

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 24th September 2015
Stourport-on-Severn Room/Bewdley Room
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke	
Vice-Chairman: Councillor S Arnold	
Councillor G W Ballinger	Councillor J R Desmond
Councillor J Greener	Councillor A T Hingley
Councillor D Little	Councillor J Phillips
Councillor C Rogers	Councillor S J Williams

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

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

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of the Council's constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their committee in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 24th September 2015

Stourport-on-Severn Room/Bewdley Room, Wyre Forest House, Finepoint Way,
Kidderminster

Part 1 - Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 8th September 2015.	6
5.	Recommendations from the Kidderminster Town Centre Market Provision Review Panel To consider the recommendations from the Kidderminster Town Centre Market Provision Review Panel meeting to be held on Thursday 17 th September 2015. (to follow)	-
6.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 16 th September 2015. (to follow)	-
7.	Work Programme To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	10

8.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	
9.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
10.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2 - Not open to the Press and Public

11.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

TUESDAY, 8TH SEPTEMBER 2015 (6PM)

Present

Councillors: H E Dyke (Chairman), S Arnold (Vice-Chairman), G W Ballinger, J Greener, A T Hingley, T A Muir, J Phillips, C Rogers, J D Smith and S J Williams.

Observers

Councillors: M J Hart, N Knowles and F M Oborski MBE.

OS.21 Apologies for Absence

Apologies for absence were received from Councillors J R Desmond and D Little.

OS.22 Appointment of Substitutes

Councillor T A Muir was appointed as a substitute for Councillor J R Desmond. Councillor J D Smith was appointed as a substitute for Councillor D Little.

OS.23 Declarations of Interests by Members

Councillor S Arnold declared an Other Disclosable Interest (ODI) in agenda item 6 – Wyre Forest Health and Wellbeing Plan Update – as he works for the Alzheimer's Society.

OS.24 Minutes

Decision: The minutes of the meeting held on 2nd July 2015 be confirmed as a correct record and signed by the Chairman.

OS.25 How Are We Doing? Performance Update

The Committee considered a report from the Business Improvement Officer which updated Members on the performance of the Council for quarter 1 (from 1st April to 30th June 2015).

The Business Improvement Officer led Members through the report and appendices and highlighted the actions which appeared in the exception report.

A discussion ensued and Members requested additional information relating to the car park at Wyre Forest House (WFF 15/16 05) and Members skills and competencies (CORPRISK11), in particular the training available to Members and the participation rates of previous training sessions. Members expressed concern over the rise in the total amount of hours forfeited by staff via the flexi time and toil systems. The Business Improvement Officer was requested to include an in-depth

report from the Human Resources section on the issue with the quarter 2 performance report to the Committee.

Agreed:

- **The progress in performance for quarter 1 be noted.**
- **The Business Improvement Officer to provide the additional information requested for circulation to Committee Members.**
- **The Business Improvement Officer to include an in-depth report on the total amount of hours forfeited by staff via the flexi time and toil systems (LA042) with the quarter 2 performance report to the Committee.**

OS.26 Wyre Forest Health and Wellbeing Plan Update

The Committee received a report from the Principal Health and Sustainability Officer which provided an update on the work to improve health and wellbeing in Wyre Forest. Members were advised the document provided key partners with an opportunity to work together to deliver improved health outcomes.

Councillor C Rogers left the meeting at this point, (6.44pm).

The Strategic Housing Services Manager led Members through the report and highlighted the key issues for Wyre Forest. The Committee discussed the appendices to the report in depth and welcomed further updates on the plan.

Councillor M Hart left the meeting at this point, (7.08pm).

A change to the name of the plan was proposed and seconded and the majority vote was to change the name due to the large amount of information contained within it.

Agreed: Recommend to Cabinet:

- **The Wyre Forest Health and Wellbeing Plan 2015/16 as attached at Appendix 1 of the report to the Overview and Scrutiny Committee, be approved.**
- **Consideration be given to renaming the Wyre Forest Health and Wellbeing Plan to Information on Wellbeing in Wyre Forest.**

OS.27 Climate Change Update

The Committee considered a report from the Principal Health and Sustainability Officer which provided an update on the implementation of the 2014/15 Wyre Forest Climate Change Action Plan and sought endorsement of the updated action plan for 2015/16.

The Strategic Housing Services Manager led Members through the report and outlined examples of some of the work undertaken by the Health and Sustainability Team in conjunction with Partners to have the most impact within the District.

The Committee considered each page of the appendices in turn. Members found

Agenda Item No. 4

the fuel poverty map very informative and requested an updated map to reflect the new ward boundaries when one was available.

Agreed: Recommend to Cabinet:

The Climate Change Action Plan 2015/16 as set out at Appendix 2 of the report to the Overview and Scrutiny Committee, be approved.

OS.28 Annual Report on Treasury Management Service and Actual Prudential Indicators 2014/15

The Committee received a report from the Chief Financial Officer which provided a review of the treasury management activities for 2014/15, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

The Chief Financial Officer led Members through the report and advised that the Council's Treasury Management Consultants, Capita, had provided the first of two Member training sessions on 2nd September 2015. The second session was planned for early February 2016 and all Members were invited to attend.

The Chairman of the Treasury Management Review Panel advised that the report had been fully scrutinised by the Panel at its meeting on 2nd September 2015.

Agreed: Recommend to Council:

- **The Actual 2014/15 prudential and treasury indicators as set out in the report to the Overview and Scrutiny Committee, be approved.**
- **The annual treasury management report for 2014/15 be noted.**

OS.29 Kidderminster Town Centre Market Provision Review Panel

The Committee received a verbal update from the Chairman of the Review Panel, Councillor H Dyke. Members were advised the Panel had been set up to look at where a market would fit within the regeneration of the Town Centre. The Panel had met 3 times and interviews had taken place with the current Market Operator, an independent and national retailer. Views had also been sought from the Charter Trustees, Bewdley Development Trust, Worcestershire Farmers Market Association and Worcestershire Chamber of Commerce.

A public consultation was launched on Thursday 20th August and closed on Friday 4th September. The consultation could be completed online or by filling in a paper copy which was available at the Worcestershire Hub, the Swan Centre and Wyre Forest House. Paper copies of the survey have been distributed to all the businesses in the Town.

The next Panel meeting was scheduled to take place on Thursday 17th September, where the Panel would have the opportunity to speak to the Town Centres Manager, and will review the feedback from the consultation and input from guest speakers. Recommendations will be made to inform the market provision tender process.

Agreed: The verbal update be noted.

OS.30 Feedback from Cabinet

Agreed: The content of the Cabinet action list following consideration of the recommendations from its meeting on 14th July 2015 be noted.

OS.31 Work Programme

The Committee reviewed the work programme for the current municipal year. Members were reminded to submit any suggestions for review panels to the Chairman.

Agreed: The work programme be noted.

OS.32 Press Involvement

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

There being no further business, the meeting ended at 7.57pm.

Overview and Scrutiny Committee Work Programme 2015-2016

June 2015

How Are We Doing Q4 update (Housing and Planning)
Design Supplementary Planning Document (SPD)
Tracking Recommendations from 2014-2015

July 2015

H&W Fire Authority Consultation
Local Plan Revision – Issues and Options Consultation
Revised Local Development Scheme (LDS)
Nominations for the Treasury Management Review Panel

September 2015

8th “How are we doing?” Q1 update (Enabling)
Health Action Plan
Climate Change Action Plan
Treasury Management Strategy Statement and Annual Investment Strategy
Backward Look 2014/15
Verbal update on the Kidderminster Town Centre Market Provision Review Panel

24th Recommendations from the Kidderminster Town Centre Market Provision Review Panel

November 2015

“How are we doing?” Q2 update (Business and People)
Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Report 2015/16
Review of Council Tax Reduction Scheme

December 2015

Planning Obligations Supplementary Planning Document (SPD)
Local Plan Revision - Issues and Options Consultation Responses
Annual Crime & Disorder Review

January 2016

Treasury Management Service Strategy 2016/17

February 2016

“How are we doing?” Q3 update (Place)

June 2016

“How are we doing?” Q4 update (Housing and Planning)