



FORWARD PLAN OF KEY DECISIONS

DECEMBER 2008 TO MARCH 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 December 2008 to 31 March 2009. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

Further details of each Key Decision are appended to the Forward Plan. To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. The Forward Plan is updated and published on the Council's website on a monthly basis.

CABINET MEMBERSHIP

Councillor R. Hollingworth	Leader and Portfolio Holder for Youth and Leisure
Councillor Mrs. J. M. L. A. Griffiths	Deputy Leader and Portfolio Holder for Street Scene including Clean, Safe and Tidy Streets, Car Parks and Community Safety
Councillor Dr. D. W. P. Booth	Portfolio Holder for Major Projects including the Paperless Office and project management of Longbridge, the Town Centre, Spatial Project and the transfer of the Dolphin Centre
Councillor G. N. Denaro	Portfolio Holder for Finance including Internal Audit and Revenues and Benefits
Councillor Mrs. J. Dyer M.B.E.	Portfolio Holder for Planning Policy and Transportation
Councillor Mrs. M. A. Sherrey	Portfolio Holder for Waste Management and Recycling
Councillor R. D. Smith	Portfolio Holder for Legal, Equalities and Democratic Services, Human Resources and Older People
Councillor M. J. A. Webb	Portfolio Holder for the Customer Service Centre, Revenue Generation, Special Events, Performance Indicators and the Improvement Plan
Councillor P. J. Whittaker	Portfolio Holder for Housing, Environmental Health and Climate Change

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to The Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: k.firth@bromsgrove.gov.uk

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 3 Dec 2008		Street Cleansing Policy	Key	Councillors Mrs. J. M. L. A. Griffiths & Mrs. M. A. Sherrey	
2	Cabinet 3 Dec 2008	Cabinet 1 Oct 2008	Worcestershire Telecare Strategy	Key	Councillor P. J. Whittaker	Initially delayed by officers and then delayed by Cabinet Members for further information
3	Cabinet 3 Dec 2008		Bromsgrove Local Strategic Partnership Board Minutes (2 October 2008)	Non-Key	Councillor R. Hollingworth	
4	Cabinet 3 Dec 2008		Capital Programme and associated funding requirement 2009/10 – 2011/12 plus the draft Revenue Base Budget and financial impact of the Council's Priorities	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
5	Cabinet 3 Dec 2008		Council Tax Base Calculation 2009/10	Non-Key	Councillor G. N. Denaro	
6	Cabinet 3 Dec 2008		Financial and Performance Monitoring Report – Quarter 2 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
7	Cabinet 3 Dec 2008	Cabinet 1 Oct 2008	Future Management of the Leisure Centres (<i>this report will include exempt information and be considered in private session</i>)	Key & Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council on changes to the Capital Programme. Other matters will be dealt with as delegated decisions

8	Cabinet 3 Dec 2008		Improvement Plan Exception Report – September 2008	Non-Key	Councillor M. J. A. Webb	
9	Cabinet 3 Dec 2008		Regional Spatial Strategy Phase 2	Non-Key*	Councillor Mrs. J. Dyer M. B. E.	* Cabinet will make recommendations to an extraordinary full Council meeting on the same date
10	Cabinet 3 Dec 2008		Unreasonable and Persistent Complainants Policy	Non-Key	Councillor M. J. A. Webb	
11	LDF Working Party December 2008	LDF Working Party Oct 2008	Bromsgrove Town Centre Issues and Options – Outcome of Consultation on Area Action Plan	Key	Councillor Dr. D. W. P. Booth	Delayed as work on the Core Strategy has taken priority
12	Cabinet 7 January 2009		Bromsgrove Museum – report back on the costs and implications of Options 1 and 5	Key & Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council as appropriate
13	Cabinet 7 January 2009	Cabinet 5 Nov 2008	Countywide Air Quality Strategy	Key	Councillor P. J. Whittaker	Delayed as yet to be ratified by the County
14	Cabinet 7 January 2009	Cabinet 3 Dec 2008	Houndsfield Lane Caravan Site	Key	Councillor P. J. Whittaker	Delayed as sufficiently detailed proposals not yet received from the two organisations with whom negotiations have been instigated in relation to the possible transfer of the site
15	Cabinet 7 January 2009		Abandoned Vehicles – Delegation of authority to Head of Street Scene and Community to enter into agency agreement with County	Non-Key	Councillor Mrs. J. M. L. A. Griffiths	

16	Cabinet 7 January 2009		Countywide Scrutiny Report on Flooding	Non-Key	Councillors Mrs J. M. L. A. Griffiths & P. J. Whittaker	
17	Cabinet 7 January 2009	Cabinet 4 June 2008	E-Government Strategy	Non-Key	Councillor Dr. D. W. P. Booth	Delayed as the work on the Hub shared Service has taken priority
18	Cabinet 7 January 2009		Improvement Plan Exception Report – October 2008	Non-Key	Councillor M. J. A. Webb	
19	Cabinet 7 January 2009		Medium Term Financial Plan 2009/10 – 2011/12	Non-Key*	Councillor G. N. Denaro+	* Cabinet will make recommendations to the full Council
20	Cabinet 7 January 2009		Programme of Council and Committee Meetings 2009/10	Non-Key*	Councillor R. D. Smith	* Cabinet will make recommendations to the full Council
21	Cabinet 7 January 2009		Scrutiny Report on Refuse and Recycling Value for Money	Non-Key	Councillor Mrs. M. A. Sherrey	
22	Cabinet 4 February 2009	Cabinet 5 Nov 2008	Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. Hollingworth	Final PPG17 report delayed by external consultants and discussions taking place with Sports England to ensure it meets our needs
23	Cabinet 4 February 2009	Cabinet 5 Nov 2008	Sports Hub Provision	Key	Councillor R. Hollingworth	Delayed due to the delay in the PPG17 report
24	Cabinet 4 February 2009	Cabinet 3 Dec 2008	Business Continuity Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	Delayed for further consideration by officers
25	Cabinet 4 February 2009		Council Plan 2009/12 Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council

26	Cabinet 4 February 2009		Customer First and Access Strategy Review	Non-Key	Councillor M. J. A. Webb	
27	Cabinet 4 February 2009		Improvement Plan Exception Report – November 2008	Non-Key	Councillor M. J. A. Webb	
28	Cabinet 4 February 2009		Bromsgrove Local Strategic Partnership Board Minutes (4 December 2008)	Non-Key	Councillor R. Hollingworth	
29	Cabinet 4 February 2009		Place Survey Results	Non-Key	Councillor M. J. A. Webb	
30	Cabinet 4 February 2009		Scrutiny Report on Anti-Social Behaviour and Alcohol Free Zones	Non-Key	Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker	
31	Cabinet 4 March 2009		Capital Strategy 2009/2012	Non-Key*		* Cabinet will make recommendations to the full Council
32	Cabinet 4 March 2009		Council Plan 2009/2012 – Part 2	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
33	Cabinet 4 March 2009		Financial and Performance Monitoring Report – Quarter 3 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
34	Cabinet 4 March 2009		Fixed Penalty Notices	Non-Key*	Councillor Mrs. J. M. L. A. Griffiths	* Cabinet will make recommendations to the full Council
35	Cabinet 4 March 2009		Improvement Plan Exception Report – December 2008	Non-Key	Councillor M. J. A. Webb	
36	Cabinet 4 March 2009		Performance Management Strategy Review	Non-Key	Councillor M. J. A. Webb	
37	Cabinet 4 March		Treasury Management Strategy and Investment Strategy 2009/10 to 20011/12	Non-Key	Councillor G. N. Denaro	

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Mrs J M L A Griffiths & Cllr Mrs M. A. Sherrey</p>	<p>ITEM</p> <p>STREET CLEANSING POLICY</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Michael Bell</p>	<p>SUMMARY</p> <p>Document outlines the elements undertaken by the Street Cleansing team and will act as a guidance document for staff and residents.</p> <p>Street Cleansing is an important function and therefore require robust procedures within which to operate.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
n/a	n/a	n/a

DECISION TO BE MADE IN PARTNERSHIP WITH
n/a

Item No.2

KEY DECISION

Proposed to be made by
the Cabinet on
3 December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Peter Whittaker / Cllr Mrs June Griffiths</p>	<p>ITEM</p> <p>WORCESTERSHIRE TELECARE STRATEGY</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of The Strategic Housing Manager – in consultation with Phil Street / John Godwin and Graham JRock.</p> <p>REPORT AUTHOR</p>	<p>SUMMARY</p> <p>The report brings forward for members information and consideration the Worcestershire Telecare Strategy and asks Members for their approval and adoption of the Strategy.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The Countywide Strategy seeks partnership support to help the implementation of County Council funded assistive technology and equipment to enable older people to live independently in their own homes across Worcestershire.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders N/A	N/A	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH Other District Councils, County Council

KEY DECISION

Proposed to be made by
the Local Development Framework Working Party in
December 2008

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Dr. D. W. P. Booth</p>	<p>ITEM</p> <p>BROMSGROVE TOWN CENTRE ISSUES AND OPTIONS</p>	<p>WARDS AFFECTED</p> <p>St Johns Ward will be directly affected, but there will be a wider impact across the entire district</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Executive Director – Partnerships and Projects</p> <p>REPORT AUTHOR</p> <p>Phil Street</p> <p>01527 881202</p>	<p>SUMMARY</p> <p>The redevelopment of the town centre is a corporate objective and it will be achieved through specific developments within the town centre. However, it is necessary for the Council to produce an Area Action Plan (AAP) that will provide a vision for the town centre, a context for its development and describe the various areas to be developed and what is being proposed within the town centre. The process of preparing an AAP requires thorough and on going consultation with the community and stakeholders. The first stage of an AAP is evidence gathering and the second stage is the preparation and delivery of a consultation process that puts forward a number of options for the redevelopment of the town centre. Consultees are asked for which of the options they prefer and based on the responses a preferred option is devised. The consultation process provides an evidence trail for seeking approval for the AAP.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant in terms of its effects on communities living or working in an area comprising two or more wards in the district</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="221 156 421 188">Stakeholders</p> <p data-bbox="221 228 685 371">There will be wide range of consultees including statutory partners, key stakeholders in the town centre and local people</p>	<p data-bbox="707 156 1503 336">A number of approaches will be taken to consultation. This will include the production of an issues and options report, an accompanying questionnaire, a stall at the farmers market and direct invitations to comment to statutory partners and key stakeholders.</p>	<p data-bbox="1536 148 2040 248">Consultation on issues and options will commence on 30th June and last for eight weeks.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

Decisions will be made in partnership with the County Council, the police, fire and rescue service and representatives of the community.

KEY DECISION

Proposed to be made by
the Cabinet on
7 January 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Peter Whittaker</p>	<p>ITEM</p> <p>COUNTYWIDE AIR QUALITY STRATEGY</p>	<p>WARDS AFFECTED</p> <p>District Wide</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Team Leader (Pollution & General)</p> <p>REPORT AUTHOR</p> <p>Robin Goundry Team Leader (Pollution & General) 01527 881435</p>	<p>SUMMARY</p> <p>The Local Authorities of Worcestershire and Herefordshire Council, whilst fulfilling their statutory responsibilities and obligations to identify air quality hot spots, have recognised a need to develop a more holistic and unified approach to managing local air quality across the two Counties. Herefordshire and Worcestershire County Pollution Group in 2007 initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy (AQS). The improvement of air quality requires input from a wide range of planning and other professions. Therefore this AQS identifies broad actions, particularly for communication and co-operation within and between local authorities and wider bodies and the community.</p> <p>The key advantages of developing and implementing an AQS at County-wide level can be summarised as follows:</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This has affects and implications District wide by its nature.</p>

- It provides greater consistency across a range of policy areas for the achievement of improved local air quality, including local planning, transport planning, health, industry, housing and environmental protection, and ensures air quality is addressed in a multi-disciplinary way within the different departments of a local authority and across Herefordshire and Worcestershire;
- It provides the framework for a consistent approach to addressing local air quality considerations in development control processes;
- It is a vehicle for developing a coherent air quality policy across Herefordshire and Worcestershire for local planning processes;
- It provides a link to wider initiatives across both the one and two-tier authorities (for example Local Transport Plans, Climate Change programmes, Community Plans and energy efficiency programmes), and
- It provides the platform for local air quality considerations in future rounds of Local Transport Plans.

The cost of the project has been co - funded by the authorities. It will be launched in autumn 2008.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="210 172 427 210">Stakeholders</p> <p data-bbox="210 248 488 287">District Councillors</p> <p data-bbox="210 325 595 363">Adjacent District Councils</p> <p data-bbox="210 402 665 440">Worcestershire County Council</p>	<p data-bbox="707 172 1003 226">Distribution by email</p>	<p data-bbox="1536 172 1957 236">Non Statutory – ongoing until September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

District Councils, Worcestershire County Council.

Item No. 14

KEY DECISION

Proposed to be made by
the Cabinet on
7 January 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Peter Whittaker</p>	<p>ITEM</p> <p>GYPSY AND TRAVELLER SITE PROVISION AND REVIEW OF HOUNDSFIELD LANE CARAVAN SITE</p>	<p>WARDS AFFECTED</p> <p>Whole District Plus Hollywood and Majors Green</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning and Environment</p> <p>REPORT AUTHOR</p> <p>A.M. Coel Strategic Housing Manager 01527 881270</p>	<p>SUMMARY</p> <p>Following on from the report made to Cabinet in June 2008, this report will provide members with an update upon the consultation with site residents and upon the progress and negotiations undertaken in pursuance of the two favoured options regarding the future management, ownership and improvement of the site</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Recommendations of a recent Gypsy and Traveller Accommodation Assessment relate to provision in the whole district.</p> <p>Provision of site facilities at Houndsfield Lane Site affect the Hollywood and Majors Green Ward.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="212 316 427 352">Stakeholders</p> <p data-bbox="212 392 674 571">With site residents to assess preferences for improvement to individual pitch and amenity block facilities and the future use of the Transit site.</p>	<p data-bbox="707 363 1514 438">Personal consultation visits to all Houndsfield Lane Site residents by Strategic Housing Officers.</p>	<p data-bbox="1525 363 1771 400">September 2008</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
<p data-bbox="212 788 280 825">N/A</p>

KEY DECISION

Proposed to be made by the Cabinet on
4 February 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Roger Hollingworth</p>	<p>ITEM</p> <p>PREFERRED PLANNING GUIDANCE 17 (PPG17) – OUT TURN REPORT</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Street Scene & Community</p> <p>REPORT AUTHOR</p> <p>John Godwin Deputy Head of Street Scene & Community 01257 881730 j.godwin@bromsgrove.gov.uk</p>	<p>SUMMARY</p> <p>The report is to update members on the out turn of the recent PPG17 review of the district and to advise members of the key items contained with in it in relation to service delivery and future budget requirements.</p> <p>The report will also be used as a basis for the recommendation to cabinet on the current level and future requirements of the Councils Park, Open Space, Play Areas & Pitches provision and Inc potential areas for redevelopment, removal and/or disposal.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report will result in:</p> <ul style="list-style-type: none"> • The Council incurring additional expenditure in excess of £50,000. <p>Further more it may result :</p> <ul style="list-style-type: none"> • In the disposal of a Council asset with a value over £50,000 • In the identification of a proposal to cease the delivery of a service.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="219 180 421 212">Stakeholders</p> <p data-bbox="219 252 472 395">Elected members SMT & CMT Planning Officers Parks Officers</p>	<p data-bbox="712 180 1451 284">The PPG 17 out turn report the is final stage of an in depth consultation process that will be closed by the time the report is written.</p> <p data-bbox="712 323 1272 355">Consultation has been undertaken with:</p> <p data-bbox="712 403 1272 691">Elected members District & County Council Officers Parish Council Residents Inc Children & Young People User Groups WCC Officers Sport England Community Sports Network (BECAN)</p>	<p data-bbox="1541 164 1597 196">N/A</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by the Cabinet on
4 February 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Roger Hollingworth</p>	<p>ITEM</p> <p>SPORTS HUB PROVISION</p>	<p>WARDS AFFECTED</p> <p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Street Scene & Community</p> <p>REPORT AUTHOR</p> <p>John Godwin Deputy Head of Street Scene & Community 01257 881730 j.godwin@bromsgrove.gov.uk</p>	<p>SUMMARY</p> <p>The report is to update members on the out turn of the recent PPG17 review of the district and to advise members of the key items contained with in it in relation to the future need of play pitches with in the District.</p> <p>The report will also be used as a basis for the recommendation to cabinet on the proposed use of the Capital funding allocated this year for the provision of Sports Hubs and potential partnership funding in the delivery of these schemes.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report will result in:</p> <ul style="list-style-type: none"> • The Council incurring additional expenditure in excess of £50,000. • A significant effect on communities living or working in an area comprising of two or more wards in the district.

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p data-bbox="219 180 421 212">Stakeholders</p> <p data-bbox="219 252 629 435">Elected members SMT & CMT Planning Officers Sports development Officers Parks Officers</p>	<p data-bbox="712 180 1462 284">The PPG 17 out turn report is the final stage of an in depth consultation process that will be closed by the time the report is written.</p> <p data-bbox="712 323 1272 355">Consultation has been undertaken with:</p> <p data-bbox="712 403 1272 691">Elected members District & County Council Officers Parish Council Residents Inc Children & Young People User Groups WCC Officers Sport England Community Sports Network (BECAN)</p>	<p data-bbox="1541 164 1597 196">N/A</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A