the purpose of the grant was to provide CAB with additional funding over a fixed period, to move towards self-sufficiency.

The Committee noted that Wyre Forest CAB was among the top 17% of CAB's in the country and that by introducing a Service Level Agreement, or other appropriate documentation, it would give CAB additional security and strengthen their position in seeking funding from other sources.

Agenda Item No. 4

The Committee noted the need for the type of service offered by the Citizens Advice Bureau, especially in the present economic climate.

Recommended to Cabinet:

- 1. That funding of Wyre Forest Citizens Advice Bureau be continued by a Service Level Agreement, or other appropriate documentation. This to be introduced as part of the grant funding so that there can be monitoring and evaluation of the funding agreement. The Head of Community and Partnership Services to be responsible for the negotiation of the document, in consultation with the Head of Legal & Democratic Services.**
- 2. Other sources of funding be explored by Wyre Forest Citizens Advice Bureau including funding through Wyre Forest Matters.**
- 3. The Local Strategic Partnership be asked to consider funding Wyre Forest Citizens Advice Bureau, possibly through reward monies.**

Agreed:

- 1. The Service Level Agreement, or other appropriate documentation, be presented to the committee when completed.**

CMS 41 Post Office Update

The Committee received a verbal update from the Economic Development and Tourism Manager with regard to the current round of Post Office Closures.

Members noted that four Post Offices within the District were proposed for closure, namely the Walshes, Comberton Hill, Stone and Wolverley. Furthermore, the Committee noted that the Economic Development and Tourism Manager had submitted, to the Post Office Ltd, reasons why Post Offices in the District should remain open.

Members were advised that despite this submission the Post Office Ltd were still progressing their proposal to close four of the District's Post Offices and that there was no system in place to lodge an appeal regarding the decisions of Post Office Ltd.

Discussion took place on the savings the Post Office Ltd would make during the current round of closures. Members queried whether the savings made from the closures would cover the cost of the consultation.

Councillor Nicholls left the meeting at 6:49pm.

Recommended to Cabinet:

The Local Member of Parliament be requested to put the following Parliamentary question forward to the Secretary of State:

- i) **What is the total expenditure for the consultation on the current round of Post Office closures?**
- ii) **How much does the Post Office Ltd estimate that the proposed Post Office closures will save the organisation per annum?**

CMS 42 External Funding Review Panel

The Committee considered a scoping paper for the establishment of a review panel to scrutinise external funding systems.

The Chairman advised that the item had been discussed at the Work Programme meeting at the beginning of the municipal year and that queries had been raised regarding the co-ordination of external funding provision across the Council.

Furthermore, Members were also advised that as the issue did cut across the terms of reference for the Community Services and Corporate Services Scrutiny Committees, the Chairman of the Corporate Services Scrutiny Committee had been contacted to ascertain if he wished to conduct a joint review. Feedback received was that he was happy for the Community Services Scrutiny Committee to conduct the review.

Agreed:

- 1. The first meeting of the External Funding Review Panel take place on Tuesday 25th November 2008, 5pm at Duke House.**
- 2. Membership of the panel to consist of the following Members: Councillor Mrs H E Dyke, Councillor Mrs J Fairbrother-Millis and Councillor Mrs S Hayward.**

CMS 43 Work Programme

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

The Chairman advised that the item on flooding was now anticipated to be presented to the December meeting of the committee. As this was a large item it was proposed to move the items on Police Call Centres and the Kidderminster Arts Centre to the January 2009 meeting.

Members were also advised that the Waste Management Strategy for Herefordshire and Worcestershire and the Section 17 Audit had been moved to the December 2008 meeting of the Committee, and that the Review of Activities & Initiatives at Council Sports Centres had been moved to January 2009.

Furthermore Members noted that the Worcestershire Substance Misuse Strategy 2008-11 had been added to the Work Programme for December 2008.

Agreed:

- 1. The Waste Management Strategy for Herefordshire and Worcestershire and the Section 17 Audit be moved to the December 2008 meeting.**

- 2. Police Call Centre, Kidderminster Arts Centre and Activities & Initiatives at Council Sports Centres be moved to the January 2009 meeting.**
- 3. The Worcestershire Substance Misuse Strategy 2008-11 be added to the Work Programme for the December 2008 meeting.**

CMS.44 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 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

CMS.45 Summary of Minutes

Members considered a briefing paper from the Head of Community and Partnership Services which gave an updated position with regard to the development of a Carpet Museum for the District.

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