



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY 1ST MARCH 2011 AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman), R. J. Deeming, Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, J. A. Ruck, C. R. Scurrall, Mrs. C. J. Spencer, C. B. Taylor, C. J. Tidmarsh and L. J. Turner

AGENDA

1. Apologies for Absence
2. Declarations of Interest and Whipping Arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 1st February 2011 (Pages 1 - 6)
4. Review of the Annual Civic Bonfire Event - Presentation by Head of Leisure and Cultural Services
5. Councillor Call for Action Procedure Report (Pages 7 - 24)
6. Overview and Scrutiny Inquiry/Task Group Procedure Report (Pages 25 - 40)
7. Alternative Arrangements to the Place Survey - Verbal Update
8. Forward Plan of Key Decisions 1st March to 30th June 2011 (for information only) (Pages 41 - 54)
9. Overview and Scrutiny Board Work Programme (Pages 55 - 66)
10. Questions to Witnesses 5th April 2011 (Pages 67 - 68)

11. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

17th February 2011

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY, 1ST FEBRUARY 2011 AT 6.00 P.M.

PRESENT: Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman) (Present from Minute No. 1/10 to Minute No. 9/10), R. J. Deeming, Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, C. R. Scurrall, Mrs. C. J. Spencer, C. J. Tidmarsh (Present from Minute No. 1/10 to Minute No. 9/10), C. B. Taylor and L. J. Turner

Officers: Ms. J. Pickering and Ms. A. Scarce

1/10 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor S. R. Colella be elected as Chairman of the Board for the remainder of the municipal year.

2/10 **ELECTION OF VICE CHAIRMAN**

RESOLVED that Councillor D. A. Pardoe be elected as Vice Chairman of the Board for the remainder of the municipal year.

3/10 **APOLOGIES**

An apology for absence was received from Councillor J. A. Ruck.

4/10 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

5/10 **MINUTES OF THE MEETING OF THE SCRUTINY BOARD HELD ON 26TH OCTOBER 2010**

The minutes of the Scrutiny Board meeting held on 26th October 2010 were submitted.

Members noted that the meeting of the Scrutiny Board scheduled for 25th January 2011 had been cancelled.

RESOLVED that the minutes be approved as a correct record.

6/10 **MINUTES OF THE MEETING OF THE OVERVIEW BOARD HELD ON 4TH JANUARY 2011**

The minutes of the Overview Board meeting held on 4th January 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

7/10 **MINUTES OF THE MEETING OF THE JOINT OVERVIEW AND SCRUTINY BOARD HELD ON 4TH JANUARY 2011**

The minutes of the Joint Overview and Scrutiny Board meeting held on 4th January 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

8/10 **MINUTES OF THE MEETING OF THE PERFORMANCE MANAGEMENT BOARD HELD ON 17TH JANUARY 2011**

The minutes of the Performance Management Board meeting held on 17th January 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

9/10 **THE DRAFT MEDIUM TERM FINANCIAL PLAN 2011/12 - 2013/14**

The Board received a presentation on the Draft Medium Term Financial Plan 2011/12-2013/14 from the Executive Director, Finance and Resources who explained that, due to the delay in receiving this year's grant settlement, she had not been able to provide the Board with as much detail as had been the case in previous years. The final Grant Settlement figure had been received on 31st January 2011 and was different again to that which she had been given in December 2010.

The Medium Term Financial Plan for 2011/12 – 2013/14 would be received by Cabinet and full Council on 23rd February 2011. The main purpose of the Board meeting was to give Members the opportunity to discuss the new Revenue and Capital bids and to consider any recommendations they wished to make before the final budget was approved. The Executive Director, Finance and Resources informed Members that only the bids classed as "high" priority on the list before them would be funded and this was the final list and no further bids would be put forward.

The Executive Director, Finance and Resources confirmed that the Grant Settlement for 2011/12 was £3.83m and for 2012/13 £3.27m. The cumulative overall shortfall was £260,000 for 2011/12, £641,000 for 2012/13 and £974,000 for 2013/14. It was also confirmed that the shortfall for 2011/12 would be met from balances.

The Board discussed the following in more detail:

- The level of Grant Settlements received throughout Worcestershire.
- Provisions made for further cuts.
- How the savings would be achieved.

- Investment Income.
- Income shortfalls for car parking and land charges.
- Consolidation of the Shared Services programme and the possible inclusion of other districts in particular areas of work.

The Executive Director, Finance and Resources informed Members that there would not be an increase in the Council's portion of the Council Tax (this would be off set by a 2.5% Government grant). However, that this was not the case for the emergency services and an increase was expected on this portion of the bill. Members asked for assurances that this would be made clear in the information that was sent out to residents with the Council Tax bills and asked if the Board could see the draft documentation prior to distribution.

Members noted that from June 2011 Portfolio Holders would consult with officers and discuss savings and efficiencies and any reduction in services that would need to be made in order to cover the shortfall in future years. It was confirmed that the Board would be given the opportunity of scrutinising the outcomes of these discussions.

During the discussions Members also referred to the following particular items:

- Members understood that the Council would make a contribution to the funding of the new railway station. If this is correct, would the monies be ring fenced?
- As the Capital bid from Community Services in respect of Bromsgrove Urban and Rural Transport (BURT) was a "medium" priority, would the service continue if the current bus needed further extensive repair work to be carried out?
- At a previous presentation a large proportion of the car parking overspend appeared to be related to staff overtime. What actions would be taken to reduce this?
- Also at that presentation Members had queried the charges for removal of abandoned vehicles and details of any income generated from this, together with details of charges and/or income received from recycling banks.

RECOMMENDED:

- (a) that the following Revenue Bids for 2011/12 - 2013/14 be reprioritised to "medium" pending the receipt of further information:
- i) Transformation – Member ICT facilities
 - ii) Transformation – MC Office and PC suite
 - iii) Transformation – Voice over IP
 - iv) Leisure and Culture – Options appraisal for new leisure facility;
and
- (b) that the following Capital Bids for 2011/12 - 2013/14 be reprioritised to "medium" pending the receipt of further information:
- i) Community Services – Local Authority Grant to Principal Preferred Partners
 - ii) Transformation – Member ICT facilities at RBC and BDC
 - iii) Transformation – Voice over IP for BDC and RBC
 - iv) Environmental Services – Depot Drive Replacement.

RESOLVED that the Draft Medium Term Financial Plan for 2011/12 - 2013/14 be noted and that relevant Heads of Service respond to the matters referred to in the preamble above.

10/10 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and discussed the format for future investigations. Officers explained that the Task Group procedure notes had been taken out of the Constitution and would be replaced by a more informal and flexible protocol, which would be considered by the Board at a future meeting. Members felt that the format used for short sharp reviews, such as the Inquiry into the Multi-use Games Area (MUGA) at Alvechurch, had been a success and should be used for future investigations, where appropriate. The Board discussed the line of questioning used and felt that a more robust approach should also be taken. The Board discussed witnesses involved and asked Officers to invite the relevant Portfolio Holder to attend together with the lead Officer for each topic.

Members discussed the re-instatement of the Local Food Task Group and felt that, due to the limited time available, this should be re-scheduled and be included for consideration within the Board's Work Programme for 2011/12.

After discussion, the Board also felt that, in order for a more detailed investigation to be carried out, the following topics should be re-scheduled and included within the Work Programme for 2011/12:

- The Corporate Safeguarding Policy (Children and Vulnerable Adults)
- Alcohol and Anti-Social Behaviour

Officers agreed to ask the Head of Leisure and Cultural Services for further information on the Play Strategy topic in order for the Board to consider whether it was necessary for an investigation to be carried out.

Officers explained that there were a number of reports which would, in future, be received by the Board as standing items, which had previously been included within the agenda for the Performance Management Board. After discussion, Members requested that initially the Shared Services Highlight Report should also be included within the standing items at quarterly intervals.

Members asked for an update on the responses received (from external partners) to the recommendations from the MUGA Inquiry and agreed that an additional meeting of the Board should be set up to discuss this. The meeting would also include an update on the Community Safety Partnership Plan and areas of possible scrutiny. An invitation should also be extended to the Crime and Disorder Advisor, Councillor Brandon Clayton, who was appointed at the Joint Overview and Scrutiny Board meeting, held on 5th October 2010, to attend.

After further discussion it was

RESOLVED that the Work Programme be noted subject to the above amendments.

11/10 **QUESTIONS TO WITNESSES 1ST MARCH 2011**

Members were informed that the following topics would be discussed at the meeting to be held on 1st March 2011:-

- The Annual Bonfire Event (this could also be carried over to the meeting of the Board on 5th April 2011 if a second meeting was necessary)
- Review of the Hot Food Takeaway Investigation

The Council Plan and Performance Management Strategy, which were items that would previously have been considered by the Performance Management Board, would also be considered at the meeting on 1st March 2011.

The Board asked that they be provided with a full financial breakdown of the Annual Bonfire Event for this and previous years and that the Head of Leisure and Cultural Services be asked to provide information on any alternative formats for the event which might be considered in future.

Members were asked to provide Officers with any questions they would like to put to the relevant Portfolio Holders/Heads of Services, as soon as possible.

The meeting closed at 7.33 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

1st March 2011

COUNCILLOR CALL FOR ACTION PROCEDURE

Relevant Portfolio Holder	Councillor G. N. Denaro
Relevant Head of Service	Claire Felton – Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report is to brief Members of the Overview and Scrutiny Board on the statutory provision for Councillor Call for Action and to agree guidelines.

2. RECOMMENDATIONS

- 2.1 a) that Members note the requirements and role of Councillor Call for Action; and
b) that the Councillor Call for Action Guidelines, attached at Appendix 1 of this report, be agreed.

3. BACKGROUND

- 3.1 The “Councillor Call for Action” (CCfA) was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 (the Act), and came into force on 1st April 2009. The statutory requirement to implement CCfA by 1st April 2009 applied to all councils in England (with the exception of parish councils) regardless of their Executive arrangements.
- 3.2 Legislation and guidance has left it to Councils to develop local CCfA procedure that best suit individual Councils, although it is expected that a local authority would agree a single process for operating CCfA. Best Practice guidance on the scrutiny of local government matters has been published by the Centre for Public Scrutiny/Improvement and Development Agency, which covers CCfA and this guidance has been used in the preparation of these guidelines.
- 3.3 The Act enables any Member of the Council to refer to the Overview and Scrutiny Board any local government matter or any crime and disorder matter which affects their ward or division.
- 3.4 The power to refer a matter is available only where the matter is of direct concern to the ward or division which the councillor represents. A councillor can refer a matter even if no resident has asked him/her to consider it, and

OVERVIEW AND SCRUTINY BOARD

1st March 2011

there is no requirement for councillors in multi-member wards to agree – any of them can refer a matter.

- 3.5 CCfA is therefore a process which puts local councillors at the forefront of dealing with issues of concern in local communities. It gives councillors a central role in calling to account the work of Council services and other agencies at a local level. When concerns are identified (either as a result of information from individuals, community groups or a councillors' own observations), councillors should be able to trigger a response from service providers and help ensure that the concerns are dealt with. As a last resort, when a problem cannot be solved, the CCfA can enable the councillor to trigger a local scrutiny review.

4. KEY ISSUES

- 4.1 The CCfA is intended to provide greater emphasis to the vital work undertaken by councillors in the community and to further increase the accountability of public service providers to local communities.
- 4.2 The Community Involvement in Local Democracy Task Group which reported its findings to the Overview Board in June 2010 also made reference to CCfA and recommendation 2 of that report asked that:

“the Council adopt a procedure for dealing with Councillor Calls for Action to work in concert with the procedures for Councillor Casework Enquiries and providing recourse to Overview and Scrutiny.”

The production of these procedure guidelines has enabled that recommendation to be completed.

5. FINANCIAL IMPLICATIONS

- 5.1 None for the purpose of this report.

6. LEGAL IMPLICATIONS

- 6.1 As referred to in the body of the report.

7. POLICY IMPLICATIONS

- 7.1 None for the purpose of this report.

8. COUNCIL OBJECTIVES

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8.1 This report does not link directly to Council objectives.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 None for the purpose of this report.

10. CUSTOMER IMPLICATIONS

10.1 Councillor Call for Action is a process which can only be activated by elected Members. There are therefore no direct customer implications.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 There are no equality and diversity implications directly relating to this report.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 There are no value for money implications directly relating to this report.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 None for the purpose of this report.

14. HUMAN RESOURCES IMPLICATIONS

14.1 None for the purpose of this report.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None for the purpose of this report.

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None for the purpose of this report.

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None for the purpose of this report.

18. LESSONS LEARNT

OVERVIEW AND SCRUTINY BOARD

1st March 2011

18.1 None for the purpose of this report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 None for the purpose of this report.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All

22. APPENDICES

Appendix 1 – Councillor Call for Action Guidelines

23. BACKGROUND PAPERS

Centre for Public Scrutiny – CCfA Best Practice Guidance

24. KEY

None

AUTHOR OF REPORT

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A Councillor's Guide to Councillor Call for Action

**What is it and what does it mean for you,
as a Bromsgrove District Councillor?**



Bromsgrove
District Council
www.bromsgrove.gov.uk

What is a Councillor Call for Action (CCfA)?

The “Councillor Call for Action” was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 (the Act), and came into force on 1st April 2009. The statutory requirement to implement CCfA by 1st April 2009 applies to all councils in England (with the exception of parish councils) regardless of their Executive arrangements.

The Act enables any Member of the Council to refer to the Overview and Scrutiny Board any local government matter or any crime and disorder matter which affects their ward or division.

The power to refer a matter is available only where the matter is of direct concern to the ward or division which the councillor represents. A councillor can refer a matter even if no citizen has asked him/her to consider it, and there is no requirement for councillors in multi-member wards to agree – any of them can refer a matter.

CCfA is therefore a process which puts you, as local councillors, at the forefront of dealing with issues of concern in your local communities. It gives you a central role in calling to account the work of Council services and other agencies at a local level. When concerns are identified (either as a result of information from individuals, community groups or your own observations), councillors should be able to trigger a response from service providers and help ensure the concerns are dealt with. As a last resort, when a problem cannot be solved, the CCfA can enable you to trigger a local scrutiny review.

The CCfA is intended to provide greater emphasis to the vital work undertaken by you in your communities as community advocates and champions, and to further increase the accountability of public service providers to local communities.

How is CCfA different from general scrutiny requests?

What distinguishes the CCfA from a more general request for scrutiny is:

- The focus of the CCfA is on neighbourhood or locality issues and specifically the quality of public service provision at a locality level;
- The CCfA represents a genuine local community concern (based on local councillors’ judgements); and
- It is a persistent problem which the local councillor has been unable to resolve through local action and discussion with the Cabinet or relevant services and agencies.
- Scrutiny reviews resulting from CCfA will be undertaken by scrutiny Task Groups composed largely of councillors from the affected locality. There is an expectation that the locality-based scrutiny reviews will be ‘short and sharp’, focused reviews - it is important that the public see

this as a responsive and un-bureaucratic process which delivers tangible outcomes.

What are the limitations?

It is important to recognise that CCfA is not guaranteed to solve a given problem. CCfA can provide a method for discussing such problems and, through discussion, trying to overcome them.

What issues are excluded from referral as a CCfA and what happens with a referral?

The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2008 excludes the following matters from referral as a CCfA:

- Individual complaints concerning personal grievances or commercial issues;
- Any matter relating to an individual or entity where there is already a statutory right to a review or appeal (other than the right to complain to the Local Government Ombudsman), for example:
 - planning and licensing applications and appeals,
 - Council Tax/Housing Benefits complaints and
 - queries or issues currently under dispute in a court of law
- Any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of the Overview and Scrutiny Board or any of its Task Groups

A referral provided it is not an excluded matter will ensure that the matter is included on the agenda of the Overview and Scrutiny Board. It is then up to the members of the Board to decide whether or not to take the matter further.

A referral made to the Overview and Scrutiny Board is seen as being at the end of the CCfA process (the last resort) and not the first step.

Championing a CCfA

It is a matter of judgement which requests you agree to champion and as a local councillor you are accountable to your local community for these judgements. Championing a request will mean taking the issue up on behalf of the resident(s) concerned and trying to resolve the problem by liaising with council services, the Executive and/or outside agencies.

You may wish to inform the Committee Services Officer about a request for a potential CCfA at quite an early stage, particularly if support and advice from the Officers would be helpful. Certainly at the point you agree to champion a CCfA it would be helpful to formally log this with the Committee Services

Officer. Some requests will come to the Committee Services Officer directly, and in those cases we will log the request and forward the information to the appropriate ward councillors.

What steps must a Councillor take before making a CCfA referral?

Prior to a councillor referring a matter as a CCfA to the Overview and Scrutiny Board, a councillor must have tried to resolve the issue/problem themselves using all mechanisms and resources available to them at ward level. Councillors should:

- If it's a local crime and disorder matter, raise the issue through the Community Safety Partnership to find a way to resolve the issue.
- Ensure that all relevant partner organisations have been informed of the issue and given enough time to resolve the issue, for example through formal letters written on behalf of constituents, discussion at public meetings, petitions, communication with local MPs and councillors in other authorities etc.
- Ensure that all relevant internal potential routes to solution have been followed, for example informal discussions with officers and/or members, questions at committees etc.
- Ensure that this is not an issue that is currently being or should be pursued via the Council's complaints procedure.
- Ascertain whether or not any other form of local scrutiny is investigating the issue (e.g. Worcestershire County Council).

There are therefore a number of basic levels of response prior to a CCfA where local residents have concerns about persistent or serious problems in their area or want to influence policies:

1. **First level of response:** Councillor takes up community's concerns.
2. **Second level of response:** Councillor asks the Cabinet or the relevant local partner to take action.
3. **Third level of response:** Councillor asks Overview and Scrutiny to investigate (CCfA).
4. **Fourth level of response:** The Overview and Scrutiny Board considers, rejects or makes recommendations – which may be accepted or rejected by the Cabinet and/or local partners.

What is the process for a CCfA referral?

If the issue/problem is still not resolved the councillor can refer it to the Overview and Scrutiny Board as a “Councillor Call for Action”. To do this the councillor should:

- Complete a CCfA Request Form (as set out at Appendix 2 to this Guide) outlining what the issue is and what steps have been taken towards a resolution and forward to the Committee Services Officer.
- The Committee Services Officer will log it to track its progress and assess the issue to ensure that it is not a matter excluded from referral to Overview and Scrutiny.
- The Committee Services Officer will inform the Chair of the Overview and Scrutiny Board that the item will be included on the Board’s agenda. The Councillor will be informed of the date when the CCfA will be considered. The Councillor will be expected to attend the Overview and Scrutiny Board meeting to present their CCfA.

A successful referral will ensure that the CCfA will be placed on the next agenda of the Overview and Scrutiny Board. It is then up to the members of the Board to decide whether or not to take the matter further.

What will the Overview and Scrutiny Board do with CCfA referrals?

In deciding whether or not to take the matter further the Board will consider:

- Anything that the councillor has done in relation to this matter; and
- Representations made by the councillor as to why the Board should take the matter up. (Councillors have the option of either presenting their CCfA form without supporting papers or by preparing a report setting out their views. Any reports prepared by councillors would be circulated, along with the agenda and other reports for the meeting). *This information will need to take account of the disclosures of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972.*

In considering the CCfA, the Overview and Scrutiny Board may invite the relevant Member Champion, Chief Executive, Head of Service or external organisation to discuss the issue with the Overview and Scrutiny Board and answer any questions, if the Board considers this relevant.

If the Board decides not to accept the CCfA referral it must inform the councillor and provide reasons.

If the Board decides to accept the CCfA referral, it must decide how it intends to take the matter forward and include the CCfA in its work programme. This could include:

Before holding a formal hearing:

- Asking the service area(s)/partner organisation(s) to respond to the CCfA.
- Setting up a research group to undertake a more in depth review.

At formal hearing:

- Asking for further evidence and/or witnesses to be brought to a future meeting then making recommendations to the relevant Committee/partner organisation.

What are the potential outcomes of a CCfA referral?

Following a formal hearing, there are a number of potential outcomes from the Board meeting:

- The Board could determine not to make a report (perhaps because it is not considered the right time to consider a particular issue), with the ward councillor being formally notified;
- The Board could determine that it is a complex issue that requires further investigation and commission a scrutiny review of the issue;
- The Board could write a report and make recommendations on the CCfA to the relevant Committee/partner(s).

Once the Board has completed its work on the CCfA referral the member who made the CCfA referral will receive a copy of any report or recommendations made. The reply will also be printed on the Council's website www.bromsgrove.gov.uk (unless there are reasons why the Committee treats the matter as an exempt item and as a result the report cannot be made public).

What are the Timescales for CCfAs?

Once a CCfA has been referred to Overview and Scrutiny, the item will be included on the next available Board agenda.

If the Board agrees to take the matter forward, the hearing will usually be held as an item on the next available agenda. In exceptional circumstances, for example where there are unavoidable time constraints, a separate meeting may be convened.

Should a CCfA hearing result in recommendations to another Committee being made, the other Committee must respond to the recommendations,

setting out any action it intends to take, within 28 days of the recommendations being placed on the relevant Committee's agenda.

Should a CCfA hearing result in recommendations to partner organisations, such organisations will also be requested to make a response to the recommendations, although they are under no legal obligation to do so.

The CCfA process is summarised in the flow chart at Appendix 1.

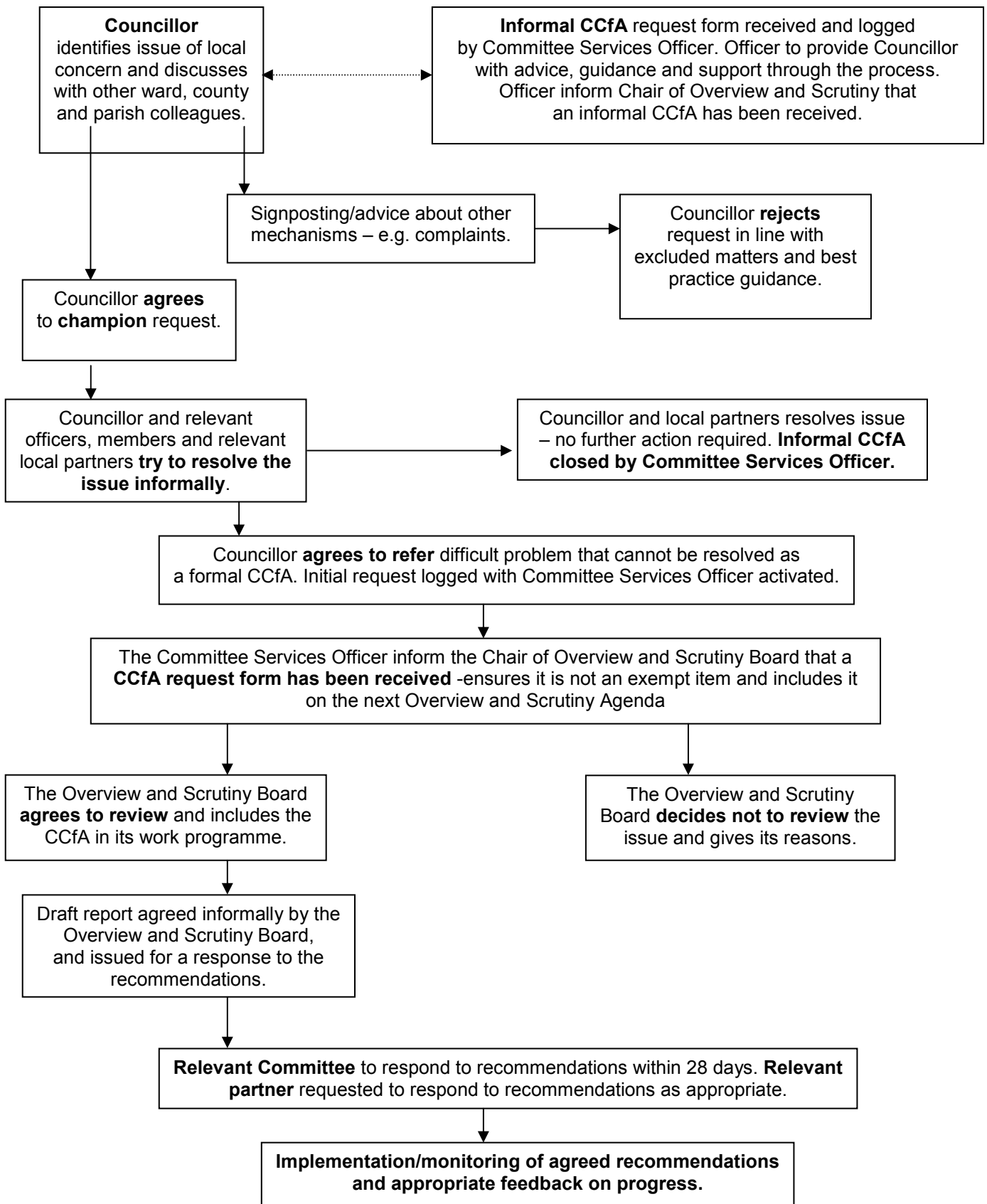
For further information contact:

Amanda Scarce, Committee Services Officer

Tel: 01527 881443

Email: a.scarce@bromsgrove.gov.uk

SUMMARY OF THE CCfA MECHANISM



Councillor Call for Action (CCfA) Request

**To: Committee Services Team
Legal & Democratic Services**

This form should be used by any Councillor at Bromsgrove District Council who would like the Overview and Scrutiny Board to consider a Councillor Call for Action in their ward.

Your contact details: Name (print):
Address:
Contact number:
Email address:

The Ward you represent:

Title of your Councillor Call for Action:
--

Some areas are statutorily excluded from the CCfA process. Please answer the following questions to help ascertain whether or not your request falls within an excluded area.

Does the issue relate to a problem in your electoral division?	Yes/No
Does it relate to a complaint made by an individual or organisation?	Yes/No

Guidance suggests that a CCfA should be made only when all other avenues have been exhausted. Please answer the following questions to show the action previously taken to resolve the issue:

1. Has the issue been discussed at a meeting of any of the following?

Executive	Yes/No	Date:
Overview and Scrutiny Board	Yes/No	Date:
Local Neighbourhood or other Forum	Yes/No	Date:

2. Have you discussed the issue with any of the following:-

		Date	Contact Name/Tel No.
Relevant Portfolio Holder	Yes/No		
Executive Director	Yes/No		
Head of Service	Yes/No		
Other Council employee	Yes/No		
Partner or other Organisations Please give details of Partner or other organisations (NHS, Police, Fire and Rescue) with whom you have discussed the matter.			

3. Please give brief details of the outcome of the discussions you have had.
 (Please continue on an additional sheet if necessary)

4. Has there been a petition about the issue?	Yes/No	If Yes, when and where was it heard?
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Why should your CCfA be raised with the Overview and Scrutiny Board?
(Please give a brief outline of the issue)

What evidence do you have in support of your CCfA?

Which areas or community groups are affected by the CCfA?

What do you want to be the outcome of your CCfA?

Signature:

Date:

Please complete and return the form to:

Bromsgrove District Council - Committee Services Team
The Council House, Burcot Lane, Bromsgrove B60 1AA

For Official use:

Date and time of receipt.....Officer Receiving

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

1st March 2011

Overview and Scrutiny Inquiry/Task Group Procedure Guidelines

Relevant Portfolio Holder	Councillor G. N. Denaro – Finance and Resources
Relevant Head of Service	Claire Felton – Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At the meeting of the full Council on 19th January 2011, a review of the Committee Structure was agreed. Part of this restructure was that the Task Group Procedure Notes ceased to form part of the Constitution and would be replaced by a more informal and flexible protocol which would be agreed in consultation with the Overview and Scrutiny Board.
- 1.2 This report presents the guidelines for Overview and Scrutiny Inquiries and Task Groups for consideration by the Board.

2. RECOMMENDATIONS

- 2.1 That the Overview and Scrutiny Inquiry and Task Group guidelines are noted and endorsed.

3. BACKGROUND

- 3.1 At the meeting of the full Council on 19th January 2011, a review of the Committee Structure was agreed. This review provided the opportunity to review the establishment and operation of task groups, which were governed by the Task Group Procedure Notes appended to the Overview and Scrutiny Procedure Rules which form part of the Council's Constitution.
- 3.2 In practice the Procedure Notes have been found to be too prescriptive and rigid, and adherence to the processes can cause delays in the establishment of a task group. It was therefore considered desirable for a more informal and flexible process to be adopted.

4. KEY ISSUES

- 4.1 The review of the Task Group Procedure Notes has provided the opportunity to incorporate procedure rules for a "short, sharp inquiry". This is a form of investigation which the previous Joint Overview and Scrutiny Board found to be a successful format for carrying out investigations that

OVERVIEW AND SCRUTINY BOARD

1st March 2011

warranted more in depth research, in a shorter time scale than would be set for a task group.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications directly relating to this report.

6. LEGAL IMPLICATIONS

6.1 There are no legal implications directly relating to this report.

7. POLICY IMPLICATIONS

7.1 There are no policy implications arising from this report.

8. COUNCIL OBJECTIVES

8.1 This report is linked to the Council's improvement objective.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 None

10. CUSTOMER IMPLICATIONS

10.1 None for the purpose of this report.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 None

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 None

14. HUMAN RESOURCES IMPLICATIONS

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14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 As referred to in the background details of this report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 None

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

1st March 2011

Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All

22. APPENDICES

Appendix 1 – Inquiry/Task Group Procedure Guidelines

23. BACKGROUND PAPERS

Agenda and minutes of the Council meeting dated 19th January 2011.

24. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce – Committee Services Officer
E Mail: a.scarce@bromsgrove.gov.uk
Tel: 01527 881443

Overview and Scrutiny Board –

Inquiry/Task Group Procedure Guidelines

There are two ways in which the Overview and Scrutiny Board can complete an in depth investigation of a topic.

Short, Sharp Inquiry

The first, a “short sharp inquiry” is carried out through a mix of both formal Overview and Scrutiny Board meetings and informal meetings involving all Members of the Board and chaired by the Overview and Scrutiny Board Chairman. This type of inquiry can be used for the investigation of a topic already on the Board’s work programme or a topic on the Forward Plan which the Board felt warranted a more in depth investigation being carried out. However, it can also be used to consider matters of local concern, that have not been scheduled on either the work programme or Forward Plan but which Members feel would merit inclusion and further investigation.

The guidelines below will be followed when carrying out a “short sharp inquiry”:

1. The Board decide that a specific topic requires a more in depth investigation and agree to carry out a “short sharp inquiry” and all Board Members will be involved in the investigation.
2. As it is likely that such an inquiry will need to be completed fairly quickly, the Board will discuss broad terms of reference and set a time scale for completion of the inquiry at the same time as agreeing to carry out the investigation.
3. Members will also stipulate who they wish to interview, what evidence they wish to gather etc and set a date for the initial informal meeting of the inquiry. The Board may appoint people as non-voting co-optees if they so wish.
4. The Chairman of the Board, Committee Services Officer and relevant Head of Service will then meet, as quickly as possible after that meeting, to agree the terms of reference (this will be done by completing an Overview and Scrutiny Exercise Scoping Checklist, Appendix 2).

5. At the first meeting of the Inquiry, the Terms of Reference will be confirmed, the Timetable (Appendix 3) will be agreed together with the Meeting Work Plan (Appendix 4), and if possible initial witnesses interviewed.
6. A progress update will be given at each formal meeting of the Board and if appropriate, some witness sessions will also be included within the formal Board meetings.
7. The Committee Services Officer will compile the final report on behalf of the Board, based on recommendations proposed by Members. The content of the draft report will be approved by Members.
8. The Chairman of the Board will take a lead in presenting the final report for the consideration of the Cabinet, though the Committee Services Officer will attend alongside him/her to help where required.
9. The Portfolio Holder will then present the Cabinet response to the next Overview and Scrutiny Board meeting.
10. Cabinet decisions on Inquiry recommendations will be placed on the Quarterly Recommendation Tracker to be monitored and, with the approval of the Board, removed when completed.
11. After 12 months the Committee Services Officer will meet with the relevant Head of Service to go through the original report and recommendations to pick up any further actions that may be necessary.
12. The Committee Services Officer will compile the report for the 12 month review of the inquiry, for presentation at the relevant Overview and Scrutiny Board meeting.

Task Group

The second way is for the Overview and Scrutiny Board to set up a task group, which is separate from the Board and can include Members who are not Members of the Board (Members of the Cabinet cannot join a task group). When setting up a task group the following steps need to be considered:

1. For any task group that is proposed a Topic Proposal Form (Appendix 1) must be completed and presented, with a covering report, for Members' consideration at a meeting of the Overview and Scrutiny Board. This can be a topic put forward by a Councillor (not necessarily a Member of the Board) or from a member of the public.

2. If the Board agreed to commission the task group the Chairman will ask at that meeting whether there were any volunteers from amongst the Members of the Board to act as Chairman (the Chairman of the Board is not expected to be the Chairman a task group).
3. All task groups will be chaired by a member of the Board and each Chairman is required to provide an update on the progress of the task group at future meetings of the Board in order for it to be able to hold the task group to account for the work it is carrying out.
4. Following the Board meeting, when a task group has been approved, copies of the completed Topic Proposal Form will be circulated amongst non-Cabinet Members for consideration. Members will be advised to contact the Committee Services Officer to let them know whether they are interested in participating in the task group. If there is insufficient interest from Members, the Group Leaders will be asked to nominate Members for the task group, in order that membership can then be confirmed relatively quickly.
5. Membership of task groups must be at least 4 but no more than 7 Members (including the Chairman).
6. The Chairman of the task group, Committee Services Officer and relevant Head of Service will then meet to agree the terms of reference (this will be done by completing an Overview and Scrutiny Exercise Scoping Checklist, Appendix 2).
7. The Chairman of the task group will then provide an update, for information, at the next meeting of the Overview and Scrutiny Board, which will include the terms of reference and membership. A timescale for completion of the investigation will also be set at that meeting (usually 3 months from the date of the first meeting).
8. At the first meeting of the task group the Timetable (Appendix 3) will be agreed together with the Meeting Work Plan (Appendix 4), as far as possible. (This meeting may take place prior to the meeting of the Overview and Scrutiny Board at which an update on the terms of reference and membership is given.)
9. Members will stipulate who they wish to interview, what evidence they wish to gather etc. The task group may appoint people as non-voting co-optees if they so wish.
10. The Committee Services Officer will compile the final report on behalf of the task group, based on recommendations proposed by Members. The content of the draft report will be approved by Members.

11. The Chairman of the task group will take a lead in presenting the task group's recommendations for consideration by the Overview and Scrutiny Board, though support will be provided by the Committee Services Officer where required.
12. If approved by the Overview and Scrutiny Board the Chairman of the task group will then take a lead in presenting the final report for the consideration of the Cabinet, accompanied by the Chairman of the Overview and Scrutiny Board, though again the Committee Services Officer will attend alongside him/her to help where required.
13. The Portfolio Holder will then present the Cabinet response to the next Overview and Scrutiny Board meeting.
14. Cabinet decision on recommendations will be placed on the Quarterly Recommendation Tracker to be monitored and, with the approval of the Board, removed when completed.
15. After 12 months the Committee Services Officer will meet with the relevant Head of Service to go through the original report and recommendations to pick up any further actions that may be necessary.
16. The Committee Services Officer will compile a report for the 12 month review of the task group, for presentation at the relevant Overview and Scrutiny Board meeting.



OVERVIEW AND SCRUTINY TOPIC PROPOSAL

Name of Proposer: _____	
Tel No: _____	Email: _____
Date: _____	
Title of Proposed Topic:	
Specific subject areas to be investigated:	
Reasons why this subject should be considered:	
Evidence to support the need for this particular investigation:	
Council priorities it links to:	
Possible key outcomes: (i.e. what do you anticipate could be achieved?)	

Please indicate if any of the following apply to the proposed subject area:

CRITERIA	NO	YES	Why?
Is it a priority issue for the Council or the Local Strategic Partnership?			
Is it an important issue for local residents?			
Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations?			
Is it a topic where external review would be helpful?			
Is it a topic where a review could be made in time to make recommendations for the executive decision making process?			
Is it a poorly performing service?			
Is it a review that could render significant savings or value for money?			
Is the topic strategic in scope?			

Please return completed forms to: Committee Section,
 Legal, Equalities and Democratic Services, Bromsgrove District Council
 Email: scrutiny@bromsgrove.gov.uk

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OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the overview and scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

▪ Topic:

▪ Specific subject areas to be investigated:

▪ Possible key outcomes:
(i.e. please state what Members hope to achieve through this investigation):

▪ Should the relevant Portfolio Holder(s) be invited to give evidence? **YES/NO***

▪ Which officers should be invited to give evidence?
(Please state name of officer and/or job title)

▪ Should any external witnesses be invited to give evidence? **YES/NO***
If so, who and from which organisations?

- What key documents/data/reports will be required?

- Is it anticipated that any site visits will be required? **YES/NO ***
If so, where should members visit?

- Should a period of public consultation form part of the exercise? **YES/NO***
If so, on what should the public be consulted?

(Please Note: A separate press release requesting general comments/suggestions from the public will be issued in the normal way at the beginning of the investigation.)

- Have other authorities carried out similar overview and scrutiny exercises? **YES/NO***
If so, which authorities?

- Will the investigation cross the District boundary? **YES/NO***
If so, should any other authorities be invited to participate? **YES/NO***
If yes, please state which authorities:

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

- What do you anticipate the timetable will be for the Overview and Scrutiny exercise?

(*Delete as appropriate)

Overview and Scrutiny Board Task Group - Timetable

Key Stage	Start Date <i>(agenda despatch)</i>	Finish Date <i>(meeting)</i>	Completed?
1. <i>Proposal to the Board</i>			
2. <i>Chairman elected by the Board</i>			
3. <i>Invitation to all relevant Members of the Council and Group Leaders</i>			
4. <i>Draft TOR discussed with Head of Service</i>			
5. <i>Draft TOR, Timescale and Membership approved by the Board</i>			
6. <i>First meeting of Task Group to agree Work Plan and Timetable.</i>			
7. <i>Evidence sessions start/finish</i>			
8. <i>Consideration of draft recommendations and conclusions by the Task Group.</i>			
9. <i>Consideration of draft report and recommendations by the Task Group.</i>			
10. <i>date of the Equalities and Diversity Forum / despatch date (if applicable)</i>			
11. <i>Comments on technical accuracy by the Head(s) of Service / external agencies</i>			
12. <i>CMT Meeting /agenda despatch date</i>			
13. <i>Agreement of draft report and recommendations by the Task Group</i>			
14. <i>Date of the Overview and Scrutiny Board to agree the draft report and recommendations / agenda despatch date.</i>			
15. <i>Date of Leader's Group / despatch date.</i>			
16. <i>Date of Cabinet meeting to agree/amend /reject recommendations & Cabinet Response and Executive Decisions / despatch date</i>			
17. <i>Cabinet Response presented to Overview and Scrutiny Board.</i>			
18. <i>Date of consideration by external decision makers to agree/amend/reject recommendations & Executive Response and Executive Decisions / despatch date</i>			
19. <i>Date of consideration by full Council & Policy and Budgetary Decisions / despatch date (if applicable)</i>			
20. <i>Deadline for Executive Response / Action Plan(s)</i>			
21. <i>Date of 12 month review of Implementation of Executive Actions Plan(s) and agreed recommendations.</i>			

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Overview and Scrutiny Board Task Group Meeting Work Plan

Meeting 1		
Subject		
Date		
Topics	Work Required	Lead Officer
Attendees		
Date Information Required		

Meeting 2		
Subject		
Date		
Topics	Work Required	Lead Officer
Attendees		
Date Information Required		

FORWARD PLAN OF KEY DECISIONS

1 MARCH TO 30 JUNE 2011

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 March 2011 to 30 June 2011. **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 of the Council and Portfolio Holder for Policy, Performance, Partnerships and Economic Development
Councillor G. N. Denaro	Deputy Leader and Portfolio Holder for Resources (including Customer Services, Legal, Equalities, Democratic Services and Human Resources)
Councillor M. J. A. Webb	Portfolio Holder for Community Services (including Leisure, Cultural Services, Environmental Services and Crime and Disorder/CCTV)
Councillor Mrs. J. Dyer M.B.E.	Portfolio Holder for Planning and Regeneration
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation with special responsibility for the Town Centre Regeneration
Councillor P. J. Whittaker	Portfolio Holder for Regulatory Services and Strategic Housing
Councillor Mrs. M. A. Sherrey	Portfolio Holder for Older People, the Young and Vulnerable People
Councillor R. D. Smith	Portfolio Holder for Community Cohesion and Engagement

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 6 April 2011		Council Plan 2011/14	Non-Key*	Councillor R. Hollingworth	Cabinet to make recommendations to the full Council on 20 April 2011
2	Cabinet 6 April 2011		Treasury Management Strategy 2011/12 to 2013/14	Non-Key*	Councillor G. N. Denaro	Cabinet to make recommendations to the full Council on 20 April 2011
3	Cabinet 6 April 2011	Cabinet 5 January 2011	Bromsgrove Private Sector Housing Strategy and Assistance Policy	Key	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
4	Cabinet 6 April 2011	Cabinet 5 January 2011	Countywide Housing Strategy 2011-14	Key	Councillor P. J. Whittaker	Delayed pending final consultants report
5	Cabinet 6 April 2011		Enforcement and Fixed Penalty Notices for Environmental Services	Key	Councillor M. J. A. Webb	
6	Cabinet 6 April 2011	Cabinet 5 January 2011	Government Homelessness Grant and Support for Preventative Services	Key	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
7	Cabinet 6 April 2011	Cabinet 5 January 2011	Worcestershire 'Single Conversation' and Local Investment Plan	Key	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
8	Cabinet 6 April 2011	Cabinet 2 March 2011	Review of RIPA Policy (annual operational review)	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration
9	Cabinet 1 June 2011		(No items currently listed for this Cabinet meeting)			

10	Cabinet 29 June 2011		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council that evening
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Notes:

- 1) There will be no Cabinet meeting in March 2011 due to lack of business
- 2) There will be no Cabinet meeting in May 2011 due to the Local Elections

KEY DECISION

Proposed to be made by the Executive/Cabinet on 6th APRIL 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Bromsgrove Private Sector Housing Strategy and Assistance Policy</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services' REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The report brings back for re-approval the Council's Private Sector Housing Strategy following an update to reflect more recent housing needs data gathered through BRE and Thermal Fly over survey carried out since the existing strategy was approved in April 2009. The Housing Assistance Policy has been revised to reflect the creation of the new Countywide Home Improvement Agency, the implementation of the Kick Start Equity Release Scheme and the work of a cross authority working group that has achieved alignment of procedures.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM OT Service PCT</p>	<p>The revised strategy pick up on further consultation events that were held in Bromsgrove and Wychavon during September 2009 to inform the Countywide Housing Strategy and the multi agency working group that has been aligning private sector housing assistance policy across the county.</p> <p>Final circulation of a draft document will take place during 2010.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

All six districts are adopting a Housing Assistance Policy that is aligned.

KEY DECISION

Proposed to be made by the Executive/Cabinet on 6th APRIL 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Countywide Housing Strategy for Worcestershire 2011 - 2014</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services' REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The report will present a three year Housing Strategy for Worcestershire for approval. The new countywide strategy and action plan is being formulated to ensure strategic alignment with national and regional priorities and link with the Sustainable Community Strategy and County priorities. The cross authority integrated approach aims to provide more consistent, quality services that meet customer needs promoting innovation and more effective delivery.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM OT Service PCT</p>	<p>Two consultation events were held in Bromsgrove and Wychavon during September 2009.</p> <p>Focus groups covering the range of client groups have taken place between December 2009 and April 2010.</p> <p>A questionnaire survey was carried out in 2010-10-01</p> <p>A final consultation event and action planning event took place at Worcester on the 28th September 2011.</p> <p>Final circulation of a draft document will take place during 2010.</p>	<p>Ongoing since September 2009.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
All district and Borough Councils within Worcestershire.

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
6 April 2011

LEAD MEMBER/ PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Mike Webb</p>	<p>ENFORCEMENT & FIXED PENALTY NOTICES FOR ENVIRONMENTAL SERVICES</p>	<p>All Wards</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Environmental Services</p> <p>REPORT AUTHOR</p> <p>Name: Guy Revans E Mail: g.revans@bromsgrove.gov.uk Tel: (01527) 64252 ext 3292 or 881703</p> <p>Name: Anna Wardell - Hill E Mail: a.wardell@bromsgrove.gov.uk Tel: (01527) 64252 ext 3700 or 881715</p>	<p>SUMMARY</p> <p>Outlines the opportunities for improving environmental enforcement within Bromsgrove District. With the addition of an Environmental Enforcement Officer, Bromsgrove District Council will be in a position to continue improving Street Cleansing performance</p> <p>Comparisons with neighbouring Councils and in particular with Redditch Borough Council identify the importance and effectiveness of environmental enforcement.</p> <p>This report draws attention to the shift in environmental enforcement issues being dealt with at a local level within local authorities and moving away from the jurisdiction of the local police force through the amendments to legislation in the Clean Neighbourhoods and Environment Act (CNEA) 2005 and the Dogs (Fouling of Land) Act 1996.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>This report has a significant impact throughout the entire district covering issues such as the environmental quality of our customers environment and education and enforcement for perpetrators of environmental crime.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders NA	NA	NA

DECISION TO BE MADE IN PARTNERSHIP WITH
 NA

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
6th APRIL 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Government Homelessness Grant and support of preventative schemes.</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services' REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The report will update members upon the government grant that is allocated to support homelessness preventative services for the financial year 2011/2012, and make recommendations for application of grant for new or ongoing schemes to assist in preventing homelessness and reducing the use of temporary accommodation.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils Supporting People RSL's CAB, BYHF</p>	<p>Consultation takes place through the Bromsgrove Homelessness Strategy Steering Group which jointly formulates recommendations for the appropriate development of homelessness preventative services.</p>	

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

Proposed to be made by the Executive/Cabinet on 6th APRIL 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Worcestershire 'Single Conversation' and Local Investment Plan.</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The Homes and Communities Agency (HCA) aims to connect local ambition with national targets by engaging local authorities in a 'single conversation' on all aspects of housing and regeneration. The Single Conversation is the way in which the HCA agrees and secures delivery at the local level in support of national objectives. The term 'Single' Conversation refers to its comprehensive coverage including the full range of housing, infrastructure, regeneration and community activities. It draws on the priorities for a local area as set out in key local plans and is an ongoing, evolving and dynamic process.</p> <p>In order to deliver the agreed vision for an area, the Single Conversation will be supported by a Local Investment Plan (LIP) for the place. The LIP will identify the needs to be addressed, based on robust evidence from local strategies, including the Sustainable Communities Strategy, Local Development Framework and the Local Economic Assessment (from April 2010).</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM</p>	<p>The LIP is being developed in consultation with partners through a series of working groups that have been set up to facilitate the process The North Worcestershire Delivery Group, The North Worcestershire LIP Group Worcestershire Place Shaping Group to be Chaired by Kevin Dicks.</p> <p>Consultation upon the draft plan will be carried out in late 2010 into early 2011.</p>	<p>Ongoing since September 2009.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
All district and Borough Councils within Worcestershire.

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME AND MEETING SCHEDULE 2010/11

Updated: March 2011

The Overview & Scrutiny Board

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

1.2 Standing Items

The following items will be considered at regular intervals, as indicated.

- Quarterly Recommendation Tracker

2. OVERVIEW & SCRUTINY BOARD TASK GROUPS

2.1 Current Overview & Scrutiny Board Task Groups - see Appendix 1

2.2 Task Group Reviews

A report presented to the Board which gives consideration to the implementation and progress of Overview & Scrutiny Board Task Group recommendations agreed by the Cabinet. – see Appendix 2

3. **RECOMMENDATIONS**

- 3.1 That the Board notes the Work Programme and Meeting Schedule 2010/11 and agrees to the removal of any topics which have been completed.

1st March 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Councillor Call for Action Procedure	To consider a new Councillor Call for Action Procedure	Lead Officer: Amanda Scarce – Committee Services Officer Portfolio Holder: Cllr. G. N. Denaro – Finance and Resources Executive Director: Jayne Pickering, Finance & Corporate Resources Head of Service: Claire Felton, Head of Legal, Equalities & Democratic Services	A report by Head of Legal, Equalities & Democratic Services	
Inquiry/Task Group Procedure Guidelines	To consider new Inquiry/Task Group procedure guidelines	Lead Officer: Amanda Scarce – Committee Services Officer Portfolio Holder: Cllr. G. N. Denaro – Finance and Resources Executive Director: Jayne Pickering, Finance & Corporate Resources Head of Service: Claire Felton, Head of Legal, Equalities & Democratic Services	A report by Head of Legal, Equalities & Democratic Services	
Alternative Arrangements for the Place Survey	To consider the alternative arrangements in place for the Place Survey. Possible scope to widen topic to include Performance	Portfolio Holder: Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships Lead Officer/Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships		

	Management – post abolition of CAA and Place Survey.			
The Annual Bonfire Event	To consider the value for money of The Annual Bonfire Event and explore any potential savings, alternative options and improvements and make any recommendations to Cabinet.	Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr M. J. A. Webb – Portfolio Holder for Community Services. Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services		The Cabinet
The Forward Plan (for information only)	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011		The Cabinet	
Overview & Scrutiny Board Work Programme	To agree the Overview & Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services External Witnesses:	Overview & Scrutiny Board Work Programme	Overview & Scrutiny Board March 2011
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

5th April 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Community Involvement in Local Democracy Task Group – Presentation and Review	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton, Head of Legal, Equalities & Democratic Services Portfolio Holder: Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.	
The Council Plan		Portfolio Holder: Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships Lead Officer/Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships		
Performance Management Strategy		Portfolio Holder: Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships Lead Officer/Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships		
Older Peoples’ Task Group Review	To review the implementation of the Older People’s Task Group report and recommendations	Executive Director/Lead Officer: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People		

Hot Food Takeaways Investigation	To review the implementation of the Hot Food Takeaways investigation report and recommendations	Lead Officer: Mike Dunphy – Strategic Planning Manager Portfolio Holder: Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration Executive Director: John Staniland, Planning & Regeneration, Regulation & Housing Services	Cabinet Response to the Hot Food Takeaways Report	Cabinet January 2010
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton, Head of Legal, Equalities & Democratic Services		These may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the Board for review or referred back to the decision maker.
The Forward Plan (for information only)	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011		The Cabinet	
Questions to Witnesses	To define advance questions to witnesses attending the next meeting of the Board			

2011 - 2012				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Scrutiny of the Community Safety Partnership		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr M. J. A. Webb – Community Services</p> <p>Executive Director: Sue Hanley - Leisure Environment and Community Services</p> <p>External Witnesses:</p>		
The Corporate Safeguarding Policy (Children and Vulnerable Adults)		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People</p> <p>Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
The Play Strategy	Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised.	<p>Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services</p> <p>Portfolio Holder: Cllr M. J. A. Webb – Portfolio Holder for Community Services</p> <p>Executive Director: Sue Hanley – Executive Director for Leisure, Environmental & Community</p>	A written report from the Head of Leisure and Cultural Services	

Alcohol and Anti-Social Behaviour		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr M. J. A. Webb – Portfolio Holder for Community Services</p> <p>Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
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Items to be included within the Work Programme

- Response to the MUGA Report from West Mercia Police and ACT.
- Joint Scrutiny in Worcestershire
- Feedback from quarterly meeting of Worcestershire Scrutiny Chair/Vice Chair meetings
- Review of Call In Procedure
- Local Food Task Group – consideration of re-instatement

Appendix 1 - Current Overview & Scrutiny Board Task Groups/Inquiries

Current Task Groups	Date Report Due	Terms of Reference

Appendix 2 – Overview & Scrutiny Board Task Group/Inquiry Reviews

Date to be Reviewed	Decision Maker(s) / Decision Date	Agenda Item / Topic	Terms of Reference	Witnesses	Documents
March 2011	Cabinet 2nd December 2009	Hot Food Takeaways Investigation	To review the Hot Food Takeaways Investigation report and implementation of the recommendations	Lead Officer: Mike Dunphy - Strategic Planning Manager Portfolio Holder: Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration	Cabinet Response to the Hot Food Takeaways Report.
April 2011	Cabinet 3rd March 2010	Older Peoples' Task Group Review Recommendations Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	Executive Director/Lead Officer: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People	Cabinet Response to the Older Peoples' Task Group.
June 2011	Cabinet 28th June 2010	Improving Residents' Satisfaction Task Group Review	The review the implementation of the Task Group recommendations agreed by Cabinet 28 th June 2010	Executive Director/Lead Officer: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr R. D. Smith – Portfolio Holder for Community Cohesion and Engagement	Cabinet Response to the Improving Residents' Satisfaction Task Group Report.

June 2011	Cabinet 28th June 2010	Community Involvement in Local Democracy Task Group Review	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	Lead Officer: Claire Felton, Head of Legal, Equalities & Democratic Services Portfolio Holder: Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.
November 2011	Cabinet 3rd November 2010	Inquiry into the Alvechurch Multi-Use Games Area	To review the Inquiry into the Alvechurch MUGA report and implementation of the recommendations	Lead Officer: Angela Heighway, Head of Community Services Portfolio Holder: Cllr M. J. A. Web -, Portfolio Holder Community Services	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)

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Overview and Scrutiny

Methodology and Approach

The following key questions should be asked in each scrutiny review.

1. Business Aims and Objectives

- Q What are the business aims and objectives of the service?
- Q To what extent do these link with the Council's Vision and Objectives?

2. Performance

- Q What are the performance indicators for the service?
- Q How does the service perform against these performance indicators?
- Q How does performance compare to other councils including Redditch Borough Council, Statistical Neighbours, and Bromsgrove District Council over past 2 years?
- Q What are the reasons for poor/high performance?

3. Customer Feedback

Customer feedback – including Focus Groups, Customer Complaints etc.

4. Organisation

- Q What is the organisational structure for delivering this service?

5. Budget

- Q What is the budget for this service? Total. Capital. Revenue.
- Q What were the budget and out-turn figures for this service over the past 2 years?
- Q How does budget compare to other councils e.g. Redditch Borough Council, Statistical Neighbours and Bromsgrove District Council over past 2 years?

6. Future Plans

- Q What are the future plans for the development of this service (including any new statutory requirements etc)?

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