

# WYCHAVON

Overview & Scrutiny Annual Report 2008-2009



# Introduction

I am pleased to present the 2008/09 Annual Report of Wychavon's Overview and Scrutiny Committee.

This has been another good year for Overview and Scrutiny with a variety of topics examined. The Committee has once again been at the heart of the Council's decision making process, through pre-scrutiny work and also in its role as critical friend to the Executive Board in helping to shape and inform the Council's decision making.

The Committee has played its part in major issues affecting the Council and Wychavon's residents. Evidence of this is the pre-scrutiny and on going scrutiny work carried out by the Committee in relation to the implementation strategy for the new Waste and Recycling Collection Service.

The Committee has continued to strengthen its relationship with the Executive Board as well as continuing to be a forum for debate of matters of local importance and interest.

This is shown by the work carried out by Scrutiny in influencing the decision of the Executive Board to engage with local Droitwich residents, to come to a collective positive agreement regarding registering the land at Blake Avenue as a Town Green.

The standing Scrutiny Teams continue to play an important role for the Council. The Performance and Monitoring Scrutiny refreshed its Terms of Reference this year to take forward its role to review and challenge the Council's efficiency agenda and has now been renamed Audit, Performance and Efficiency Scrutiny Team (APEST).

Looking ahead, this is an exciting but challenging time for Overview and Scrutiny with the potential for increased responsibilities as outlined in the 2008 White Paper Communities in Control: Real people, real power and the subsequent Local Democracy, Economic Development and Construction Bill for dealing with petitions. As well as Councillor Call for Action coming into force in April 2009.

I would like to thank the Vice-Chairman of the Committee, Emma Stokes, and all Committee members for the hard work and enthusiasm shown this year. I would also like to thank all members of the Scrutiny Teams for their dedication and commitment to the topics reviewed and the officers who have supported the scrutiny function. All of these aspects combined have continued to strengthen the role of Overview and Scrutiny and reinforced the

importance placed upon it at Wychavon.



**Councillor Rob Adams**  
*Overview and Scrutiny Committee  
Chairman*



# 1. The Role of Overview and Scrutiny at Wychavon District Council

Overview and Scrutiny is a vital part of the role of the Council and plays an important part in the work done at Wychavon.

Decisions made by the Executive Board are thoroughly scrutinised by the Committee to ensure that the decisions made by the Council continue to provide the best services possible for Wychavon residents.

At each of its meetings the Committee considers the work of the Executive Board and its decisions. The Committee also considers the Executive Board's Forward Plan to highlight any areas the Committee would like to investigate further. The Committee has the opportunity to 'call-in' decisions of the Executive Board or request more information.

The Overview and Scrutiny Committee is also able to undertake 'pre-scrutiny' of items to be considered by the Executive Board to allow the opportunity to feed its

thoughts and recommendations into the decision making process.

This role has continued to develop this year and the Committee welcomes the opportunity to undertake pre-scrutiny where appropriate.

The Overview and Scrutiny Committee can make recommendations to the Council, and external organisations, as a result of the scrutiny carried out.

The Committee can also appoint 'task and finish' groups to focus on specific reviews. These small scrutiny teams undertake research to fully understand the topic it is reviewing.

The Teams will often invite people to attend meetings to provide information on the review topic; this could be members of the public, Wychavon officers, MPs or other external bodies, before making recommendations to the Council, Executive Board or appropriate external organisations. These scrutiny teams also provide a good arena for Members to consider ways to improve existing practices within the Council.

## Members of the Committee for 2008-09 were:



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1. Rob Adams – Chairman

2. Emma Stokes – Vice-Chairman

3. Lynne Duffy

4. Laurie Evans

5. Graham Gopsill

6. Patrick Haycock

7. Martin King

8. Tony Miller

9. Margaret Rowley

10. John Smith

11. Liz Tucker

## There continues to be two permanent Scrutiny Teams supporting the main Committee:

- Audit, Performance and Efficiency Scrutiny Team – this Team reviews the Council's strategic performance, including that of key strategic

partners, how effectively the Council is using its resources and monitors the Council's internal control and risk management arrangements.

- Health Scrutiny Team – this Team provides support for Wychavon's representative on the County Council's Health Overview and Scrutiny Committee and conducts any specific reviews delegated from the County Council.

## 2. The Work of the Overview and Scrutiny Committee 2008-09.

The Committee has examined a number of different internal areas within the Council in 2008/09.

### Call In

The Committee has continued to thoroughly scrutinise the work and decisions of the Executive Board as its role as critical friend. There were two proposals for call in during the year, which were considered by the Committee. However the Committee did not deem it necessary to call in any decision made by the Executive Board in 2008/09.

## **Pre-scrutiny**

The Committee has continued to seize the opportunity to receive information for pre-scrutiny discussions which enables cross party consideration prior to decisions being made. These pre-scrutiny discussions have been on major issues affecting the Council and which impact on the residents of Wychavon.

The Committee called two special meetings in the year to pre-scrutinise the implementation strategy for the new Waste and Recycling service and the Council's Budget proposals for 2009/10.

## **Waste and Recycling**

Following the Council's decision in October 2007 to implement a new Waste and Recycling collection scheme the Committee took the prudent step to pre-scrutinise the Waste and Recycling Implementation Liaison Team's recommendations made to the Executive Board.

This was a very important issue for the Council in terms of delivering a core service in a different way, whilst seeking to maintain the quality of the service.

The Committee discussed the implementation strategy for the new waste and recycling collection service in depth before collating its comments to be put forward to the Executive Board. The Committee's comments, including matters of penalties, household sizes, side waste and exemptions were all taken on board by the Executive as part of its decision making process.



The role of the Committee in this important issue continued when it scrutinised the 1st phase of implementation of the service in the North of the district. The Committee, through its role as critical friend, discussed all areas of concern and drew out lessons from the first phase. The Committee's comments and suggestions were put forward to both the Waste and Recycling Implementation Liaison Team and Executive Board, to help shape the strategy for the 2nd phase of implementation.

## Budget Proposals 2009/10

The Committee also took the opportunity to conduct a pre-scrutiny of the Council's proposed Budget for 2009/10. The Committee felt it important that in these uncertain economic times that the Council's proposed Budget should be scrutinised and discussed to ensure that all possible avenues had been explored before the Executive Board and Council agreed to the proposed savings and budget strategy outlined.

The Committee's comments were presented to the Executive Board and were acknowledged. Through issues raised by the Committee the Executive Board confirmed that certain items on the Council's Capital Programme would be put on hold but would not be deleted from the Council's Capital Programme.

The Committee is pleased to be involved in the pre-scrutiny of important Council issues and is keen to continue this practise it.



## Overview

The Committee has continued to develop its use of Overview this year, drawing on the expertise of officers and outside organisations to provide more information on matters of interest and importance. A number of these topics have come to the table as a direct result of Member interest and suggestion.

This was emphasised when the Committee requested they receive an overview of the progress of PACTs (Police and Communities Together) in Wychavon. This followed up an overview of the initiative when it was first introduced in 2006.

The Committee received a presentation from Officers from West Mercia Police force updating them on the priority issues identified through PACTs and the number of people engaged through the PACT process.

Receiving overviews enables the Committee to expand their knowledge and identify any areas for future work and consideration.

It is important that Overview and Scrutiny is Member-led and the keen involvement of Members in shaping

the work of the Committee has led to a varied and interesting year.

**The Committee received an overview on the following items:**

- Climate Change Action Plan – *Position Statement from Cherrie Mansfield, Strategy and Performance Manager*
- Worcestershire LAA 2008 - 2011 – *Update from Jack Hegarty, Managing Director*
- Review of Shared Services Risks – *Update from Nick Jefferies, Head of Shared Services Revenues and Benefits*
- Review of Capital Programme – *Report from Vic Allison, Deputy Managing Director*
- Post Offices – *Update from Phil Merrick, Head of Community Services*
- The Way Forward – *Report from the Jack Hegarty, Managing Director and Councillor Paul Middlebrough, Leader of the Council*
- Waste and Recycling - Wheeled Bin Collection Service – *Position*

*Statement from Phil Merrick, Head of Community Services and Councillor Mrs*

*Anna Mackison, Portfolio Holder for Environment and Contracted Services*

- Real people, real power – *Report from Sheena Jones, Support Services Manager*
- Member Development – *Position Statement from Sheena Jones, Support Services Manager and Councillor Bob Banks, Portfolio Holder for Resources*
- Joint Flooding Scrutiny Team – *Final Report*
- Capital Projects – *Position Statement from Brian Norfolk, Head of Corporate Projects and Tim Deakin, Development Manager*
- Fly Tipping – *Report from Geoff Carpenter, Environmental Protection Manager*
- Hartlebury Castle – *Update from Councillor Jean Dowty*

The Committee receives regular updates from the standing scrutiny teams at Wychavon to monitor progress and receive an overview of their work undertaken.

The Committee has continued to receive updates from the working groups led by Executive Board

Members. This year the Committee has received updates from the Vale of Evesham Food Panel, the Waste and Recycling Implementation Team, Flood Working Group and the Agriculture and Migrant Workers Policy Development Panel.

This aspect of overview shows the continuing constructive relationship between the Committee and the Executive Board.

### **Public Participation**

The Committee is always keen for members of the public to attend and participate at meetings. The Committee however received no questions from members of the public over the last year and this is an area the Committee will address in year ahead. Having said that, items raised during the year have often been as a result of public interest or concern about a topic. For example, the review of phase 1 of Waste and Recycling and the proposals for Blake Avenue in Droitwich.

The Committee will aim to raise the profile of Overview and Scrutiny in

the public eye encouraging public participation at meetings and suggesting scrutiny topics.

We have a Scrutiny Suggestion Box on the Council's website for members of the public to suggest items for us to examine. We will also be revamping the Scrutiny section of the website in the coming year to make it more accessible.

### **Review of Progress**

An essential part of the Overview and Scrutiny role is to monitor the progress of scrutiny reviews and the recommendations made.

The Committee will in the course of the forthcoming year will receive updates on the recommendations made in the Joint Flooding Scrutiny Team, The Flooding Working Group for this purpose.

The Overview and Scrutiny Committee plays a key role in monitoring the outcomes of recommendations by receiving progress updates.

## Training and Development

Developing Members and the role they play in scrutiny has always been important at Wychavon and this year has been no exception. There have been a number of varied training and conference opportunities open to the Committee this year, ranging from local events hosted by other authorities to national events hosted by the Centre for Public Scrutiny.

The Committee's Away Day in December also provided an opportunity for Members to learn from each other and review the Committee's activity.

### Members attended the following events this year:

- Wychavon – Health Scrutiny – The role of and activities of Worcestershire Primary Care Trust
- London – Business and Enterprise Select Committee followed by a briefing with Peter Luff MP, its chairman and one of our local MP's
- West Midlands Regional Assembly – The Future of Regional Scrutiny

- Centre for Public Scrutiny – Annual Conference
- Joint training with Stratford-on-Avon and Warwickshire District Councils
- Birmingham City Council – Councillor Call for Action
- Redditch Borough Council – Scrutiny of Performance Indicators

Members continue to have the opportunity to learn about matters such as the budget process through the work of the Audit, Performance and Efficiency Scrutiny Team; which opens its meetings to all Members of the Council.



## Summary of Outcomes and Impact

Topic	Outcome	Impact
Pre-scrutiny New Waste and Recycling Services Implementation	Comments presented to the Executive Board.	Comments taken on board.
Flooding Working Group	Comments presented to the Executive Board and recommendation for Committee to monitor actions taken further to the Groups recommendations.	Comments taken on board and item to monitor actions placed on Committee's work programme.
The Way Forward	Comments presented to the Executive Board.  Committee resolved to review the Terms of Reference of both the Health and Performance and Monitoring Scrutiny Team (PMST).	Comments taken on board.  PMST has reviewed it terms of reference and now has a greater role to play in the business of the Council by reviewing and challenging the Council's efficiency programme.
Chapel Street Evesham	Comments and recommendation made to the Executive Board to include an element of long stay car parking in the proposed Chapel Street Car Park.	Comments discussed by the Executive board however no provision for long stay car parking facilities was included.
Waste and Recycling – Overview of 1st phase	Comments presented to both the Waste and Recycling Implementation Liaison Team and the Executive Board.	Comments well received and helped shape the implementation strategy for the 2nd phase of implementation. An update item was added to the Committee's Work Plan.
Application under the Commons Act 2006 to Register Land at Blake Avenue	Comments and recommendations presented to the Executive Board.	Comments well received and recommendations implemented. Overview and Scrutiny facilitated a meeting with key players to seek a constructive way forward.
Budget Proposals 2009/10	Comments presented to the Executive Board.	Comments taken on board and clarification and reassurances given to Members regarding issues identified through Overview and Scrutiny.

## 3. The Scrutiny Teams

### **The 2 permanent Scrutiny Teams remain in place this year:**

Audit, Performance and Efficiency Scrutiny Team (APEST)

### **The Members of the Team for 2008-09 were:-**



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*1.Emma Stokes – Team Leader*

*2.Lynne Duffy*

*3.Graham Gopsill*

*4.Patrick Haycock*

*5.Clive Holt*

*6.Charles Tucker*

As part of the Council's efficiency agenda as set out in the Way Forward report the Performance and Monitoring Scrutiny Team were asked to review their Terms of Reference to incorporate reviewing this.

This took place in December 2008 and the Team was renamed to reflect its new responsibilities.

The Team performs a vital role and has the opportunity to receive complex information from officers on a 'one to one' basis. Meetings of the Team remain open to all Members of the Council and this is positively encouraged.

### **The Team has looked at a variety of items including:**

- The Council's risk management arrangements
- Review of effectiveness of internal audit
- Performance Monitoring
- On Street Parking
- Draft Budget

The Team reports regularly to the Committee after each of its meetings, updating Members of the work it has carried out and its findings.

The Team can also bring items to the Committee for its attention. An example of this occurred at the Committee's January meeting where a specific item on Fly Tipping was added to the Committee's agenda for discussion.

A detailed report of the Team's work is attached in Appendix A.

## Health

### Members:-



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1. John Smith - Team Leader

2. Wendy Carter

3. John Grantham

4. Patrick Haycock

5. Clive Holt

6. Jo Sandalls

Patrick Haycock is our representative on the County Council's Health

### Overview & Scrutiny Committee.

The Team has met twice this year and is currently in the process of amending its Terms of Reference. This follows the Healthy Communities Peer Review which recommended the Council better co-ordinates its activities which support health improvement in the Community.

The Team has continued to implement its work plan through organising an awareness session with the Worcestershire Primary Care Trust (PCT) Chief Executive Paul Bates to inform Members on the workings of the PCT. Feedback received from this session was very positive.



## Other Teams during the year:-

### Paper Reduction Scrutiny Team

#### Team members:



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*1.Laurie Evans*

*2.Graham Gopsill*

*3.Martin King*

The Paper Reduction Scrutiny Team has continued to meet this year with the aim of reducing the amount of paper based information sent to Members and officers.

The Team have been proactively pursuing their goal and in November 2008 circulated a questionnaire to all Members of the Council asking Members what paper based information they did not require or wished not to receive.

The results of the questionnaire were implemented in late January 2009. Within two months this has resulted in the Council saving a minimum of 4054 sides of paper and over £55 in postage costs.

In early 2009 through discussing its work programme and aims it was felt that the Paper Reduction Scrutiny Team should be amalgamated into the Better Not Busier Programme Board that was set up following The Way Forward Report.

Overview and Scrutiny will continue to receive regular updates on the progress of this and other aspects of the Way Forward programme.





## 4. Away Day

The Committee holds an annual “away day” to review what it is doing and plan for the future. This year the session followed our visit to see a Select Committee in action and members were keen to apply some of what they had learned in London. For example, managing the workload of the committee so that members can give appropriate attention to issues; aiming for pre-scrutiny to maximise the opportunity to influence decisions and policy development and developing good

questioning skills to enable members to get underneath issues and get answers to the more difficult questions.

As a result of the discussion at this session we have changed the room layout at our meetings to reflect a more “select committee” style. This has helped us focus on issues and give our guests the appropriate time for a subject. We have pre-scrutinised waste and recycling and the budget building our influence on council business and decisions, and a number of members of the committee have attended training events to develop their skills.



## 5. What does the Future Hold for Overview and Scrutiny?

The future for Overview and Scrutiny continues to evolve with its role ever expanding through new legislation. The Local Government and Public Involvement in Health Act 2007 set out 'Councillor Call for Action' (CCfA) which came into effect from the 1st April 2009. The aim of the CCfA is to enable local issues to be reviewed or examined when other avenues for solving a problem have been exhausted.

Further legislation that will impact and expand the role of Overview and Scrutiny is outlined in the Local Democracy, Economic Development and Construction Bill.

The Bill proposes that Overview and Scrutiny will be required to review the adequacy of steps taken or proposed as a result of petitions made to the Council.

The Committee has a variety of projects on its forward plan for the forthcoming year and will continue to

review the outcomes of recommendations made in previous scrutiny exercises such as those made in the Gypsy and Traveller Scrutiny Team report and the Worcestershire Joint County and District Councils Scrutiny Report – Summer Floods 2007.

The Committee will continue to receive updates and overviews to help monitor both Wychavon's and its partner's performance to highlight any areas for possible scrutiny reviews. Overview and Scrutiny of the Local Area Agreement and its impact on Communities in Wychavon will be an important part of the Committee's work.

Throughout the year we have received a number of scrutiny suggestions forms from non-members of the Committee. The Committee always welcomes any suggestions and hopes involvement from the community and non-Committee Members in putting forward suggestions for future scrutiny topics will continue to increase in the future.

## **Chairman's aspirations for the year**

In 2008/09 the Chairman of Overview and Scrutiny, together with other Committee Chairs, shared top 3 aspirations for Overview and Scrutiny.

### **These three aspirations were to:**

- **Involve all new Members in the scrutiny process –**

*This aspiration was achieved as many new non-Members of the Committee attend the meetings of the Committee on a regular basis. The two standing scrutiny teams have also had a number of non-Members in attendance throughout the year. Additionally three Councillors were involved in reviewing the production of the Climate Change action plan.*

- **Progress joint working with Worcestershire County Council and districts in sharing work programmes and outcomes by hosting a meeting at Wychavon –**

*Although this aspiration has not been directly met as a meeting at Wychavon was not held, the Worcestershire Joint*

*County and District Councils Summer Floods 2007 Scrutiny Team chaired by a Wychavon Member.*

- **Take interested Members to another authority to discover how they operate the scrutiny system –**

*This aspiration was achieved with a number of Members attending the Business and Enterprise Select Committee in London. Some Members also met with the Chairman of Birmingham City Council's Co-ordinating Overview and Scrutiny Committee to discuss how the scrutiny process was approached in Birmingham. Opportunities to meet other scrutineers have been available at seminar events attended during the year.*

### **In 2009/10 the Chairman of Overview and Scrutiny, together with other Committee Chairs, would like to achieve the following three top aspirations for Overview and Scrutiny.**

1. To scrutinise Local Area Agreement targets which relate to Wychavon's Priorities and Promises and where

appropriate to continue building joint working arrangements with other local authorities with a shared interest.

2.To understand and implement the legislation regarding Councillor Call for Action.

3.To prepare and understand the proposed legislation outlined in the Local Democracy, Economic Development and Construction Bill in relation to role outlined for

Overview and Scrutiny in dealing with petitions submitted to the Council

### **Support**

The Overview and Scrutiny process at Wychavon is directly supported by a full time post in the Member Support Team, with Senior Management Team input via the Head of Environmental Services, and additional support from the Support Services Manager.



## **Audit, Performance and Efficiency Scrutiny Team**

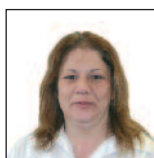
“ I am pleased to present the 2008/09 Annual Report of Wychavon’s Audit, performance and Efficiency Scrutiny Team (APEST).

This has been a very busy year for APEST (formerly Performance and Monitoring Scrutiny Team – PMST). The Team has continued to monitor the performance of the Council and to scrutinise the Council’s draft budget as well as investigating any areas of interest and concern.

Following the recommendations made in the ‘The Way Forward’ report the Team refreshed its Terms of Reference which were approved by the Overview and Scrutiny Committee at its December meeting. This has meant an enhanced role for APEST as it is now charged with challenging and reviewing the Council’s efficiency agenda.

The Team have succeed in it aspirations of establishing a good working relationship with the Council’s new external auditors Grant Thornton and is looking forward to continuing this relationship to ensure the Council is performing to it highest possible standard.

I would like to thank all Team members for the vast amount of work they have contributed this year. I would also like to thank the many officers who have supported the Team in providing the information that has been necessary to perform our role.



**Councillor Emma Stokes**  
*Audit, Performance and Efficiency Scrutiny Team*

### **The Role and Purpose of the Audit, Performance and Efficiency Scrutiny Team**

APEST is a small scrutiny Team established by Wychavon’s Overview and Scrutiny Committee. The Team consists of 6 Members and has two named substitutes, one from each political party currently representing the Council.

The Team will meet a minimum of six times per year and can arrange further meetings as it deems necessary. At each of its meeting the Team will where ever possible have

one item relating to audit, performance and efficiency on its agenda.

The Team is charged with reviewing the performance of the Council and that of its strategic partners. It presents its views on how effectively the Council is using its resources.

The Team is also required to monitor the adequacy and effectiveness of the Council's internal control and risk management arrangements. The aim of the Team is not to duplicate the responsibilities of the Executive Board but reviews and considers processes as part of Overview and Scrutiny's role in holding the Executive to account.

### **The Work of Audit, Performance and Efficiency Scrutiny Team 2008-09**

The Team has had a very busy year. It has examined a broad range of issues including On-Street Car Parking, improving performance reporting, as well as conducting a review of the Council's Capital Programme. The Team has continued to review annual items such as the draft budget, Annual Governance Statement and the Council's final accounts.

The Team has continued to build its knowledge through receiving

overviews and updates from officers on items such as how to calculate the Council Tax Base and the Customer Service Charter.



## Below is a summary of the Teams work in 2008/09.

Topic	Outcome
Review of Annual Governance Statement	Comments and suggestions fed back to officers to help formulate the Annual governance Statement.
Capital Programme Review	The Team noted all areas savings had been identified.
Commentary on Performance of Year 2007/08 and the Impact of Flooding]	Identified issues surround the slow progress of the Flood Alleviation Scheme for Harvington.
Draft Budget	The Team scrutinised the following areas of the draft budget - <ul style="list-style-type: none"> <li>•Housing Benefit</li> <li>•Off Street Parking (and concessionary fares)</li> <li>•Tourism •General Fund Capital Programme</li> <li>•Flood Alleviation – Main Scheme and Capital Salaries</li> <li>•CRB Checks</li> <li>•S106 Contributions</li> </ul>
PMST – Terms of Reference	Recommended revised Terms of Reference to the Overview and Scrutiny Committee.
CRB Checks	Noted information requested regarding charges. Presentation from Dave Roberts, Environmental Crime Enforcement Officer.
Environmental Issues	Fly Tipping item identified through presentation and added to the Overview and Scrutiny Committee agenda as an information item.
Signals of Success Quarterly Performance Monitoring Statistics – 2nd Q	The Team scrutinised - <ul style="list-style-type: none"> <li>•The costs involved to deliver the Council's promises.</li> <li>•How the promises listed for 2009/10 fit in with Better Not Busier.</li> <li>•First Time Buyers Scheme</li> </ul>
Corporate Risk Register	Agreed changes to the Corporate Risk Register and to receive minutes from the Waste and Recycling implementation Liaison Team.
Efficiency Savings	Agreed to receive quarterly reports.
Calculation of Council Tax Base	Overview from Caroline Smith, Revenues Manager.
Customer Service Charter	Update from Amanda De Warr, Democratic Services Manager.

## Your suggestions/comments for future work:

**This list is not exhaustive, please let us know your suggestions.**

Listed here are some of the councils priorities and some of the broad issues that we may consider in forthcoming years. Please let us know which are priorities for you, and if you would like us to contact you because you have relevant experience or expertise to add to discussion.

	A priority for me	Contact me
Support for local businesses	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing	<input type="checkbox"/>	<input type="checkbox"/>
Leisure provision	<input type="checkbox"/>	<input type="checkbox"/>
Excellent council services	<input type="checkbox"/>	<input type="checkbox"/>
Cultural and arts activities	<input type="checkbox"/>	<input type="checkbox"/>
Community safety	<input type="checkbox"/>	<input type="checkbox"/>
Health care provision	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection and recycling	<input type="checkbox"/>	<input type="checkbox"/>
Transport	<input type="checkbox"/>	<input type="checkbox"/>
Greener environment	<input type="checkbox"/>	<input type="checkbox"/>
The way the council works with its partners	<input type="checkbox"/>	<input type="checkbox"/>
Rural issues	<input type="checkbox"/>	<input type="checkbox"/>
Other, please list .....		

Name/Organisation .....

Address .....

Telephone .....

Email.....

Please tear off and return to: William Wade

Member Support Team,  
Wychavon District Council,  
Civic Centre,  
Queen Elizabeth Drive,  
Pershore,  
Worcestershire,  
WR10 1PT.