

## FORWARD PLAN OF KEY DECISIONS

1 OCTOBER 2009 TO 31 JANUARY 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 October 2009 to 31 January 2010. **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  
Councillor G. N. Denaro

Councillor Dr. D. W. P. Booth  
Councillor J. T. Duddy

Councillor Mrs. J. Dyer M.B.E.  
Councillor Mrs. M. A. Sherrey  
Councillor R. D. Smith  
Councillor M. J. A. Webb  
Councillor P. J. Whittaker

Leader of the Council and Portfolio Holder for the Improvement Plan  
Deputy Leader and Portfolio Holder for Resources (including Financial Services, Legal, Equalities & Democratic Services, Human Resources and ICT)  
Portfolio Holder for Street Scene and Project Management of the Town Centre  
Portfolio Holder for Economic Development, Retail Regeneration and Revenue Generation (including Car Parking)  
Portfolio Holder for Planning and Transport  
Portfolio Holder for Vulnerable and Older People (including Lifeline)  
Portfolio Holder for Youth, Sports, Recreation and Culture  
Portfolio Holder for Community and Customer Engagement and Community Safety  
Portfolio Holder for Strategic Housing, Environment 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](mailto: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 7 October 2009	<b>Cabinet 29 July 2009</b>	Transfer of Bromsgrove Museum	<b>Key/ Non-Key*</b>	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on any matters not within its delegated powers. Delayed for further consideration
2	Cabinet 7 October 2009		Being Different Together Project (to combat inequalities in access and opportunity for people living and working in Worcestershire)	Non-Key	Councillor G. N. Denaro	
3	Cabinet 7 October 2009		Budget Process Timetable	Non-Key	Councillor G. N. Denaro	
4	Cabinet 7 October 2009		Diversity Peer Challenge (proposed actions to address recommended areas for improvement)	Non-Key	Councillor G. N. Denaro	
5	Cabinet 7 October 2009		Improvement Plan Exception Report – August 2009	Non-Key	Councillor R. Hollingworth	
6	Cabinet 7 October 2009		Information Management Strategy	Non-Key	Councillor G. N. Denaro	
7	Cabinet 7 October 2009		Performance Monitoring - August 2009	Non-Key	Councillor R. Hollingworth	
8	Cabinet 7 October 2009		Summary Report on Green Waste Charging (to assess change in service provision from March 2009 when charge introduced) – Verbal Update	Non-Key	Councillor Dr. D. W. P. Booth	

9	Cabinet 4 November 2009		Community Strategy Annual Report 2008-09	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
10	Cabinet 4 November 2009		Joint Chief Executive Appraisal Process	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
11	Cabinet 4 November 2009		Sustainable Community Strategy 2010- 2013	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
12	Cabinet 4 November 2009		Choice-Based Lettings Scheme - Update	<b>Key</b>	Councillor P. J. Whittaker	
13	Cabinet 4 November 2009		Community Engagement Strategy Review	Non-Key	Councillor M. J. A. Webb	
14	Cabinet 4 November 2009	<b>Cabinet 29 July 2009</b>	Local Neighbourhood Partnerships - Terms of Reference and Business Case	<b>Key</b>	Councillor M. J. A. Webb	Deferred by officers and Members for further consideration
15	Cabinet 4 November 2009	<b>Cabinet 29 July 2009</b>	Review of Assets Sherwood Road, Aston Fields Industrial Estate <i>(these will be two separate reports which will contain exempt information and be considered in private session)</i>	<b>Key</b>	Councillor G. N. Denaro	One report was deferred for further consideration by officers whilst one report has been brought forward as both need to be considered together
16	Cabinet 4 November 2009	<b>Cabinet 7 October 2009</b>	Waste Management Strategy (outcome of consultation)	<b>Key</b>	Councillor Mrs. M. A. Sherrey	Deferred by officers pending full consultation outcome

17	Cabinet 4 November 2009		Communications Strategy Review	Non-Key	Councillor R. Hollingworth	
18	Cabinet 4 November 2009	<b>Cabinet 4 March 2009</b>	Economic Strategy and Priorities	Non-Key	Councillor J. T. Duddy	Delayed as needed to take further advice in light of discussions regarding Economic Development in North Worcestershire
19	Cabinet 4 November 2009		Improvement Plan Exception Report – September 2009	Non-Key	Councillor R. Hollingworth	
20	Cabinet 4 November 2009		Green Waste and Recycling Collections – Options for Shared Service with Redditch BC	Non-Key	Councillor Dr. D. W. P. Booth	
21	Cabinet 4 November 2009		Operation of Recycling Bank System	Non-Key	Councillor Dr. D. W. Booth	
22	Cabinet 4 November 2009		Performance Monitoring – September 2009	Non-Key	Councillor R. Hollingworth	
23	Cabinet 4 November 2009		Statement of Gambling Principles 2010 - 2013	Non-Key*		* Cabinet will make recommendations to the full Council
24	Cabinet 4 November 2009		Worcestershire Enhanced Two Tier (WETT) Programme – Business Case for Regulatory Services	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council

25	Cabinet 2 December 2009		Arts and Events Strategy 2010/11 to 2013/14	<b>Key</b>	Councillor R. D. Smith	
26	Cabinet 2 December 2009		Officer Code of Conduct	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
27	Cabinet 2 December 2009		Council Tax Base Calculation 2010/11	Non-Key	Councillor G. N. Denaro	
28	Cabinet 2 December 2009		Medium Term Financial Plan including Fees & Charges – to review the position of the MTFP (Revenue Base Budget)	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
29	Cabinet 2 December 2009		Corporate Safeguarding Policy (Children and Vulnerable Adults)	Non-Key	Councillor Mrs. M. A. Sherrey	
30	Cabinet 2 December 2009		Financial and Performance Monitoring – Quarter 2 2009/10	Non-Key	Councillors R. Hollingworth & G. N. Denaro	
31	Cabinet 2 December 2009		Improvement Plan Exception Report – October 2009	Non-Key	Councillor R. Hollingworth	
32	Cabinet 2 December 2009		Performance Monitoring – October 2009	Non-Key	Councillor R. Hollingworth	
33	Cabinet 6 January 2010		Medium Term Financial Plan 2010/11 – 2012/13	Non-Key*		* Cabinet will make recommendations to the full Council

34	Cabinet 6 January 2010		Programme of Council and Committee Meetings 2010/11	Non-Key*		* Cabinet will make recommendations to the full Council
35	Cabinet 6 January 2010		Improvement Plan Exception Report – November 2009	Non-Key	Councillor R. Hollingworth	
36	Cabinet 6 January 2010		Performance Monitoring – November 2009	Non-Key	Councillor R. Hollingworth	
37	Cabinet 6 January 2010		Predicted Outturn for Corporate Indicators	Non-Key	Councillor R. Hollingworth	
38	Cabinet 6 January 2010		Scrutiny Board Report on Hot Food Takeaways	Non-Key	Councillor Mrs. J. Dyer	

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**4 November 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Cllr Peter Whittaker</p>	<p><b>ITEM</b> HOME CHOICE PLUS, CHOICE BASED LETTINGS SCHEME UPDATE</p>	<p><b>WARDS AFFECTED</b> All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Manager of Strategy Housing</p> <p><b>REPORT AUTHOR</b> Amanda Glennie, Strategic Housing 01527 881269</p>	<p><b>SUMMARY</b> The Home Choice Plus, choice based lettings scheme was introduced on the 7<sup>th</sup> October 2008. The web based service offers an open and transparent method of allocation social housing across the District.</p> <p>The aim of this report is to provide an annual update on the success of the initiative from both a local authority and service user perspective and consider the implementation of further enhancements to the scheme.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b> A significant time period has elapsed in order for us to carry out a review of the schemes success. Home choice plus affects residents across the District who are in housing need.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<b>Applicants who are registered on Home Choice Plus and those who are in high housing need but have not placed any bids.</b>	<b>A satisfaction survey will inform the report.</b>	<b>Sept 2009</b>

**DECISION TO BE MADE IN PARTNERSHIP WITH**  
Bromsgrove District Housing Trust

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**4 November 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor M. J. A. Webb</p>	<p><b>ITEM</b></p> <p>LOCAL NEIGHBOURHOOD PARTNERSHIPS - TERMS OF REFERENCE AND BUSINESS CASE</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Assistant Chief Executive</p> <p><b>REPORT AUTHOR</b></p> <p>Hugh Bennett Assistant Chief Executive 01527 881430</p>	<p><b>SUMMARY</b></p> <p>The report will set out the terms of reference and business case relating to Local Neighbourhood Partnerships.</p> <p>The report will outline a number of options for the Cabinet to consider relating to how we can engage the community and empower Members through use of delegated budgets.</p> <p>At this stage, the Cabinet will be requested to approve, in principle only, one of the options put forward. It will then be fed into the Medium Term Financial Planning process.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant effect on more than one Ward.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p><b>Stakeholders</b>  District Councillors  County Councillors  Parish Councillors</p>	<p>A Stakeholder event has already been held and all District, County and Parish Councillors were invited to attend.</p> <p>A specific event for the two new Local Neighbourhood Partnerships, due to be set up shortly for Charford and Hagley and Rural, was also held in December 2008.</p>	<p>Already taken place.</p>

<b>DECISION TO BE MADE IN PARTNERSHIP WITH</b>
<p>N/A</p>

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**4 November 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Mrs M. A. Sherrey JP</p>	<p><b>ITEM</b></p> <p>WASTE MANAGEMENT STRATEGY</p>	<p><b>WARDS AFFECTED</b></p> <p>All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of Head of Street Scene and Community</p> <p><b>REPORT AUTHOR</b></p> <p>Michael Bell</p>	<p><b>SUMMARY</b></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 document 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. This report will be a follow-up to a previous report on the Strategy considered by the Cabinet on 1 July 2009 and will take into account the outcome of the consultation process undertaken</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></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>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
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.

**KEY DECISION**

Proposed to be made by the Cabinet  
on 2 December 2009

<b>LEAD MEMBER/PORTFOLIO HOLDER</b>	<b>ITEM</b>	<b>WARDS AFFECTED</b>
Cllr Roger Smith	Arts and Events Strategy 2010 – 2013	All Wards
<b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b>	<b>SUMMARY</b>	<b>REASONS FOR BEING ON THE FORWARD PLAN</b>
<p>Report of the Deputy Head of Street Scene and Community</p> <p><b>REPORT AUTHOR –</b> Huw Moseley Arts Development and Special Events Officer 01527 881381</p>	<p>The Arts and Events Strategy will outline the future delivery of Arts and Events through out the District, defining partnerships, identifying future priority areas for both investment and development, and will be supported by a comprehensive action plan detailing key future projects and areas of delivery. The Arts and Events strategy will include identification of significant partnerships and define key objectives linked to Worcestershire Arts Partnership. The Arts and Events Strategy will be a key document in guiding the districts investment in Arts and Events, and Bromsgrove Arts Alive! Arts Forum will be a key partner in delivering the strategy. Artrix assisting to shape the vision of the residents.</p>	<p>Significant effect on the future delivery of Arts and Events across the district.</p>

<b>CONSULTATION DETAILS</b>		
<b>Stakeholders</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Worcestershire Arts Partnership</p> <p>Bromsgrove Arts Alive – Arts Forum</p> <p>Artrix – Bromsgrove Arts Centre</p> <p>Youth Service, Children’s Services, Worcestershire CC</p> <p>Celebratory Events and Sponsor ship Group</p> <p>Community Safety</p> <p>Arts Practitioners</p> <p>Chair persons of Community Events</p>	<p>Draft document including Action Plan provided for comments to all Stakeholders. Draft document amended accordingly. Format of consultation will be through questionnaires, group meetings and key partner meetings.</p>	<p>1<sup>st</sup> August through to 16<sup>th</sup> October 2009.</p>

<b>DECISIONS TO BE MADE IN PARTNERSHIP WITH</b>
<p>N/A</p>