



FORWARD PLAN OF KEY DECISIONS

29 APRIL 2009 TO 31 AUGUST 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 29 April 2009 to 31 August 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 29 April 2009		Commissioning of a Countywide Home Improvement Agency and roll out of the Kick Start Equity Release Scheme for Home Improvements	Key	Councillor P. J. Whittaker	
2	Cabinet 29 April 2009		Private Sector Housing Strategy Review	Key	Councillor P. J. Whittaker	
3	Cabinet 29 April 2009	Cabinet 3 Dec 2008	Business Continuity Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	Delayed for further consideration by officers
4	Cabinet 29 April 2009		Government Connect – Code of Connection	Non-Key	Councillor Dr. D. W. P. Booth	
5	Cabinet 29 April 2009		Improvement Plan Exception Report – February 2009	Non-Key	Councillor M. J. A. Webb	
6	Cabinet 29 April 2009		Policy on earmarked reserves and provisions	Non-Key	Councillor G. N. Denaro	
7	Cabinet 3 June 2009		Civil Parking Enforcement and ANPR	Key	Councillor Mrs. J. M. L. A. Griffiths	
8	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Preferred Planning Guidance (PPG)17 - Outturn	Key	Councillor R. Hollingworth	Final PPG17 report delayed by external consultants. Further delay from late April to June 09 to allow Overview Board to consider

9	Cabinet 3 June 2009	Cabinet 5 Nov 2008	Sports Hub Provision	Key	Councillor R. Hollingworth	Delayed due to the delay in the PPG17 report
10	Cabinet 3 June 2009	Cabinet 1 April 2009	Joint Waste Management Strategy	Key	Councillor Mrs. M. A. Sherrey	Delayed for further consideration at a joint informal meeting with representatives of Redditch BC
11	Cabinet 3 June 2009		Alternative System for Managing Excess Charge Notice System	Non-Key	Councillor G. N. Denaro	
12	Cabinet 3 June 2009		CPA - Final Report from the Audit Commission	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
13	Cabinet 3 June 2009	Cabinet 4 March 2009	Customer First and Access Strategy Review	Non-Key	Councillor M. J. A. Webb	Delayed due to staffing situation within Assistant Chief Executive's team
14	Cabinet 3 June 2009	Cabinet 4 March 2009	Economic Strategy and Priorities	Non-Key	Councillor R. Hollingworth	Delayed as needed to take further advice in light of discussions regarding Economic Development in North Worcestershire
15	Cabinet 3 June 2009		Financial and Performance Monitoring Report – Quarter 4 2008/09	Non-Key	Councillors G. N. Denaro & M. J. A. Webb	
16	Cabinet 3 June 2009		Improvement Plan Exception Report – March 2009	Non-Key	Councillor M. J. A. Webb	
17	Cabinet 3 June 2009		Health & Safety Roles and Responsibilities for Elected Members	Non-Key	Councillor R. D. Smith	

18	Cabinet 3 June 2009	Cabinet 4 February 2009	Place Survey Results	Non-Key	Councillor M. J. A. Webb	Delayed as awaiting results from external company
19	Cabinet 24 June 2009 Special Meeting		Council Annual Report 2008/09	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
20	Cabinet 24 June 2009 Special Meeting		Statement of Accounts 2008/09	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
21	Cabinet 1 July 2009		CCTV /Lifeline Shared Service	Non-Key*	Councillor Mrs. J. M. L. A. Griffiths	* Cabinet will make recommendations to the full Council
22	Cabinet 1 July 2009		Change of Waste Collection from Council House to maximise Recycling (option to share service with Redditch BC)	Non-Key* ?	Councillor Mrs. M. A. Sherrey	* Cabinet will make recommendations to the full Council
23	Cabinet 1 July 2009		Improvement Plan 2009/10	Non-Key*	Councillor M. J. A. Webb	* Cabinet will make recommendations to the full Council
24	Cabinet 1 July 2009		Improvement Plan Exception Report – Ap ril 2009	Non-Key	Councillor M. J. A. Webb	

25	Cabinet 1 July 2009	Cabinet 1 April 2009	Modern.Gov (Paperless Project) – The Way Forward and Access to Exempt Information	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council. Delayed due to Leader's request for detailed impact assessment of the paperless proposals so the Cabinet can consider the recommendations in this context. Also a small officer group meeting to determine the generally accepted process within other authorities for restricting access to exempt information
26	Cabinet 1 July 2009		Travel Plan	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
27	Cabinet 29 July 2009 (TBC)		Strategic Business Case for Joint Working/Shared Services (Serco Consulting report)	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council.
28	Cabinet 29 July 2009		New Governance Arrangements (subject to new Regulations and Guidance)	Non-Key*	Councillor R. D. Smith	* Cabinet will make recommendations to the full Council
29	Cabinet 29 July 2009		Improvement Plan Exception Report – May 2009	Non-Key	Councillor M. J. A. Webb	

NOTE: There will be no Cabinet meetings in May or August 2009

KEY DECISION

Proposed to be made by
the Cabinet on
29 April 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Peter Whittaker</p>	<p>ITEM</p> <p>Commissioning of a Countywide Home Improvement Agency and the rollout of the Kick Start Equity Release scheme for home improvements to Worcestershire.</p>	<p>WARDS AFFECTED</p> <p>All</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>Strategic Housing Manager</p>	<p>SUMMARY</p> <p>The report brings forward for approval a proposal to commission a Countywide Home Improvement Agency for all of Worcestershire.</p> <p>HIAs (also known as Care and Repair Agencies) primarily help homeowners and private sector residents, who are older and disabled, to remain in their own home, living independently in safety and comfort.</p> <p>A Countywide multi agency re commissioning of older people’s housing advice and adaptation services is to be carried out to provide a single provider countywide service that will that will better meet strategic, operational and best value principles and most importantly, deliver better services and options to older and vulnerable people in Worcestershire.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>More than one ward.</p>

	<p>Incorporated within the service will be the roll out of the Kick Start Equity Release Scheme providing an alternative and supplementary service to the use of discretionary local authority grants to owner occupiers and private tenants for private housing renewal.</p>	
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CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>District Councils County Council Adult and Community Services and Supporting People PCT</p>	<p>Multi Agency Commissioning Group.</p>	

<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>Other District Councils and Supporting People.</p>

KEY DECISION

Proposed to be made by
the Cabinet on
29 April 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Peter Whittaker</p>	<p>ITEM</p> <p>PRIVATE SECTOR HOUSING STRATEGY AND REVIEW OF ASSISTANCE AND ENFORCEMENT POLICY.</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning & Environment</p> <p>REPORT AUTHOR</p> <p>A.M. Coel – Strategic Housing Manager</p>	<p>SUMMARY</p> <p>The current Private Sector Housing Strategy for this authority forms a significant part of the Council's Housing Strategy Document 2006 – 2011.</p> <p>The re inspection of Strategic Housing Services by the Audit Commission in 2008 recommended that an overarching strategy be developed to guide all housing activities in the private sector.</p> <p>Consultation with stakeholders commenced in November 2008 and a draft private sector housing strategy and accompanying policy relating to how the Council offers assistance to private sector home occupiers and how it enforces housing standards is being formulated.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant affect upon all wards.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders</p> <p>PCT BDHT & partner RSL's Supporting People Social Services Occupational Therapy Service Age Concern Service users Private landlords Private Tenants Members</p>	<p>Two stakeholder consultation events were held on the 26th November 2008.</p> <p>A draft strategy and policy document will be circulated to all stakeholders for comment prior to referral to Cabinet for approval.</p>	<p>February / March 2009</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Cabinet on
3 June 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Councillor Mrs. J. M. L. A. Griffiths</p>	<p>ITEM</p> <p>Civil Parking Enforcement and ANPR</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION MAKER</p> <p>Report of the Head of Street Scene and Community</p> <p>REPORT AUTHOR</p> <p>Steve Martin</p>	<p>SUMMARY</p> <p>During 2008 members agreed in principle to the introduction of Civil Parking enforcement but requested a further report detailing the business case and project plan for doing so.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Report has the potential to affect all Wards within the Councils area.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Town centre businesses. Town centre users.	Not yet agreed.	Not yet agreed.

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Highways Authority.

KEY DECISION

Proposed to be made by the Cabinet on
3 June 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="707 180 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="707 323 1272 355">Consultation has been undertaken with:</p> <p data-bbox="707 403 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="1536 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
3 June 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

KEY DECISION

Proposed to be made by
the Cabinet on
3 June 2009

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr M Sherrey</p>	<p>ITEM</p> <p>REFRESH OF WASTE MANAGEMENT STRATEGY DOCUMENT</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>All County and District Councils are required to produce a long term Waste Management Strategy and review it every 5 years. This is the first review of the existing strategy that has been in place since 2004. The document sets out the long term aims of the waste partnership and how it will achieve its statutory targets over the next 25 years.</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
Consultation will be carried out with statutory consultees over a period of several months.	Direct access to statutory consultees.	

DECISION TO BE MADE IN PARTNERSHIP WITH

County Council as Waste Disposal Authority and the other district Councils with Worcestershire and Herefordshire.