



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 13TH JUNE 2011 AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, S. Dudley, K. A. Grant-Pearce, R. J. Laight, P. Lammas, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer, L. J. Turner and P. J. Whittaker

AGENDA

1. Election of Chairman
2. Election of Vice Chairman
3. Apologies for Absence
4. Declarations of Interest and Whipping Arrangements
5. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 5th April 2011 (Pages 1 - 6)
6. Silverdale Play Area Petition - Report (Pages 7 - 16)
7. Improving Residents' Satisfaction Task Group - 12 month Review Report (Pages 17 - 24)
8. Hot Food Takeaway Investigation - 12 month Review Report (Pages 25 - 30)
9. Overview and Scrutiny Board Draft Annual Report 2010/11 - For Information (Pages 31 - 60)
10. Forward Plan of Key Decisions 1st June - 30th September 2011 (for information only) (Pages 61 - 66)

11. The Planning Process - Overview and Scrutiny Topic Proposal Report (Pages 67 - 74)
12. Overview and Scrutiny Board Work Programme 2011/12 (Pages 75 - 96)
13. 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

2nd June 2011

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY, 5TH APRIL 2011 AT 5.30 P.M.

PRESENT: Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman), R. J. Deeming, Mrs. R. L. Dent, J. A. Ruck, C. R. Scurrall, Mrs. C. J. Spencer (Present from Minute No. 25/10 to Minute No. 30/10), C. B. Taylor, C. J. Tidmarsh and L. J. Turner

Invitees: Councillor G. N. Denaro and Councillor M. J. A. Webb

Officers: Ms. J. Pickering, Mrs. C. Felton, Mr. G. Revans, Ms. R. Dunne, Mrs. A. Wardell-Hill, Ms. S. Horrobin and Ms. A. Scarce

25/10 **APOLOGIES**

An apology for absence was received from Councillor Mrs. J. M. L. A. Griffiths.

26/10 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

27/10 **COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY - PRESENTATION (INCLUDING 12 MONTH REVIEW)**

The Board received a presentation from the Senior Corporate Policy and Performance Officer which highlighted the work that had been carried out in both Local Democracy Week and Democracy Year 2010/11, and which had formed a part of the recommendations put forward by the Community Involvement in Local Democracy Task Group in May 2010.

The Senior Corporate Policy and Performance Officer informed Members that Local Democracy Week had been timed to lead into the local election and had brought together colleagues from different departments within the Council and external partners, with a particular focus on young people through schools and youth centres. The activities had been designed to cover different areas of the District, had produced a programme that could be repeated in the future, developed relationships with community and provided ongoing engagement with democracy. The following areas were covered in detail within the presentation:

- A market stall in Bromsgrove Town Centre manned by the Elections Team.

- Work at Rubery Youth Centre including meeting with the Youth Management Team and the design of a Decision Makers Questionnaire.
- Visit to Haybridge High School to deliver a lesson on women in democracy, which was linked to International Woman's Day. A group of students attended the Council's celebration of this event which was held in the Spadesbourne Suite.
- Several local schools took part in Community Clean-ups.
- Sessions with young people took place at Woodrush High School and Youth Centre which explored what democracy meant to the young people.
- Information was provided to students and staff on voting and elections, with a "mock" polling station. at NEW College at the Bromsgrove and Redditch campuses.
- Work with the Youth Management Team at the Trunk which discussed the qualities of a good representative and issues relevant to young people.

The Senior Corporate Policy and Performance Officer also informed Members that as a result of the success of the activities, the following items were planned for the future:

- Web pages for young people would be developed.
- The X-press Democracy Magazine would be updated.
- Engagement with Young People was being reviewed in partnership with the Children and Young People Theme Group and 2 mini conferences were proposed.
- The possibility of inviting representatives of the Worcestershire Youth Cabinet in to meet Councillors.

The Board asked what, if any, the future plans were for this type of work to be carried out in future years. The Head of Legal, Equalities and Democratic Services informed Members that an evaluation of the activities would be carried out and those which had been most successful and had the most benefit to the Council, would be built upon for future years, and it was anticipated that similar exercises, wherever possible, would be carried out in 2011/12 and 2012/13. Material had been provided to some schools to enable them to include some of the areas covered within their own Citizenship lessons and information would also be made available on the website in due course.

The Chairman thanked the Senior Corporate Policy and Performance Officer for providing a very informative presentation.

28/10 **MINUTES**

The Minutes of the Overview and Scrutiny Board meeting held on 1st March 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

The Board was provided with updates on the matters arising from Minute No. 15/10 and the Head of Environmental Services confirmed that the financial information would be provided, via email, for Members as soon as it was available.

29/10 **ENFORCEMENT AND FIXED PENALTY NOTICES FOR ENVIRONMENTAL SERVICES - BRIEFING PAPER**

The Chairman welcomed the Head Of Environmental Services, the Environmental Services Manager and the Waste & Street Scene Policy, Publicity and Performance Manager to the meeting and advised that an opportunity to pre-scrutinise the Enforcement and Fixed Penalty Notices for Environmental Services had been requested by Members at the meeting held on 1st March 2011.

The Portfolio Holder for Community Services introduced the briefing paper which outlined the use of enforcement action to tackle environmental problems such as fly-tipping and dog fouling and the opportunities for continued improvement to street cleaning performance and improved environmental enforcement within the Council. The Portfolio Holder gave details of what was classed as 'environmental crime' and the 5 stage approach for dealing with the offences, which were detailed in the proposed Joint Environmental Enforcement Strategy. Members had also been provided with details of the level of Fixed Penalty Notices (FPNs) for the various environmental crimes.

The Head of Environmental Services informed Members that, although Redditch Borough Council's (RBC) area and needs were slightly different to those of Bromsgrove District Council's, the enforcement and FPNs for Environmental Services had been successful at RBC, for example there had been a reduction in fly-tipping from 1,270 cases in 2007 to 870 cases in 2010.

A full report would be presented to Cabinet at the meeting to be held on 6th June 2011 and the Portfolio Holder informed Members that, if the report was agreed at this meeting, introduction of the FPNs would be implemented as quickly as possible. However, this would be dependant upon the recruitment of staff. It was anticipated that there would be 3 Environmental Enforcement Officers across the Shared Service and the benefits of this would include the provision of cover for sickness and holidays.

The Board discussed how the 5 stage approach would work and the difficulty in gathering evidence for the court proceedings stage. Members also discussed under what circumstances an FPN could be issued and the necessity to use all stages of the process. The use of covert investigations was also discussed and Members were informed that there was a significant amount of legislation which governed this type of investigation. The Head of Environmental Services informed Members that it was envisaged that preventative work through education of residents would play a large part in reduction of offences in the District.

RESOLVED that the briefing paper be noted and that the Board include a review of the Enforcement and Fixed Penalty Notices within Environmental Services policy, following implementation, on the Work Programme.

30/10 **COUNCIL PLAN 2011-2014 REPORT**

The Board considered a report on the Council Plan 2011-2014. The Senior Corporate Policy and Performance Officer informed Members that the Council Plan had been restructured this year in order to take account of both the financial and political changes that have taken place.

The Executive Director, Finance and Corporate Resources informed Members that there was less actions and objectives in the Council Plan than in previous years. This was due to the Council bringing forward the Shared Service and Transformation programme from a 3 year time schedule to 18 months. Heads of Service had therefore been asked to include only achievable actions and objectives, as it was imperative that the Shared Service and Transformation programme be completed within the timeline set.

The Board discussed the following in more detail:

- Implementation of the Countywide Housing Strategy Action Plan
- The review of protocols and procedures relating to the homelessness service.
- Installation of Solar panels
- Who the Council Plan was aimed at.
- Duplication of information within the Plan and the format of the Plan in future years.
- Key Performance Indicators for older people.

RESOLVED that the Council Plan for 2011-2014 be noted.

31/10 **ALTERNATIVE ARRANGEMENT TO THE PLACE SURVEY**

The Senior Corporate Policy and Performance Officer informed the Board that the Place Survey and the majority of performance indicators included within it had been abolished. In the past this had been dealt with through Worcestershire Viewpoint, in partnership with all districts and the County Council. The funding for this would remain in place until May 2012 and the Council would continue to make use of this facility for benchmarking purposes.

At a more local level, the Head of Leisure and Cultural Services and the Head of Customer Service would also be involved in providing more district relevant questions, including customer satisfaction, for a predominantly online questionnaire which would run each quarter. This would be promoted by the business card system, which was a process used successfully on previous occasions. The business card would direct people to the County Council Business Portal which the Council had access to and although led by the County Council the documentation would be Council branded. This portal had already been used for the Core Strategy and Town Centre consultations. The Senior Corporate Policy and Performance Officer informed Members that the

facility was able to collate the data into a suitable format for use in what ever way the Council required, whilst also allowing a printable version of the questions to be used when necessary.

The Chairman thanked the Senior Corporate Policy and Performance Officer for the update.

32/10 **MINUTES OF THE MEETING OF THE OLDER PEOPLE'S TASK GROUP 12 MONTH REVIEW HELD ON 9TH MARCH 2011**

The Chairman introduced this item and explained that the Minutes of the Older People Task Group Review had been provided as an update to the progress that had been made in implementing the recommendations following the Task Group Report which had been received by Cabinet on 3rd March 2010. After discussion it was

RESOLVED:

- (a) that progress on the recommendations as set out in the Minutes be noted;
- (b) that the Overview and Scrutiny Board include a review of the Worcestershire County Council's draft Older People's Strategy in the Work Programme;
- (c) that the Director of Policy, Performance and Partnerships continues to scope the possibility of a handbook for GPs on the health related services that the Council provides and to source possible funding for this;
- (d) that the Portfolio Holder for Older People, the Young and Vulnerable, the Director of Policy, Performance and Partnerships and the Age Well Co-ordinator promote the activities offered for the over 50s via the Parish Council Forum;
- (e) that the Director of Policy, Performance and Partnerships revisit and review the Older Person's Services Directory and mapping exercise during 2012/2013 and considers involving the Parish Council Forum when undertaking this exercise;
- (f) that the Director of Policy, Performance and Partnerships contact the Older People's Forum regarding its help with a mystery shopping exercise specifically on older people's services;
- (g) that the Director of Policy, Performance and Partnerships engages with the Portfolio Holder and the Older People's Forum to look at the possibility of championing a 'Village Agents' project for 2011;
- (h) that the Director of Policy, Performance and Partnerships and the Benefits Services Manager look at including benefits information in the leaflets produced and distributed by Lifeline Officers; and
- (i) that the Director of Policy, Performance and Partnerships and Climate Change Manager look at ways of engaging with specific partner agencies, for information and promoting energy saving ideas for older people and to use any future Older People's events to promote these ideas.

33/10 **OVERVIEW AND SCRUTINY BOARD QUARTERLY RECOMMENDATION TRACKER**

The Board considered the Quarterly Recommendation Tracker Report and Officers provided a verbal update on progress in respect of the recommendations from the Alvechurch Multi-Use Games Area (MUGA) Inquiry. Members requested that the recommendations from the MUGA Inquiry remain on the Quarterly Recommendation Tracker Report until the 12 month review had taken place.

Officers advised that following the presentation on Local Democracy and the updated information provided in the Minutes of the Older People Task Group, the Tracker Report would be amended accordingly.

After further discussion it was

RESOLVED that the Quarterly Recommendation Tracker be noted and the completed items be removed from the Tracker.

34/10 **FORWARD PLAN OF KEY DECISIONS 1ST APRIL TO 31ST JULY 2011**

The Board considered the Forward Plan of Key Decisions and agreed, after discussion that as there was not a meeting of the Board until 13th June 2011 it was not appropriate to put forward any item from the Forward Plan for scrutiny at this time.

35/10 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and was informed by Officers that the Head of Leisure and Cultural Services was not available to attend the meeting on 13th June 2011 in respect of the Silverdale Play Area Petition item. Members requested that a detailed report still be provided at that meeting and if necessary, the Head of Leisure and Cultural Services attend a subsequent meeting to answer any further questions which may arise.

RESOLVED that the Work Programme be noted, subject to the above amendment.

The meeting closed at 7.12 p.m.

Chairman

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Silverdale Play Area Report

Relevant Portfolio Holder	Councillor M. Webb
Relevant Head of Service	John Godwin – Head of Leisure and Cultural Services
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Following receipt of a petition entitled “Potential Closure of Silverdale Play Area” at the Overview and Scrutiny Board meeting held on 1st March 2011, the Board requested an in depth report be submitted by the Head of Leisure and Cultural Services.

2. RECOMMENDATIONS

- 2.1 (a) that the Overview and Scrutiny Board note the contents of this report; and
(b) that the Overview and Scrutiny Board put forward any recommendations it deems necessary.

3. BACKGROUND

- 3.1 It was believed that this petition had been compiled following the report received by Cabinet on 1st December 2010 which referred to improvements to Laurel Grove/Beech Road play area.
- 3.2 The report to Cabinet requested Members to approve the improvements and enhancements of the play and ancillary facilities funded from £51,000 Section 106 Monies. This investment was part of 106 monies coming from the local development in All Saints Road.
- 3.3 The report gave a history and background to recent improvements made in the Sidemoor Ward at King George Recreation Ground, with provision of a MUGA from Dabid Funding, Floodlights from 106 funding and junior/risky play from Big Lottery funding.
- 3.4 Information was provided from PPG17 and detailed how the project supported the recommendations of higher quality facilities in strategic locations, which improved community cohesion by bringing local residents together in one area. The PPG17 report also sets out provision standards for access which were essential for maximising usage of the sites as well as providing opportunities for people who use the site. It recommended that

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the standard for provision for children was a 10 minute walk time to play areas. (Google maps of location attached for information at Appendix 1.)

- 3.5 Officers sought a suitable local scheme in line with Corporate Objectives, priorities and the principals of the Play Strategy and the restraints identified. The provision at Laurel Grove/Beech Road was in need of qualitative and quantitative Improvements and as such the scheme was considered to be the most appropriate.
- 3.6 Reference was also made to consideration being given to future play funding opportunities in this area, as detailed below:

“By increasing the quality of the provision in Sidemoor through this scheme and recent improvement at King George Recreation Ground, BDC will be able to consider in the future the potential to rationalise other play areas, for example the small and badly located Silverdale Close play area, and return them to either POS or potential look at using them as investment locations. This play area is within a 5 minute walking distance from Laurel Grove/Beech Road Play area and has several issues that would need to be considered as part of a future review.”

- 3.7 The report outlined the following recommendations to Members: -

“Cabinet are requested to recommend to full Council that the above scheme be included to the forward Capital Programme for 2010/2011 and request officers to undertake the work required before the “claw back” point is reached.”

- 3.8 Officers fully appreciate and understand that there has been a level of confusion caused by the comments. However, the report suggested consideration be given for future play funding opportunities in areas when local sites came to the end of their useful life. Silverdale was used as an example only. No decision would be made without full consultation and engagement with local people and stakeholders and with the full approval of Members through the Cabinet process.

4. KEY ISSUES

- 4.1 The Silverdale Close Play Area is currently safe and well maintained and was upgraded in 2002 and has not come to the end of its useful life.

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4.2 The play area will continue to be fully inspected and maintained in line with all Council inspection and maintenance procedures.

5. FINANCIAL IMPLICATIONS

5.1 There are no implications for the purpose of this report.

6. LEGAL IMPLICATIONS

6.1 There are no implications for the purpose of this report.

7. POLICY IMPLICATIONS

7.1 There are no implications for the purpose of this report.

8. COUNCIL OBJECTIVES

8.1 Objective Two – One Community, by working and engaging with local people to seek their needs, views and ideas

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 There are no implications for purpose of this report.

10. CUSTOMER IMPLICATIONS

10.1 There are no implications for the purpose of this report.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 There are no implications for the purpose of this report.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 There are no implications for the purpose of this report.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 There are no implications for the purpose of this report.

14. HUMAN RESOURCES IMPLICATIONS

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14.1 There are no implications for the purpose of this report.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 There are no implications for the purpose of this report.

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

16.1 There are no implications for the purpose of this report.

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 There are no implications for the purpose of this report.

18. LESSONS LEARNT

18.1 N/A

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	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No

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

21. WARDS AFFECTED

Sidemoor Ward

22. APPENDICES

Appendix 1 – Google Images of location of play area.

23. BACKGROUND PAPERS

Cabinet Report

24. KEY

None

AUTHOR OF REPORT

Name: Jackie Boreham – Parks & Recreations Officer
E Mail: j.boreham@bromsgroveandredditch.gov.uk
Tel: 01527 881611

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BROMSGROVE DISTRICT COUNCIL

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12 month Review of the Improving Residents' Satisfaction Task Group

Relevant Portfolio Holder	Councillor M. A. Bullivant – Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources
Relevant Head of Service for Overview and Scrutiny	Mrs. Claire Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To provide the Overview and Scrutiny Board with an update following the 12 month review of the Improving Residents' Satisfaction Task Group.

2. RECOMMENDATIONS

- 2.1 That the Board notes the report and progress made to date on the implementation of the recommendations following the review of the Improving Residents' Satisfaction Task Group.

3. BACKGROUND

- 3.1 The Improving Residents' Satisfaction Task Group was commissioned by the Scrutiny Board on 27th October 2009. Councillor S. R. Colella was appointed Chairman of the Task Group.
- 3.2 The objectives of the Improving Residents' Satisfaction Task Group were to gain:
- An understanding of the statistics behind the current levels of satisfaction;
 - An understanding of good practice in delivery and high levels of satisfaction;
 - Understand the causes of dissatisfaction for particular customer segments; and
 - Identify solutions based on further research.
- 3.3 The Task Group held a total of five meetings and interviewed a range of witnesses, including a publisher from a local newspaper and the Head of Strategy and Communications from a neighbouring authority. The meetings covered an analysis of the Place Survey, Theory and Best Practice on Satisfaction and Local Practice and Local Issues.

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- 3.4 The Task Group report and recommendations were agreed by the Overview Board at its meeting on 10th June 2010 and considered by the Cabinet at its meeting held on 30th June 2010, when all 7 recommendations put forward were agreed.

4. RECOMMENDATIONS

Recommendation 1

That Cabinet note that achieving a high level of satisfaction is a combination of visible outcomes, good customer service, regular and clear communication and public engagement and requires all aspects of the Council to be fully committed and working to the same outcomes.

The Council can now demonstrate visible outcomes e.g. affordable housing, progress on the town centre, new gym at the Dolphin Centre etc. The single management team includes a Head of Customer Service and performance at the Customer Service Centre is much improved and the Head of Customer Service has recently launched a Customer Experience Strategy. The Council has an increasingly good track record on community engagement. There has been a high response to the Core Strategy consultation and the Council is now in its 5th year of the Budget Jury and was on regional television with this in 2010.

Recommendation 2

That MORI be invited to present the findings of the Place Survey to Corporate Management Team, Officers and all Members to demonstrate what are the current perceptions of the Council's services, where they stand in relation to councils with similar demographic and geographic characteristics and where the Council should actually be.

This was deemed no longer relevant following the change of Government and the demise of the Place Survey.

Recommendation 3

That a small corporate working group (officers) be set up to support the delivery of corporate communications in a standard style, (including strict brand management and style guidelines), for the Council's priority campaigns and develop closer working with the lead teams so that the Communications Team are more involved from the beginning of campaigns.

The Corporate Communication team is now in a shared service. There has been a reduction in resources, which in an ideal world would not be what

the Council would want, however with the 27% reduction in the Revenue Support Grant every service is having to look at their resources and communications is a support service. The Communications Team has been much more involved “up front” on key projects during 2010 and there has been a number of months with a very high percentage of positive press articles. It was decided not to establish a corporate working group, but to work with specific teams on specific projects. As the new Communications Shared Service has only recently gone “live”, the Director of Policy, Performance and Partnerships and the Communications and Marketing Manger will be attending every department management team to discuss their requirements.

Recommendation 4

That internal communication is kept high on the agenda, particular in the light of the shared services and strict budget control. This should also include the regular communication of the Council’s achievements to staff.

(a) That in order to improve residents’ satisfaction with the Council’s services regular newsletters be provided to Parish Councils and businesses and Portfolio Holders along with Officers playing a greater visible role in their area of customer interface.

(b) That a web design style is created that is user friendly and embraces the principles of writing in “plain English”.

(a) Each Staff Forum now includes a section on achievements and the Council has a separate Shared Services Communications Plan. It must be remembered however that it is a difficult time for staff who are naturally worried about their jobs and the Council need to consider doing more communications to help maintain morale during this difficult tme.

(b) Further staff training will take place later in the year, and the Organisational Development Officer is planning to include a customer focused Plain English course in her training plans.

Recommendation 5

That a review of the use of the Council’s crest and Building Pride logo be carried out in order to increase their usage and promote the message behind them throughout all Council departments and services.

Due to other priorities e.g. Worcestershire Regulatory Services, North Worcestershire EDU, going through a restructure into a new shared service, this recommendation has not been actioned, but will be looked at again in 2012.

Recommendation 6

That the Communications Team work more closely with Cabinet, through the Communications Plan in order to identify any difficult decisions at an early stage in order to involve residents as soon as possible.

A communications planner goes to Corporate Management Team and the Communications Team has regular contact with the Leader and Portfolio Holder. The press coverage is very positive with 100% take up on press releases.

Recommendation 7

That the Council Aim for Excellence with Customer Service, to include Customer First parts 4, 5 and 6 and by providing the relevant training to all staff.

Recommendation 7 (a)

That the Director of Policy, Performance and Partnership and the new Head of Customer Service work together to co-ordinate detailed customer feedback on services from both external and internal customers, which will enable the Council to understand how they are doing, what they must do better, why particular services are not used or why customers may have stopped using the service.

The Head of Customer Services reports that the Customer Experience Strategy (Every Customer, Every Time) was launched on 1st April 2011 along with a 3 year action plan to develop customer service provision in Bromsgrove, building on the work of the Customer First Programme. The strategy, agreed by Cabinet, pulled together four key strands of work – Customer Experience, Transformation, Customer Feedback and Staff, which focused on improving the customer experience. Progress on this strategy would be reported in a quarterly report to Cabinet.

All staff have received a briefing on the strategy and the expectations placed on them to help the organisation deliver excellent customer service. Staff guidance has also been developed and is available to all staff via the Orb, and a managers' toolkit would also be developed in the near future.

An internal assessment against the Customer Service Excellence Accreditation criteria has been carried out and showed that good progress had been made against the various elements of the standard. However, due to the shared service and transformation programme the formal assessment has been deferred for 12-18 months. This will not deter the Council from pursuing excellent customer service as the transformation

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methodology would ensure that excellent customer service was provided through services which meet the demands of customers.

The majority of actions in the Customer First programme have been completed and those which are ongoing or need further development would be picked up in the Every Customer, Every Time Action Plan.

5. KEY ISSUES

- 5.1 Overview and scrutiny is a key part of the Council's democratic decision making process and enables non-executive Members of the Council to put forward recommendations for policy development, policy review and service improvement.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications for the purpose of this report.

7. LEGAL IMPLICATIONS

- 7.1 There are no legal implications for the purpose of this report.

8. POLICY IMPLICATIONS

- 8.1 There are no policy implications for the purpose of this report.

9. COUNCIL OBJECTIVES

- 9.1 Council Objective Two – Improvement
Council Objective Three – One Community

10. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 10.1 None for the purpose of this report.

11. CUSTOMER IMPLICATIONS

- 11.1 None for the purpose of this report.

12. EQUALITIES AND DIVERSITY IMPLICATIONS

- 12.1 None for the purpose of this report.

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13. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

13.1 None for the purpose of this report.

14. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

14.1 None for the purpose of this report.

15. HUMAN RESOURCES IMPLICATIONS

15.1 None for the purpose of this report.

16. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

16.1 None for the purpose of this report.

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

17.1 None for the purpose of this report.

18. HEALTH INEQUALITIES IMPLICATIONS

18.1 None for the purpose of this report.

19. LESSONS LEARNT

19.1 None for the purpose of this report.

20. COMMUNITY AND STAKEHOLDER ENGAGEMENT

20.1 None for the purpose of this report.

21. 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

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Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	Yes
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

22. WARDS AFFECTED

All

23. APPENDICES

None

24. BACKGROUND PAPERS

Improving Residents' Satisfaction Task Group Report – June 2010

25. KEY

None

AUTHOR OF REPORT

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

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

13th June 2011

12 month Review of the Hot Food Takeaway Investigation

Relevant Portfolio Holder	Councillor C. B. Taylor – Planning, Core Strategy, Regulatory Services and Strategic Housing
Relevant Head of Service for Overview and Scrutiny	Mrs. C. Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To provide the Overview and Scrutiny Board with an update following the 12 month review of the Hot Food Takeaway Investigation.

2. RECOMMENDATIONS

- 2.1 That the Board notes the report on the review of the Hot Food Takeaway Investigation.

3. BACKGROUND

- 3.1 The topic of hot food takeaways was first considered by the Scrutiny Board at its meeting on 19th May 2009; this was in response to a scrutiny proposal form which had been submitted by Councillor D. Pardoe.

Subsequently at a meeting of the Joint Overview and Scrutiny Board held on 9th June 2009 a petition was received from a local resident in Rubery concerned about the increased number of hot food takeaways in Rubery High Street and the effect late night opening of these establishments was having in terms of problems with litter, crime and disorder and antisocial behaviour.

At the Scrutiny Board meeting held on 30th June 2009 Members agreed that an investigation should be carried out to examine the impact of takeaway hot food stores on communities and the environment. Members explored this subject and heard evidence over a series of meetings of the Board and carried out a fact finding visit to London Borough of Waltham Forest who passed on their experiences of issues regarding hot food takeaways.

The report on the investigation was approved by the Scrutiny Board at its meeting on 24th November 2009 and considered by the Cabinet at its meeting on 2nd December 2009, when all 3 recommendations put forward were approved.

3.2 Recommendations 1 and 2

1. That the Cabinet task the Strategic Planning Department to scope the extent to which the issues identified in this report contribute to the negative impact on sense of community and well being and the environment and how these issues can be addressed by the adoption of a Supplementary Planning Document on hot food takeaways and present a report detailing their findings and draft policy to Cabinet.

2. That the Cabinet refer consideration of adoption of a draft Supplementary Planning Document on hot food takeaways to the LDF Working Party to be included as an agenda item and considered at the next scheduled meeting of the LDF.

The initial response from the Strategic Planning Department to these recommendations was that planning officers recommended that a Hot Food Takeaway Supplementary Planning document could not be progressed and therefore there was no action for the LDF Work Party to take.

However, the Draft Core Strategy, the consultation ended on 15th April 2011 for this, made reference, under section CP 23 Health and Well Being, to the option of the provision of a Supplementary Planning Document at a later date. Specific mention is made in the Draft Core Strategy "...seeking to reduce the over-concentration of uses, particularly hot food takeaways which can have a negative impact on the health of local people in identified locations provides a flexible long-term spatial solution to health problems associated with these uses."

3.3 Recommendation 3

That the Cabinet direct officers to carry out further research into healthy eating/healthy lifestyles and the means by which through working with partners in the LSP the Council could contribute to delivering services to address the LAA targets on obesity in children, mortality rate from circulatory diseases for under 75s, adult participation in sport and children and young people's participation in high-quality PE and sport. The Board further recommends that a report detailing the findings research is presented to Cabinet by June 2010.

An update was received in July 2010 which explained that a bid had been submitted by the Bromsgrove Partnership to the Health Improvement Fund in early 2010 for a nutritionist to work with selected takeaway outlets to

improve the quality of food they offered and to promote a healthy choice on their menus. This was to have been a 6 month project costing approximately £5,000, but unfortunately the bid was not successful. However, part of the Bromsgrove Partnership High Level Action Plan included a Local Action Plan for The TRUNK, which included specific outcomes to be measured in respect of Adult participation in sport and active recreation, a healthy living initiative, obesity in primary school aged children, a family based weight management programme and a community cooking programme.

However, Worcestershire Regulatory Services (WRS), working in partnership with Worcestershire PCT Public Health have developed the Worcestershire Food Choices Project – improving healthy options in food outlets across the County. This project directly contributes to WRS priority to protect public health (tackling smoking, obesity and alcohol abuse) and the former Worcestershire Local Area Agreement, Health and well-being targets. The TRUNK are currently working with WRS on this project to introduce fresh fruit and vegetables into local convenience stores and in the promoting of the Healthy Start vouchers where people in receipt of certain benefits are able to obtain vouchers for fresh fruit and vegetables.

4. KEY ISSUES

4.1 Included within the Background section of this report.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications for the purpose of this report.

6. LEGAL IMPLICATIONS

6.1 There are no legal implications for the purpose of this report.

7. POLICY IMPLICATIONS

7.1 There are no policy implications for the purpose of this report.

8. COUNCIL OBJECTIVES

8.1 Council Objective 3 – One Community

OVERVIEW AND SCRUTINY BOARD

13th June 2011

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 None for the purpose of this report.

10. CUSTOMER IMPLICATIONS

10.1 None for the purpose of this report.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None for the purpose of this report.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 None for the purpose of 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

18.1 None for the purpose of this report.

OVERVIEW AND SCRUTINY BOARD

13th June 2011

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 None for the purpose of this report.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
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 wards

22. APPENDICES

None

23. BACKGROUND PAPERS

Scrutiny Board Investigation into the Impact of Hot Food Takeaways on Communities and the Environment – November 2009

24. KEY

None

AUTHOR OF REPORT

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



Overview and Scrutiny **Annual Report**

2010-2011



Bromsgrove
District Council

www.bromsgrove.gov.uk



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OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11

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INTRODUCTION

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2010/11 and provides general information on the overview and scrutiny processes at Bromsgrove District Council.

Following a review of the authority's governance arrangements including the roles of Committees and Boards, it was agreed at full Council on 19th January 2011 that the Overview Board, Scrutiny Board and Joint Overview and Scrutiny Board cease to exist and their functions be allocated to a new Overview and Scrutiny Board. Following on from this, the opportunity also arose to make changes to the Task Group Procedure Notes. These ceased to form part of the Constitution and were replaced by a more informal and flexible protocol, which was agreed and endorsed by the Overview and Scrutiny Board at the meeting, held on 1st March 2011.

It was also agreed at the full Council meeting held on 19th January 2011 that the Performance Management Board would cease to exist. It was however acknowledged that non-executive Members still needed to be able to hold the Executive to account for the strategic direction of the Council and its performance. It was therefore agreed that a range of documents previously considered by the Performance Management Board would be examined by the Overview and Scrutiny Board.

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MEMBERSHIP

The Board was made up of 13 Members from February to April 2011



Cllr. Steve Colella (Chairman)



Cllr. Dave Pardoe (Vice-Chairman)



Cllr. Richard Deeming



Cllr. Mrs. Rita Dent



Cllr. Mrs. June Griffiths



Cllr. John Ruck



Cllr. Chris Scurrrell



Cllr. Mrs. Caroline Spencer



Cllr. Kit Taylor



Cllr. John Tidmarsh



Cllr. Les Turner

(There were two vacancies on the Overview and Scrutiny Board)

Former Overview Board Membership
May 2010 to January 2011

S R Colella (Chairman)
Mrs. M. Bunker (Vice-Chairman)
Mrs. R. L. Dent
Mrs. J. M. L. A. Griffiths
Mrs. C. J. Spencer
L. J. Turner
(one vacancy)

Former Scrutiny Board Membership
May 2010 to January 2011

D. L. Pardoe (Chairman)
C. B. Taylor (Vice-Chairman)
A. N. Blagg
R. J. Deeming
C. R. Scurrall
C. J. Tidmarsh
(one vacancy)

Former Joint Overview and Scrutiny Board Membership
– May 2010 to January 2011

S R Colella (Chairman)
D. L. Pardoe (Vice-Chairman)
A. N. Blagg
Mrs. M. Bunker
R. J. Deeming
Mrs. R. L. Dent
Mrs. J. M. L. A. Griffiths
C. R. Scurrall
Mrs. C. J. Spencer
C. B. Taylor
C. J. Tidmarsh
L. J. Turner
(two vacancies)

THE ROLE OF THE OVERVIEW AND SCRUTINY BOARD

Overview and Scrutiny is a key part of the Council's political structure and it plays a vital role in improving the services that people of the District use, whether a resident, employed here or just visiting. It does not just look at the way the Council does things, it can look at anything which affects the lives of people within the District and it allows citizens to have a greater say in Council matters.

Overview and Scrutiny allows Councillors to review and scrutinise decisions, look at existing practices and make recommendations to help ensure the residents of Bromsgrove District receive excellent services. The aim is to ensure overview and scrutiny adds value to the Council's decision-making process and makes a positive contribution towards policy development.

Following the changes that were agreed at the full Council meeting held in January 2011 the Overview and Scrutiny Board combines the roles of the 3 former Boards (as detailed below) together with overall responsibility for monitoring performance improvement. There are also several standard items on the Work Programme which were previously reviewed by the Performance Management Board, full details of these can be found at page 23 of this report.

The terms of reference of the Overview and Scrutiny Board also include the following:

- Overall responsibility for monitoring performance improvement.
- Identifying unsatisfactory progress or performance and making recommendations on remedial action to the Cabinet.
- Overall responsibility for monitoring the Council Plan and the Sustainable Community Strategy and making recommendations to the Cabinet.

Former Joint Overview and Scrutiny Board

The Joint Overview and Scrutiny Board joined up the work of the Overview Board and Scrutiny Board and undertook some important cross cutting work of its own. It was responsible for receiving Councillor Calls for Action, scrutiny of the Council budget, to receive petitions and the scrutiny of crime and disorder.

Former Overview Board

The role of the Overview Board was to take an overview of Council and community services and make recommendations for improvement. The Overview Board was forward looking and it monitored the Key Decisions due to be taken by or on behalf of the Cabinet as published in the Council's Forward Plan.

Former Scrutiny Board

The role of the Scrutiny Board was to review Council and community services, to hold the executive to account and to make recommendations for improvement. It also reviewed executive decisions referred through the Call In process. It took a post-decision role and concentrated on service review and decisions already taken by the Cabinet, to help the council and community partners achieve their objectives and to provide greater democratic probity.

Number of Meetings

The Overview and Scrutiny Board and the former Scrutiny Board and Overview Board each met on a monthly basis during 2010/11. The former Joint Overview and Scrutiny Board met at least quarterly with additional meetings arranged when necessary.

From May 2010 to January 2011 there were a total of 15 meetings of the former Boards: 5 meetings of the Overview Board, 4 meetings of the Scrutiny Board (the final meeting due to take place in January 2011 was cancelled) and 6 meetings of the Joint Overview and Scrutiny Board.

The Overview and Scrutiny Board has met on 3 occasions between February and April 2011.

THE OVERVIEW AND SCRUTINY PROCESS

Overview and Scrutiny Work Planning

In October 2009 an Overview and Scrutiny Work Planning Workshop was held to consider possible topics for consideration during the remainder of the municipal year and to prioritise them. The highest prioritised topics were then scheduled into the work programmes of the 3 Boards and each Board agreed its own work programme for 2009/10. Many of the topics on the work programmes, which had not been investigated, remained relevant to the new municipal year and therefore were carried over to the Work Programmes for 2010/11. Several new topic proposals were also put forward by Members, which were incorporated within the Work Programmes for 2010/11.

In order to identify the key issues for the Council and the community, all elected Members and the Council's Corporate Management team were invited to submit proposals, for consideration.

With effect from February 2011 the work programmes of the 3 former Boards, together with specific items from the Performance Management Board work programme, were combined to create the Work Programme for the new Overview and Scrutiny Board.

Topic Proposals

Any Councillor, member of the public or officer can submit an overview and scrutiny proposal. The Board will then make a decision whether or not the suggested topic will be included on the work programme. In making that decision, the Board considers points such as:

- Reasons given and supporting evidence as to why the subject needs to be considered
- Links to Council priorities
- Possible key outcomes that the proposer anticipates could be achieved.

Other relevant points that are taken into account are whether it is of key interest to the public, if it is a poorly performing service, contributes to the Council Plan, an area of concern identified by internal or external audit, a review that could render significant savings or value for money or identified as a key issue in the Sustainable Community Strategy.

Approach to Investigations

Overview and Scrutiny investigations can take a variety of different approaches. The Board can decide to undertake a "short, sharp inquiry" through meetings of the Board or by setting up a Task Group, which meets outside of the formal committee process and which may involve other non-Executive Members of the Council.

Task Groups can be more flexible in their timing and approach to an investigation and can take a longer or shorter time, depending on the issue. Task Groups are often able to consider an issue in more detail and take the investigation outside of the formal committee process to look at what is happening on the ground, by undertaking research and interviewing key stakeholders in a more informal setting.

Receiving Evidence

Overview and Scrutiny investigations receive evidence from which their conclusions and recommendations may be drawn. Evidence may be received during a formal Board meeting, in writing to Members of the Board or during a Task Group investigation. Evidence may include written reports from Council officers, written testimonials from interested parties, background papers, oral evidence from witnesses and site visits to look at particular places and events on the ground.

Overview and Scrutiny Inquiries and Recommendations

At the end of an investigation, conclusions are drawn up and recommendations made to the Cabinet and any other relevant local decision makers. The conclusions and recommendations, together with the relevant evidence, may be presented in a report or sometimes just recorded in the minutes of the Board meeting. Reports and recommendations are agreed by the Board before referral to Cabinet for consideration.

Recommendations may also be made to the full Council (policy and budgetary decisions) or to external agencies where the council does not have the power to act.

Executive Response

Overview and Scrutiny reports and recommendations are referred to Cabinet to make executive decisions in respect of each Overview and Scrutiny recommendation and to provide an Executive Response to the Board. The Cabinet is asked to agree, reject or amend each recommendation and to provide an indicative implementation date by which time the agreed recommendations are to be carried out.

The relevant Portfolio Holder is expected to attend the Board Meeting to present the Cabinet Response and answer any questions. If a recommendation is made to any other agency they may also be asked to provide an executive decision and response.

Tracking the Outcomes of Recommendations

Ultimately Overview and Scrutiny is about making a difference. The Overview and Scrutiny Board tracks all recommendations made to and agreed by Cabinet through Quarterly Recommendation Tracker reports. In depth investigations and task groups

are usually reviewed 12 months after their report has been considered by the Cabinet. The purpose of this is to check if the agreed recommendations have been implemented and to see what outcomes have been achieved.

With effect from February 2011 the Quarterly Recommendation Trackers of the 3 former Boards, were combined to create the Quarterly Recommendation Tracker for the Overview and Scrutiny Board.

Short, Sharp Inquiries

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.

Task Groups

If it is felt that a more in depth and detailed inquiry is required, the Overview and Scrutiny Board can appoint task groups which are separate from the Board and can include Members who are not Members of the Board (Members of the Cabinet cannot join a task group) to consider issues outside of the formal committee process or to allow an in depth overview and scrutiny investigation. Task groups carry out investigations and report back with their findings. The task groups can use a variety of methods to gather evidence and can invite relevant officers, representatives from external organisations and members of the public who have an interest and would like to put their views forward.

Following the review of the authority’s governance arrangements the Task Group Procedure Notes ceased to be part of the Council’s Constitution and more informal flexible guidelines were agreed and endorsed at the meeting of the Overview and Scrutiny Board held on 1st March 2011.

BOARD INVESTIGATIONS COMPLETED 2010/11

➤ **Inquiry into the Alvechurch Multi-Use Games Area (MUGA)**

On 15th June 2010 the Joint Overview and Scrutiny Board received 3 petitions on the Multi-Use Games Area (MUGA) at Swanslength in Alvechurch. One petition called for the MUGA to be removed and claimed that it attracted anti-social behaviour into the local neighbourhood. The two others supported the MUGA facility as a community resource that should remain at its present location.

The Board agreed to carry out an inquiry into the future of the MUGA facility to investigate the reported crime and disorder issues and the future options for the MUGA and to make recommendations to Cabinet.

The Swanslength MUGA was installed in June 2008 by the Council following a request from the Alvechurch Local Neighbourhood Partnership to increase access to youth facilities in the village. Available funding enabled the installation of additional equipment in the form of a climbing facility to complement the MUGA facility. The installation of the MUGA had, in the opinion of a number of residents, had a negative impact on the well-being and quality of life of residents who lived closest to the facility.

Members of the Board on a site visit to the MUGA.



The Inquiry considered written and oral evidence from key stakeholders and conducted site visits to the MUGA site. At the beginning of the Inquiry, an open invitation was made for people to submit written evidence to contribute to the investigation and Members of the Inquiry received a substantial amount of correspondence and submissions of written evidence from local residents, both for and against the MUGA and all submissions were taken into account.

At the meeting held on 15th June 2010 each of the petition organisers were allowed up to 5 minutes to introduce their petition and answered questions put to them by the Board. On 22nd July 2010 Members of the Inquiry heard evidence from a range of key witnesses including the police, Bromsgrove

District Council community safety officers, ward councillors, local residents representatives, Bromsgrove District Housing Trust and Worcestershire County Council Youth Support.

At the Board meeting held on 31st August 2010, Members discussed and considered all the evidence they had received and the options available to them including costs and feasibility implications before making recommendations for inclusion in the Board's final report on the investigation.

The final report, which recommended the MUGA be left in situ, together with ten further recommendations, was approved by the Board at its meeting on 5th October 2010 and submitted to the Cabinet for consideration.

One of the recommendations was for the full length of the perimeter wall to be removed and the ground re-banked to stop it being used as make shift seating.



The Portfolio Holder for Community Services presented the Cabinet Response to the Board meeting held on 4th January 2011. He advised the Board that subject to the amendment of the wording on some of the recommendations, Cabinet had agreed them and had been pleased with the in depth report that the Board had produced.

➤ **Medium Term Financial Plan 2011/12 – 2013/14**

Overview and Scrutiny committees have a role in helping the Council achieve value for money services by scrutinising the Council Budget. This can be through consideration of particular topics throughout the year, examining how the resources are being spent and through scrutiny of the Council's draft Medium Term Financial Plan.

This has proved difficult this year due to the delay in the Council not actually receiving the final grant settlement figure until 31st January 2011. However, the former Joint Overview and Scrutiny Board was kept up to date of the position and received several informal briefings from the Executive Director, Finance and Corporate Resources. The Overview and Scrutiny Board received a presentation on the Draft Medium Term Financial Plan for 2011/12 – 2013/14 together with details of Revenue and Capital bids, at its first meeting held on 1st February 2011.

Following this presentation the Board made recommendations to the Cabinet in respect of the reprioritisation of several Revenue and Capital bids from “high” to “medium”.

➤ **Scrutiny of Crime and Disorder**

The former Joint Overview and Scrutiny Board was designated as the Crime and Disorder Committee in accordance with the Police and Justice Act 2006. The Overview and Scrutiny Board has now taken over this role.

At the meeting of the Joint Overview and Scrutiny Board held on 5th October 2010 Members received a presentation from the Senior Community Safety Project Officer which gave an overview of the 2010/11 Bromsgrove Community Safety Partnership Plan (CSPP). The CSPP identified the key local, regional and national drivers for the strategy, the membership of the Community Safety Partnership, priorities for tackling crime and disorder and the parameters within which the partnership works. There were several areas which Members wished to consider investigating further, town centre management, overview of violent crimes in the District and domestic violence, these were added to the Work Programme for further consideration.

At that same meeting the Board also received a report on the draft Crime and Disorder Scrutiny Protocol and the appointment of a Crime and Disorder advisor to the Board. The draft protocol set out guidance to the Board and to the Community Safety Partnership on how the scrutiny of crime and disorder partnerships would operate. The Chairman of the Bromsgrove Community Safety Partnership was present at the meeting and welcomed the protocol and confirmed that it would be considered by the Partnership at its next available meeting. Home Office guidance also suggested that crime and disorder scrutiny committees either appoint a co-optee or an advisor on crime and disorder and that for district authorities the preferred option was the appointment of an advisor. A candidate had been identified through the West Mercia MPA and it was agreed at the meeting that Councillor Brandon Clayton be appointed as an Advisor on Crime and Disorder to the former Joint Overview and Scrutiny Board.

➤ **Planning Policy Development Process**

The Joint Overview and Scrutiny Board received a presentation on the Planning Policy Development Process from the Head of Planning and Regeneration at the meeting held on 5th October 2010. She explained that local planning policy is framed through a Local Development Framework which included various planning documents, particularly the Core Strategy. All future planning decisions would be made in accordance with the Core Strategy so it was very important that the strategy reflected local planning preferences.

The key sections of the Core Strategy, which cover a development strategy, housing development, business development, town centre development and

environmental and health issues, were discussed in detail and Members were encouraged to attend informal meetings which had been set up to allow input from Councillors and for them to also encourage public participation in the forthcoming consultation period.

➤ **Joint Climate Change Strategy**

At an informal meeting of the Overview Board held on 10th August 2010 Members received a presentation from the Climate Change Manager on the joint climate change strategy which set out a framework in which Bromsgrove District and Redditch Borough Councils could reduce their own and the communities carbon footprint, mitigate against the future climate change and identify how to adapt for the risks and opportunities future climate change would bring.

Members discussed several areas of concern in detail including energy efficient buildings, the use of wind turbines and solar panels to generate electricity, waste and recycling and transport. After further discussion at a formal meeting of the Board held on 31st August 2010 Members agreed that climate change should feed into all areas within the Council and made 8 recommendations to the Cabinet.

➤ **Garden Waste Future Developments**

The Head of Environmental Services and the Portfolio Holder for Community Services attended the Overview Board meeting held on 4th January 2011 to present a briefing paper on Garden Waste – Future Developments. The purpose of this paper was to update Members on the 2010 collection service and to brief them on developments for the 2011 collections and future years. The Council has one of the largest paid for garden waste services in the country and other councils who were considering moving to a paid service were now looking to the Council for guidance in setting up such a service.



Members were provided with an update on the costs of providing the service compared to the income generated, staffing of the scheme and the possibility of providing an annual service and the costs attached to this, together with information on the vehicles used and maintenance of them. The Board were satisfied with the responses received from the Head of Environmental Services and the Portfolio Holder to questions put to them and the report was noted.

➤ **Worcestershire Older People's Strategy**

Following the completion of the Older People's Task Group, it was noted that there was no district representative involved in the development of the Worcestershire Older People's Strategy. It was agreed that the Director for Policy, Performance and Partnerships and his team would liaise with staff at Worcestershire County Council (WCC) to contribute to the consultation process. As part of this process the Overview Board received a presentation from the Lead Commissioning Manager and Joint Commissioning Officer at WCC on 27th July 2010.

The Worcestershire Older People's Strategy would be effective from 1st April 2011 and would cover setting strategic objectives and priority actions, securing "buy in" of key partners, managing expectations and defining the balance of responsibilities and building on the success of other strategies and service developments. Members were informed that there would be key roles for the districts, including supported housing and extra care, community development and social networks and community transport and community safety. The Strategy would have a strong focus on wellbeing and social care and support in order to maintain independence for older people as long as possible.

The outcome of the discussions was that the Board recommended that the Cabinet support officer representation during the consultation process with WCC in order to shape the development of the new strategy.

➤ **Bromsgrove Urban and Rural Transport (BURT)**

Over the course of several meetings the Board received information on the Bromsgrove Urban and Rural Transport (BURT) scheme. This was following the receipt of an Overview and Scrutiny proposal put forward, which was concerned with the future of BURT and the financial implications to the Council in providing the service. At the Scrutiny Board meeting held on 13th July 2010 Members put together a number of questions for consideration by the Head of Community Services. The Head of Community Services responded to these questions at the next meeting of the Board, held on 28th September 2010 when Members also discussed take up and availability of the service (which had at that time been in place for 12 months), the vehicle used and associated maintenance costs.

The launch of BURT in September 2009.



At the meeting of the Board held on 26th October 2010 the Head of Community Services confirmed to Members that she would be carrying out a full and comprehensive review of the service and looking at alternative funding options with a view to minimising the cost to the Council. As a consequence of this review the Board agreed to take no further action on the proposal.

➤ **Review of Street Trading Consent Policy**

In October 2009 Members had asked officers to provide further information on the licensing of mobile hot food outlets in the District (this was following an investigation into Hot Food Takeaways). At the meeting of the Scrutiny Board held on 24th November 2009 this was provided and in light of a number of concerns raised, Members then agreed to review the new policy after it had been in place for 6 months. The Street Trading Consent Policy was formally adopted in January 2010 and reviewed with a modification in May 2010.

Members provided the Licensing Manager with a number of key questions and were given the opportunity to raise any particular issues or concerns in their Ward and the Licensing Manager responded to these at the Board meeting held on 26th October 2010. Members' main concerns had been whether mobile hot food takeaway vehicles met food hygiene regulations and disposed of waste appropriately and whether the fee structure was in line with other areas. The Licensing Manager confirmed that checks were made to ensure hygiene regulations were met prior to issuing Street Trading Consent and that the fee structure had been calculated by taking an average of the fees charged by all districts throughout Worcestershire.

➤ **Sports Provision Review**

A review of Sports Provision had been put forward by the Leader at the Chairmen's quarterly meeting with him and the topic had been agreed by the Scrutiny Board for inclusion in its Work Programme for 2010-11. The terms of reference for the investigation were "*to consider the value for money of sports provision and explore any potential savings, alternative options and improvements*". A comprehensive report was provided and the Head of Leisure and Cultural Services attended to respond to questions from Members.

Members considered the business aims and objectives for sports provision contained in the Service Business Plan 2009/10 and the Sports and Active Recreation Strategy 2009 to 2012 and how these linked to the Council priority CO3 (One Community). Members also considered the headline performance of Leisure and Cultural Services and sports services based on usage. The budget for sports provision, including details of revenue and capital spend and the need to develop the volunteering base in the community in the delivery of sports projects.

It was the view of the Board that the delivery of sports provision in Bromsgrove represented good value for money and was a valued and important part of facilities for the community, contributing to both community well being, leisure and healthy living.

➤ **Annual Civic Bonfire Event**

At the meeting held on 1st March 2011 the Board received a presentation from the Head of Leisure and Cultural Services which provided a summary of the financial position relating to the Civic Bonfire Event. Members were concerned about several areas but in particular that opportunity for sponsorship of the event was not being capitalised on and that not the entire district benefited from the event. These concerns were included within the three recommendations made by the Board together with a review of the Civic Bonfire Event in future years in the context of budget constraints.

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REVIEWS OF PREVIOUS OVERVIEW AND SCRUTINY INVESTIGATIONS AND TASK GROUP REVIEWS

Older People Task Group

Background

At the meeting of the Overview Board held on 3rd February 2009, it was agreed that a Task Group be established to scrutinise issues relating to Older People. A press release was issued informing the public that the Task Group had been set up and members of the public were encouraged to submit their views, comments and suggestions for consideration by the Task Group.

The final report of the Task Group, which included 20 recommendations in total, was approved by the Board at its meeting on 2nd February 2010 and considered by the Cabinet at its meeting on 3rd March 2010 when the Leader acknowledged the detailed work which had been undertaken by the Task Group together with the excellent quality of the final report. The recommendations were considered in detail by the Cabinet and approximate timescales for implementation of the recommendations, where appropriate were subsequently included in the response which was received by the Board at its meeting held on 30th March 2010.

Terms of Reference

The role of the Older People Task Group was:

- To carry out a scrutiny exercise to identify existing services and how they can be accessed.
- To identify any gaps and consider how they can be addressed or signposted to other agencies.
- To identify positive initiatives and make general recommendations for strengthening services offered for Older People and share best practice with partner agencies and the voluntary sector.
- To seek the view of statutory, voluntary and community organisations supporting older people services.

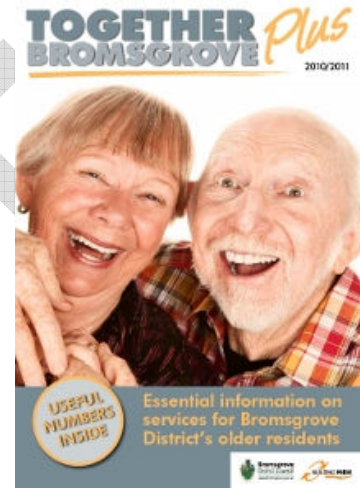
Position 12 months On

The Older People Task Group Members reconvened on 9th March 2011 to review what progress had been made over the past 12 months in relation to the recommendations that were approved. The Members of the Task Group felt that it would be helpful if further recommendations were put forward to the Board in order to enhance the work which had already been carried out. This included recommending that the Board included a review of Worcestershire County Council's Older People's Strategy to ensure that this included the views of people at district level and that the Council work more closely with the Older People's Forum on such

projects as a “mystery shopper” exercise specifically aimed at older people’s services.

The minutes of that meeting were considered by the Overview and Scrutiny Board at the meeting held on 5th April 2011, when it was noted that the majority of the recommendations had been completed and that the additional recommendations be carried out.

One of the recommendations of the Task Group was the creation of an Older People’s Directory, this was successfully launched in October 2010.



Community Involvement in Local Democracy Task Group

Background

At the meeting of the Overview Board held on 3rd November 2009, it was agreed that a Task Group would be established to consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010-2011 following completion of a Scrutiny Proposal form by Councillor S. R. Colella.

The final report of the Task Group was approved by the Board at its meeting held on 1st June 2010 and considered by the Cabinet at its meeting held on 30th June 2010 when the 16 recommendations within the report were welcomed, and it was explained that some complemented and extended the work already being undertaken by officers from a number of departments within the Authority and in partnership with colleagues from Worcestershire County Council. Concern was however, expressed regarding the current and forthcoming programme of work to be carried out by officers and the potential impact of the additional recommendations.

The Portfolio Holder for Resources, having discussed the proposals with the Head of Legal, Equalities and Democratic Services was satisfied that in the main, existing projects and programmes could be extended to include the recommendations from the Task Group and that the resources required were largely internal with officer time and activity able to be redirected.

Terms of Reference

To consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010-11, including the following objectives:

- To review the information provided to the local community on how local governance works and what councils and councillors do.
- To review the ways in which the Council and its community partners facilitate more active civic participation and community involvement in the democratic process.
- To review the ways in which the Council promotes local democracy, the role of a councillor, how to become a councillor and the activities of elected members to the general public.
- To review the arrangements for Democracy Year 2010-11.

Position 12 months On

At the Board meeting held on 5th April 2011 Members received a presentation from the Senior Corporate Policy and Performance Officer which highlighted the work that had been carried out in both Local Democracy Week and Democracy Year 2010/11, and which had formed a part of the recommendations put forward by the Community Involvement In Local Democracy Task Group in May 2010.

Local Democracy Week had been timed to lead into the local election and had brought together colleagues from different departments within the Council and external partners, with a particular focus on young people through schools, youth centres and the local college.

The majority of the recommendations from the Task Group had been successfully completed and the Board were informed that an evaluation of the activities which had taken place, would be carried out and those which had been most successful and had the most benefit to the Council would be built upon for future years and it was anticipated that a similar exercise, wherever possible, would be carried out in 2011/12 and 2012/13.

One of the Task Group's recommendations was that an emblem be designed for the Democracy Year campaign and for it to be used on all communications for the year.



JOINT OVERVIEW AND SCRUTINY INVESTIGATION ON THE WORCESTERSHIRE HUB

Background

The Joint review of the Worcestershire Hub was launched in January 2010. The review was initiated by Worcestershire County Council (WCC) following a notice of motion in June 2009 which noted the increased frustration of residents attempting to access and obtain a response from the Worcestershire Hub. It was considered appropriate to undertake this review as a joint scrutiny exercise because the Worcestershire Hub was a shared service that was utilised by all the local authorities based in the county, though separate Hub branches operated in different parts of Worcestershire. Evidence hearings were held between January and July 2010 with 9 Task Group meetings and site visits.

Final Report and Recommendations

The former Joint Overview and Scrutiny Board received the final report on the Worcestershire Hub at its meeting held on 23rd November 2010. The report outlined the review of the Worcestershire Hub and made 22 recommendations to WCC Cabinet, including some which related to the County's statutory partners, including BDC. The report was received by WCC Cabinet on 25th November 2010.

Lessons Learnt re: Joint Overview and Scrutiny Working

At the meeting of the Board held on 23rd November 2010 Members discussed concerns around the process for the consideration of joint scrutiny reports. It was explained that through both the Worcestershire Scrutiny Officers Network and the Chairmen and Vice Chairmen's Network a Joint Scrutiny Protocol was being devised. However, in itself this was proving to be a long drawn out process. It was not clear what process was expected by WCC in this case as no process had been provided or was available.

The Governance of the Worcestershire Hub was very complicated and there had been some confusion amongst Members of the Task Group throughout the process, which had been very difficult in itself as there had been problems in obtaining key information and some of the Members of the Task Group were in fact Members of the Hub Shared Services Governance Board, which appeared to be a conflict of interest. The Board felt that, as a joint scrutiny, the process should not be followed again in the future.

CURRENT AND FUTURE OVERVIEW AND SCRUTINY BOARD WORK

Topics already included on the Board's work programme for 2011/12 are as follows:

- The Corporate Safeguarding Policy (Children and Vulnerable Adults)
- Alcohol and Anti-Social Behaviour
- Shared Services
- Joint Scrutiny in Worcestershire
- Continued Scrutiny of Crime and Disorder

The following are standard items which are reviewed at regular intervals by the new Overview and Scrutiny Board and scheduled into the work programme for 2011/12:

- Quarterly Recommendation Tracker
- Forward Plan of Key Decisions
- Council Plan
- Council Annual Report
- Sustainable Community Strategy
- Sustainable Community Strategy Annual Report
- Performance Management Strategy
- Quarterly Finance and Performance Monitoring Report

DEVELOPMENTS DURING 2011/12

Overview and Scrutiny Structure

Although it is early days for the changes to the Overview and Scrutiny structure, the signs to date are very positive and the streamlining of the Boards has resolved an area which was often problematic, that of deciding which areas were scrutiny and those which were deemed to be overview.

It has also given Members the opportunity to rationalise processes, such as that of Task Groups and to introduce formal guidelines for “short, sharp inquiries”, which had proved a successful investigation process previously.

Work continuing

Examples of work which will continue during 2011/12 are:

- Specific **scrutiny training events** for Overview and Scrutiny
- **Improved Call-In Procedure** and Guidance for Members (this is reviewed by the Board annually).
- **Dedicated web pages** for Overview and Scrutiny informing the public what it is all about and how to get involved. It also includes work completed and ongoing and is updated on a regular basis. (Go to www.bromsgrove.gov.uk/scrutiny) Following the changes to the Board the web pages will receive a full review in May/June 2011.
- **Dedicated email address** for scrutiny for the public to use: scrutiny@bromsgrove.gov.uk
- **Joint overview and scrutiny working** with other local authorities (e.g. the Worcestershire Hub Scrutiny).
- Good **partnership working** with various agencies who have provided evidence and/or attended meetings as a witness at the Overview and Scrutiny Board.
- After the Cabinet has considered an Overview and Scrutiny Report, the relevant Portfolio Holder attends the next available Overview and Scrutiny Board meeting to present the **Cabinet’s Response** and answer any questions to help build the relationship between Cabinet and Overview and Scrutiny.
- The **Overview and Scrutiny Recommendation Tracker** has been modified in order to provide more outcome based information and to better enable the Board to monitor the implementation of Cabinet approved recommendations.

- Members participation within the **Scrutiny Chairmen and Vice-Chairmen Worcestershire Network**. This gives Members a chance to find out what other Overview and Scrutiny Committees are doing at neighbouring authorities and we are looking to continue this in 2011/12.
- Officer participation within the **Scrutiny Officer Worcestershire Network**. This gives scrutiny officers across the County the opportunity to work together to discuss good practice and different ways of working to help us improve.

DRAFT

LOOKING TO THE FUTURE

New Legislation

The Localism Bill 2010-11

The Localism Bill was presented to Parliament on 13th December 2010; the Bill had its Second Reading debate on 17th January 2011 and was committed to a Public Bill Committee, and continues to be considered in this arena. It proposes changes to a large number of aspects of local public service provision and in particular greater flexibility in council governance arrangements.

Specific provisions relating to overview and scrutiny can be found in Schedule 2 of the Bill. The Bill seeks to consolidate a wide range of scrutiny legislation into a single place (although provisions relating to crime and disorder remain in the Police and Justice Act 2006). It will replace the relevant provisions in the 2000 Act in full.

The Public Health White Paper

The Public Health White Paper 'Health Live, Healthy People: Our Strategy for Public Health in England' was published on 30th November 2010 followed by consultations on the funding and commissioning routes for public health and the public health outcomes framework. The consultations run until March 2011 and Worcestershire County Council are already beginning to consider its expanding role in public health and the key role that District Councils could play within that.

Final Word

It is important that it is understood that scrutiny is an essential element of good governance and provides an opportunity for non-Cabinet Members to engage in the work of the Council and help improve outcomes for the people we serve.

There are a lot of good procedures which are now in place for overview and scrutiny and these will be reviewed on a regular basis, particularly in light of new legislation. However, we still have much to do to ensure overview and scrutiny is operating effectively at Bromsgrove District Council and both Members and officers are committed to strengthening and improving the overview and scrutiny function much further.

FURTHER INFORMATION

Overview and Scrutiny Board Meetings

Overview and Scrutiny Board meetings are open to the public. To find out more visit our website at www.bromsgrove.gov.uk/scrutiny or telephone 01527 881288 and ask to speak to the Committee Services Officer.

Public Involvement

If you would like to have your say on issues being considered by Overview and Scrutiny or to suggest a topic for consideration you can email scrutiny@bromsgrove.gov.uk or complete the form on the Council's website www.bromsgrove.gov.uk/scrutiny

Giving Evidence

Members of the public or organisations with a special interest or knowledge about a particular topic being considered by Overview and Scrutiny can put forward evidence to a committee or appear as a witness to give evidence for an investigation. If you think you or your organisation might be able to participate in an issue currently under review, please contact us.

If you have a personal issue with a council service you may find it more useful to contact your local ward councillor who can help you decide the best way to take it forward.

Contact Overview and Scrutiny

If you would like to find out more about any aspect of the Overview and Scrutiny Board then you can email scrutiny@bromsgrove.gov.uk or telephone 01527 881288 and ask to speak to the Committee Services Officer.

Further information can also be found on the Council's website. Please go to www.bromsgrove.gov.uk/scrutiny

**Overview and Scrutiny
Legal, Equalities and Democratic Services
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove B60 1AA**



**This report can be provided
in large print, braille, CD, audio tape
and computer disc.**

"Need help with English?" Contact Worcestershire HUB, Bromsgrove 01527 881288

'Potrzebujesz pomocy z angielskim?' Skontaktuj się z Worcestershire HUB, Bromsgrove, tel.: 01527 881288

"İngilizce için yardıma ihtiyacınız var mı?" 01527 881288 numarayı arayıp Worcestershire HUB, Bromsgrove ile irtibata geçin

"ইংরাজির জন্য সাহায্য চাই?" 01527 881288 নম্বরে উস্টাশায়ার হাব [HUB] ব্রমস্‌গ্রভ [Bromsgrove]-এ টেলিফোন করুন

"ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ?" ਵੁਰਸੈਸਟਰਸ਼ਾਇਰ ਹੱਬ [HUB] ਨੂੰ ਬਰੋਮਸਗ੍ਰੋ [Bromsgrove] ਵਿਖੇ 01527 881288 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ

"انگریزی میں مدد چاہتے ہیں؟" ورسیسٹر شائر ہب [HUB]، برومزگرو [Bromsgrove] میں 01527 881288 پر رابطہ کریں



**Bromsgrove
District Council**

www.bromsgrove.gov.uk



Legal, Equalities and Democratic Services

Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA.

Telephone: (01527) 881288, Fax: (01527) 881414, DX: 17279 Bromsgrove

e-mail: scrutiny@bromsgrove.gov.uk

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FORWARD PLAN OF KEY DECISIONS

1 JUNE TO 30 SEPTEMBER 2011

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 June 2011 to 30 September 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. It also includes decisions to be taken over a longer period where these are known. 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 Finance, Partnerships and Economic Development
Councillor Mrs. M. A. Sherrey	Deputy Leader of the Council and Portfolio Holder for Community Services, Older People, the Young and Vulnerable People
Councillor M. J. A. Webb	Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation (including ICT) with special responsibility for the Town Centre Regeneration and Special Projects
Councillor C. B. Taylor	Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing
Councillor M. A. Bullivant	Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources

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: committee@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 1 June 2011	Cabinet 6 April 2011	Enforcement and Fixed Penalty Notices for Environmental Services	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council on 22 June 2011. Delayed by officers for further consideration
2	Cabinet 1 June 2011		Air Quality Management Area Declaration, Worcester Road, Bromsgrove	Non-Key*	Councillor C. B. Taylor	*Cabinet will make recommendations to the full Council on 22 June 2011.
3	Cabinet 1 June 2011		Bromsgrove Town Conservation Area (amendment to Area boundary & designation of a separate St. John's Conservation Area)	Non-Key	Councillor C. B. Taylor	
4	Cabinet 1 June 2011		Performance Monitoring Quarter 4 2010/11	Non-Key	Councillor M. A. Bullivant	
5	Cabinet 22 June 2011	Cabinet 1 June 2011	Earmarked Reserves Schedule/Capital Budgets Carry Forward	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 22 June 2011. Delayed by officers for further consideration
6	Cabinet 22 June 2011		Financial Outturn 2010/11 (Revenue & Capital)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make any recommendations to the full Council on 22 June 2011

7	Cabinet (Special) 20 July 2011	Cabinet 1 June 2011	Building Control Shared Service Business Case <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor C. B. Taylor	*Cabinet will make recommendations to the full Council on 20 July 2011. Delayed by officers.
8	Cabinet (Special) 20 July 2011 <i>(TBC – may be a later date)</i>		Car Parking Shared Service Business Case <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council on 20 July 2011 <i>(TBC)</i> .
9	Cabinet (Special) 20 July 2011	Cabinet 1 June 2011	Land Charges Shared Service Business Case <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor C. B. Taylor	*Cabinet will make recommendations to the full Council on 20 July 2011. Delayed by officers.
10	Cabinet (Special) 20 July 2011		North Worcestershire Emergency Planning Shared Service	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council on 20 July 2011.
Page 64						
11	Cabinet 7 September 2011		Printing Shared Service Business Case <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor M. A. Bullivant	*Cabinet will make recommendations to the full Council on 14 September 2011
12	Cabinet 7 September 2011		Statement of Accounts 2010/11	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 14 September 2011
13	Cabinet 7 September 2011		Finance & Performance Monitoring Report Quarter 1 2011/12	Non-Key	Councillors R. Hollingworth and M. A. Bullivant	

14	Cabinet 5 October 2011		Legal & Democratic Services Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor M. A. Bullivant	*Cabinet will make recommendations to the full Council on 16 November 2011
15	Cabinet 5 October 2011		Accountancy Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 16 November 2011
16	Cabinet 7 December 2012		Customer Services Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor M. A. Bullivant	*Cabinet will make recommendations to the full Council on 16 November 2011
17	Cabinet 4 January 2012		Community Services Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council on 18 January 2012
18	Cabinet 7 March 2012		Civic Support Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 14 March 2012
19	7 March 2012		Phase 3 Leisure Services Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor M. J. A. Webb	*Cabinet will make recommendations to the full Council on 14 March 2012

Note

There is no Cabinet meeting scheduled for August 2011

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BROMSGROVE DISTRICT COUNCIL

OERVIEW AND SCRUTINY BOARD

13th June 2011

SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder	Councillor C. B. Taylor – Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing.
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSAL

- 1.1 An Overview and Scrutiny Proposal Form relating to the Planning Process, has been completed by Councillor P. Whittaker, which the Board needs to consider.

2. RECOMMENDATIONS

- 2.1 That the Board considers the completed proposal form (at Appendix 1), and agrees to one of the following:
- (a) that the topic is included on the work programme and the Board undertakes the investigation;
 - (b) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation (if this option is agreed, membership forms would be sent out to all non-Cabinet members and completed forms, along with a completed overview and scrutiny exercise scoping checklist would be considered at the next meeting);
 - (c) that further information be requested from a relevant source before deciding whether or not further investigation is required; or
 - (d) decides to take no further action.

3. BACKGROUND

- 3.1 An Overview and Scrutiny Proposal Form relating to the Planning Process submitted by Councillor P. Whittaker is attached at Appendix 1 for the Board to consider and discuss.
- 3.2 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.

OERVIEW AND SCRUTINY BOARD

13th June 2011

3.3 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.

3.4 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

4. KEY ISSUES

4.1 Consideration given as to whether the topic proposed is feasible for investigation and a high priority.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

6. LEGAL IMPLICATIONS

6.1 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

7. POLICY IMPLICATIONS

7.1 None.

8. COUNCIL OBJECTIVES

8.1 This report does not directly link to the Council Objectives.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 There are no risk management issues directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

10. CUSTOMER IMPLICATIONS

10.1 There are no customer implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

5.1 There are no value for money implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 There are no climate change, carbon implications and biodiversity implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of any subsequent investigation undertaken.

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

18.1 Not applicable for the purpose of this report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

OERVIEW AND SCRUTINY BOARD

13th June 2011

19.1 None for the purpose of this report.

20. OTHERS CONSULTED ON THE REPORT

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

21. WARDS AFFECTED

All Wards

22. APPENDICES

Appendix 1 Overview and Scrutiny Proposal Form

23. BACKGROUND PAPERS

None

24. KEY

None

AUTHOR OF REPORT

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

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Bromsgrove
District Council
www.bromsgrove.gov.uk

OVERVIEW AND SCRUTINY TOPIC PROPOSAL

Name of Proposer: Penek Whittaker

Tel No: 01966 275154 Email: P.whittaker@bromsgrove.gov.uk

Date: 26/5/11

Title of Proposed Topic:	PLANNING	
Specific subject areas to be investigated:	ALL AREAS OF DEPARTMENT.	
Reasons why this subject should be considered:	TO ENHANCE THE REPUTATION OF THE AUTHORITY.	
Evidence to support the need for this particular investigation:	ONLY VERBAL EVIDENCE. BUT OVER A LONG PERIOD.	
Council priorities it links to:	OUR VISION, A GOLDEN THREAD TO ALL PRIORITIES.	
Possible key outcomes: (i.e. what do you anticipate could be achieved?)	ENHANCING THE COUNCIL'S REPUTATION. SHOWING DEMOCRACY WORKS. INFORMING THE DEMOCRATIC PROCESS i.e. CORE STRATEGY, REGENERATION	

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BECAUSE OF ADVERSE COMMENTS RECEIVED.
Is it an important issue for local residents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFFECTS ALL RESIDENTS.
Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THIS IS THE PURPOSE OF OVERVIEW.
Is it a topic where external review would be helpful?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TO MAKE SURE WE GET IT RIGHT.
Is it a topic where a review could be made in time to make recommendations for the executive decision making process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BECAUSE OF THE CORE STRATEGY AND SHARED SERVICES AGENDA
Is it a poorly performing service?	<input type="checkbox"/>	<input type="checkbox"/>	DONT KNOW. COMPARED TO WHAT?
Is it a review that could render significant savings or value for money?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAYBE. BUT THIS IS NOT THE REASON FOR DANE IT (MAY REDUCE) (HIDE MONEY)
Is the topic strategic in scope?	<input type="checkbox"/>	<input type="checkbox"/>	

Please return completed forms to: Committee Section,
Legal, Equalities and Democratic Services, Bromsgrove District Council
Email: scrutiny@bromsgrove.gov.uk Page 73

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OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME AND MEETING SCHEDULE 2011/12

Updated: June 2011

The Overview and 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
- Quarterly Finance & Performance Monitoring Report

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 2011/12 and agrees to the removal of any topics which have been completed or that they feel do not warrant investigation at this time.

The following items have been carried forward for consideration and possible inclusion in the 2011/12 Work Programme.

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Enforcement and Fixed Penalty Notices for Environmental Services	To review the service following implementation.	Head of Service/Lead Officer: <i>guy Revans – Head of Environmental Services</i> Portfolio Holder: <i>Cllr M. J. A. Webb – Leisure, Cultural Services, Environmental Services and Emergency Planning</i> Executive Director: <i>Sue Hanley - Leisure Environment and Community Services</i> External Witnesses:		
Worcestershire County Council Draft Older People's Strategy	A review of the Older People's Strategy following recommendation from the Older People's Task Group Review.	Head of Service/Lead Officer: – <i>Head of Services</i> Portfolio Holder: <i>Cllr Margaret Sherrey - Portfolio Holder for Community Services, Older People, the Young and Vulnerable People</i> Executive Director: <i>Hugh Bennett – Policy, Performance and Partnerships</i> External Witnesses:		

Alcohol and Anti-Social Behaviour	Possible item for consideration under the Scrutiny of Crime and Disorder Reduction Partnerships heading.	<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older</p> <p>Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
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Reports/Items not allocated

Improvement Plan (annual)
Review of Call In Procedure (annual)
Shared Services Highlight Report (frequency to be agreed)
Joint Scrutiny in Worcestershire - Protocol
Feedback from quarterly meeting of Worcestershire Scrutiny Chair/Vice Chair meetings
Local Food Task Group – consideration of re-instatement

Important Dates

Member Training

13th June 2011 – 5.00 p.m. New Member/Refresher
11th July 2011 – Introduction to the Scrutiny of Crime and Disorder Reduction Partnerships

Budget Meeting Dates (Provisional)

5th December 2011 – 5.00 p.m.
3rd January 2012 – 5.00 p.m.

Scrutiny of Crime & Disorder Reduction Partnership Additional Meeting Dates

TBC

13th June 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Overview and Scrutiny Board Annual Report 2010-11		Lead Officer: Amanda Scarce – Committee Services Officer Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services Portfolio Holder: Cllr M. A. Bullivant – Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources Executive Director: Jayne Pickering – Finance and Corporate Resources		
Report on the Silverdale Play Area Petition		Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr M. J. A. Webb – Leisure and Cultural Services, Environmental Services and Emergency Planning Executive Director: Sue Hanley - Leisure Environment and Community Services		

<p>Quarter 4 Finance and Performance Monitoring Report</p>		<p>Head of Service/Lead Officer:– Head of Services Portfolio Holder: Cllr M. A. Bullivant – Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources Executive Director: Hugh Bennett – Policy, Performance and Partnerships External Witnesses:</p>		
<p>Improving Residents' Satisfaction Task Group Review</p>	<p>The review the implementation of the Task Group recommendations agreed by Cabinet 28th June 2010</p>	<p>Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. Sherrey – Community Services, Older People, the Young and Vulnerable People.</p>		
<p>Hot Food Takeaways Investigation Review</p>	<p>To review the implementation of the Hot Food Takeaways investigation report and recommendations</p>	<p>Lead Officer: Mike Dunphy – Strategic Planning Manager Executive Director: John Staniland – Executive Director, Planning & Regeneration, Regulation & Housing Services Portfolio Holder: Cllr C. B. Taylor – Planning, Core Strategy, Regulatory Services and Strategic Housing.</p>		
<p>The Forward Plan (for information only)</p>	<p>To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2011/12</p>		<p>The Cabinet</p>	

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme for 2011/12	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p> <p>External Witnesses:</p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 11th July 2011	Possible questions to witnesses attending the next meeting of the Board			

11th July 2011

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	Introduction to the work of the Community Safety Partnership and discussion of possible appropriate topics for scrutiny.	Head of Service/Lead Officer: <i>Angie Heighway – Head of Community Services</i> Portfolio Holder: <i>Cllr Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older People, the Young and Vulnerable People</i> Executive Director: <i>Sue Hanley - Leisure Environment and Community Services</i>	Community Safety Partnership Plan	
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton, Head of Legal, Equalities & Democratic Services</i>		These may be deemed implemented and “completed” or not implemented and referred to a future meeting for review/ 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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 19th September 2011	Possible questions to witnesses attending the next meeting of the Board			

19th September 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Quarter 1 Finance and Performance Monitoring Report		<p>Head of Service/Lead Officer:– Head of Services Portfolio Holder: Cllr M. A. Bullivant, Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources. Executive Director: Hugh Bennett – Policy, Performance and Partnerships</p>		
Council Annual Report		<p>Head of Service/Lead Officer:– Head of Services Portfolio Holder: Cllr M. A. Bullivant, Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources. Executive Director: Hugh Bennett – Policy, Performance and Partnerships</p>		
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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 24th October 2011	Possible questions to witnesses attending the next meeting of the Board			

24th October 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Data Quality Strategy 6 Month Update		Lead Officer: Executive Director: Head of Service: External Witnesses:		
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Lead Officer: <i>Amanda Scarce – Committee Services Officer</i> Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i>		These may be deemed implemented and “completed” or not implemented and referred to a future meeting for review /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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

21st November 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
12 Month Review of the 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 Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older People, the Young and Vulnerable People	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)	
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and 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	Overview and Scrutiny Board Work Programme	

Questions to Witnesses

Possible questions to witnesses attending the next meeting of the Board

19th December 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and 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	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

23rd January 2012				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and 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	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

27th February 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and 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	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

26th March 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and 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	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

23rd April 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: <i>Amanda Scarce – Committee Services Officer</i> Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

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
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: <i>Hugh Bennett – Director of Policy, Performance and Partnerships</i> Portfolio Holder: <i>Cllr R. D. Smith – Portfolio Holder for Community Cohesion and Engagement</i>	Cabinet Response to the Improving Residents' Satisfaction Task Group Report.
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: <i>Angela Heighway, Head of Community Services</i> Portfolio Holder: <i>Cllr M. J. A. Web -, Portfolio Holder Community Services</i>	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)

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