



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 1ST APRIL 2008 AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors P. M. McDonald (Chairman), J. T. Duddy (Vice-Chairman), Mrs. M. Bunker, R. J. Deeming, B. Lewis F.CMI, D. L. Pardoe and C. B. Taylor

AGENDA

1. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the meeting of the Scrutiny Steering Board held on 4th March 2008 (Pages 1 - 4)
4. Cabinet Response to Recommendation 1 within the Air Quality Scrutiny Report (to follow)
5. Cabinet Response to the Public Transport (Buses) Scrutiny Report (to follow)
6. New Scrutiny Task Groups (Pages 5 - 22)
7. Verbal Update on Joint Countywide Scrutiny on Flooding (Councillor McDonald)
8. Cabinet's Forward Plan (Pages 23 - 26)
9. Work Programme (Pages 27 - 30)

10. 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

18th March 2008

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 4TH MARCH 2008 AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), J. T. Duddy (Vice-Chairman), Mrs. M. Bunker, R. J. Deeming, D. L. Pardoe and C. B. Taylor

Observers: Councillor C. R. Scurrall

Officers: Mr. K. Dicks, Mr. T. Beirne, Mr. P. Street, Mrs. C. Felton and Ms. D. McCarthy

90/07 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor B. Lewis F.CMI.

91/07 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were made.

92/07 MINUTES

The minutes of the meeting of the Scrutiny Steering Board held on 5th February 2008 were submitted.

RESOLVED that the minutes of the meeting be approved as a correct record.

93/07 REFUSE AND RECYCLING SCRUTINY REPORT

The Chairman of the Refuse and Recycling Task Group, Councillor C. R. Scurrall, was welcomed to the meeting and he presented the Refuse and Recycling Scrutiny Report to the Board.

Councillor Scurrall first wanted to thank all those who had assisted with the scrutiny investigation including other Members of the Task Group, officers and the facilitator.

It was pointed out that Bromsgrove District Council was ranked 50 out of 393 (one being the best) for its combined recycling and composting for the year 2006/07 and that it was the highest ranked authority in the County. It was also stated that the recommendations relating to NVQ training for the workforce were considered key.

The Board considered each recommendation in turn. Questions were raised relating to the first recommendation on NVQ training and these were answered.

RESOLVED:

- (a) that it be clarified which NVQ level refuse and recycling crews would be required to undertake if recommendation one was approved; and
- (b) that the Refuse and Recycling Scrutiny Report containing recommendations be approved.

RECOMMENDED that the Refuse and Recycling Scrutiny Report be placed on the next available Agenda for Cabinet's consideration and all recommendations contained within the report be approved.

94/07 **NEW TASK GROUPS**

The Board considered the membership of the two newly established Task Groups. An additional membership form for the Alcohol Free Zones Task Group from Councillor Mrs. M. Bunker was tabled.

It was commented that the response from Members to join either of the Task Groups had been poor and therefore it was suggested that Members be canvassed once more.

Members of the Board also discussed appointing a Chairman for the Anti-Social Behaviour Task Group and the terms of reference of the Alcohol Free Zones Task Group.

RESOLVED:

- (a) that Councillor K. Taylor be appointed as Chairman of the Anti-Social Behaviour Task Group;
- (b) that the scrutiny exercise scoping checklist for the Alcohol Free Zones Task Group, which would act as the Task Group's terms of reference, be approved; and
- (c) that a letter be sent to all non-Cabinet Members requesting them to complete a membership form if they wish to join one of the recently established Task Groups.

95/07 **RECOMMENDATION TRACKER**

The recommendation tracker report was considered. Members were informed that, in relation to Air Quality Scrutiny recommendation 16 (b), at a recent meeting of the Modern Councillor Steering Group, it had been agreed that a showing of the film "An Inconvenient Truth" would be organised and would be incorporated within the Member Training Programme. It was suggested that the film could be the basis of a discussion and that Ms. R. Ford from the Energy Saving Trust could assist and act as a facilitator.

RESOLVED that the recommendation tracker and verbal update on Air Quality Scrutiny recommendation 16 (b) be noted.

96/07 **CABINET'S FORWARD PLAN**

Members of the Board considered the Cabinet's Forward Plan which contained the key decisions scheduled to be made over the next few months.

The Chairman asked for further details on item number 14 on the Cabinet's Forward Plan which related to the Artrix Service Level Agreement (SLA). The Chief Executive assured Members that the reason for the SLA was to ensure the Council received value for money. It was stated that the Performance Management Board had also considered this item at the end of 2007 and was due to consider the draft SLA at a future meeting.

RESOLVED:

- (a) that Councillor J. T. Duddy, as Chairman of the Performance Management Board, ensure that the Performance Management Board considers the draft Artrix Service Level Agreement; and
- (b) that the Cabinet's Forward Plan be noted.

97/07 **WORK PROGRAMME**

Consideration was given to the work programme for the Scrutiny Steering Board.

It was explained that the Energy Efficiency Project Group was at the development stage and the key issues it was considering included working towards reducing carbon emissions (which meant the Council needed to investigate current levels) and developing a sustainability statement and a travel plan for the Council. The Executive Director – Partnerships and Projects informed the Board that the next meeting was scheduled to be held on 26th March 2008.

With regard to Value for Money in relation to Street Scene and Waste Management and the ICT Spatial Programme, there was a discussion on whether these topics should remain on the Scrutiny Steering Board's work programme or whether it was more appropriate to refer one or both topics to the Audit Board or Performance Management Board for consideration.

RESOLVED:

- (a) that the Executive Director – Partnerships and Projects submit a report to the meeting of this Board on 3rd June 2008 on the progress of the Energy Efficiency Project Group;
- (b) that 'Climate Change' as a possible topic for scrutiny, be deferred until the meeting of this Board on 3rd June 2008, following consideration of the report mentioned in (a) above;
- (c) that all other topics stated on the Scrutiny Steering Board's work programme remain listed and be considered at a future meeting when existing Task Groups have completed their scrutiny investigations; and
- (d) that the remainder of the work programme be noted.

The meeting closed at 6.35 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

1ST APRIL 2008

NEW SCRUTINY TASK GROUPS

Responsible Portfolio Holder	Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker
Responsible Head of Service	Head of Culture and Community Services Head of Planning and Environmental Services

1. SUMMARY

- 1.1 To consider the membership of the Alcohol Free Zones Task Group.
- 1.2 To consider the membership and terms of reference of the Anti-Social Behaviour Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to:
 - (a) decide upon the membership of each Task Group (see attached Task Group Membership Forms – Appendices 1 and 2);
 - (b) consider and agree the terms of reference of the Anti-Social Behaviour Task Group (see attached Scrutiny Exercise Scoping Checklist – Appendix 3); and
 - (c) decide upon the length of time each Task Group will have to carry out its investigation (Task Groups are normally expected to conclude their investigations within four months from the date of the first meeting).

3. BACKGROUND

- 3.1 At the previous meeting of the Scrutiny Steering Board on 5th February 2008, two new Task Groups were established to scrutinise the following issues:
 - Anti-Social Behaviour (Chairman: Councillor J. T. Duddy)
 - Alcohol Free Zones (Chairman: Councillor K. Taylor)
- 3.2 As agreed, Task Group Membership Forms were sent out to all Members (with the exception of Members of the Cabinet) asking anyone who had an interest in becoming a Member of one of the Task Groups to complete the appropriate form. Due to the poor response rate, at the Scrutiny Steering Board Meeting on 5th March 2008, it was decided that Non-Cabinet Members should be canvassed once more.

- 3.3 You will note that at the time of compiling this report, no further Membership Forms for either Task Group were submitted since the last Scrutiny Steering Board Meeting. Therefore, as reported at the last meeting, a total of 4 Membership Forms have been received for the Alcohol Free Zones Task Group (including Councillor Duddy as Chairman) and a total of 3 Membership Forms for the Anti-Social Behaviour Task Group (including Councillor Taylor as Chairman).
- 3.4 Councillor Taylor, as the Chairman of the Anti-Social Behaviour Task Group, has completed a Scrutiny Exercise Scoping Checklist which is attached as Appendix 3. The scoping checklist forms the basis of the Task Group's terms of reference and therefore the Board needs to consider this carefully. (The Scrutiny Exercise Scoping Checklist for the Anti-Social Behaviour Task Group was agreed at the last meeting of the Scrutiny Steering Board.)
- 3.5 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigation within four months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.
- 3.6 Please note that the second Task Group will only be able to commence its investigation once the Refuse and Recycling Task Group has been disbanded. Cabinet is due to consider the Refuse and Recycling Scrutiny Report on 2nd April 2008 and therefore it is likely a Cabinet Response will be on the Scrutiny Steering Board's Agenda for the Meeting on 29th April 2008. At that meeting, the Board will decide whether or not to disband the Refuse and Recycling Task Group.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly relating to this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications directly relating to this report.

6. COUNCIL OBJECTIVES

- 6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

- 7.1 There is no risk, either negative or positive, directly associated with this report.

8. CUSTOMER IMPLICATIONS

8.1 There are no customer implications directly relating to this report.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

Procurement Issues – None.
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	They are aware of the Task Groups which have been established
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Yes
Executive Director (Services)	Yes
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes

Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Membership Forms for the Alcohol Free Zones Task Group

Appendix 2 – Membership Forms for the Anti-Social Behaviour Task Group

Appendix 3 – Anti-Social Behaviour Task Group Scrutiny Exercise Scoping Checklist completed by Councillor K. Taylor

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Della McCarthy, Committee Services Officer
E Mail: d.mccarthy@bromsgrove.gov.uk
Tel: (01527) 881407

Appendix 1

TASK GROUP CHAIRMAN FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
---------------------	--------------------------------------

➤ Name:.....Councillor James Duddy.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes

No

Unsure

If "Yes" or "Unsure", please state why?.....

.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **by 18 February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name:..... ANTHONY BLAKE

➤ Why are you interested in becoming a member of this particular Task Group?

..... TOWN CENTRE IMAGE

➤ What skills and knowledge would you bring to the Task Group?

..... I DRINK ALCOHOL RESPONSIBLY

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Maddy Bunker

➤ Why are you interested in becoming a member of this particular Task Group?
I would like to see if they are effective.
Residents' inference of young people drinking
in AFZ.

➤ What skills and knowledge would you bring to the Task Group?
Experience working with people with
alcohol dependency.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why? Work for charity
with working with people who have problems with
alcohol

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away: August '08

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Helen Jones

➤ Why are you interested in becoming a member of this particular Task Group?
ASBO including under age drinking affecting Catshill roads, causing me concern

➤ What skills and knowledge would you bring to the Task Group?
Knowledge of the importance of having an alcohol free zone.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why? licencee at Bromsgrove Rovers

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
/		/		/

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

> Name: DAVID McGRATH

> Why are you interested in becoming a member of this particular Task Group?

WE HAVE AN ALCOHOL FREE ZONE HERE IN RIBERY FOR SOME YEARS - BUT ITS LARGELY IGNORED BY YOUNG PEOPLE & I FEEL WE NEED TO HAVE MORE THAN JUST SIGNS UP ETC.

> What skills and knowledge would you bring to the Task Group?

MY EXPERIENCE OF CONFRONTING YOUNG PEOPLE IN THEIR PURSUIT OF ALCOHOL & SUBSEQUENT BEHAVIOUR I.E. ANTI-SOCIAL BEHAVIOUR

> Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?

> What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply) EXCEPT WHEN THERE ARE COUNCIL MEETINGS / TRAINING ETC

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

> Please state if you are available at any other times: AM, afternoon

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

> Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away: I COULD BE AWAY FROM

MAY 5th R/ TRAINING IN ITALY

Once complete, please return to: David McGrath (Committee Services Officer)

Legal, Equalities and Democratic Services, no later than 18th February 2008

Appendix 2

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: *Rit Taylor*.....

➤ Why are you interested in becoming a member of this particular Task Group?
Feel that young people are being disadvantaged
+ need some help.....

➤ What skills and knowledge would you bring to the Task Group?
Have children.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure
 If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
-	-	-	-	

➤ Please state if you are available at any other times:
 (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away.....

➤ Are you interested in being appointed Chairman Yes No
 (Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: *...Cllr. Caroline Spencer.....*

➤ Why are you interested in becoming a member of this particular Task Group?

...Because there has been anti-social problems within my Ward and I appreciate that this is happening across Bromsgrove and District and there is a need to discuss to see how we can try and overcome and address some of the problems.

➤ What skills and knowledge would you bring to the Task Group?

...Work closely with my local CSO and attend the PACT Meetings for my Ward. Also represent BDC on the PCCG (new name to be given) where reports on anti-social behaviour can be openly discussed with the Police.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure *Need advice*

If "Yes" or "Unsure", please state why? *If elected as Chairman of the Council in May '08?*

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
		More available		

➤ Please state if you are available at any other times:

6.00pm. Meetings are best suited to me OR DAYTIME ON WEDNESDAYS (Do not work on Wednesdays).....

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away...
Monday 24th March – Monday 31 March (Easter week).....

➤ Are you interested in being appointed Chairman Yes No **

(Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)** *Did not attend Scrutiny Training in Aug. '07*

Once complete, **please return to: Deirdre McCarthy** (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 18th February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name:..... JOHN T. O'MAHONY

➤ Why are you interested in becoming a member of this particular Task Group?
 CHAIR BRONSLOVE H. 4 & W. MULLA N. 4.
 POLICE CONSULTATIVE COP

➤ What skills and knowledge would you bring to the Task Group?
 CASE POLICE INVOLVEMENT
 LEGAL BACKGROUND

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

➤ Please state if you are available at any other times: YES
 (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away.....

➤ Are you interested in being appointed Chairman Yes No
 (Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)

Appendix 3

SCRUTINY EXERCISE SCOPING CHECKLIST

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

When the Board decides to set up a Task Group to scrutinise a particular subject, the appointed Chairman of the Task Group should complete this checklist. Completed forms will be considered by the Board and by the Task Group as a whole at the Task Group's first meeting.

- General Subject Area to be Scrutinised: *Reducing Anti-Social Behaviour in Teenagers*
- Specific Subject to be Scrutinised: *Strategies + Policies for the reduction of Anti-Social Behaviour in the 11-17 year old age group in the District. Emphasis to be on Policy development in the area to look at methods used to better engage these age groups e.g. Youth facilities (Play streets, Youth clubs, projects in Partnership with voluntary sector, etc) which need to be considered - any policies/strategies which may give sense of community*
- Should the relevant Portfolio Holder(s) be invited to give evidence? YES NO
- Should any Officers be invited to give evidence? YES NO
 If yes, state name and/or post title: *John Graham, Graham Cook, etc. as required*
- Should any external witnesses be invited to give evidence? YES NO
 If so, who and from which organisations? *Voluntary group, Police, Plus as require*
- Should the Task Group receive evidence from other sources other than witnesses? YES NO
 If so, what information should the Task Group wish to see and from which sources should it be gathered? *As required and discussed*
- Should a period of public consultation form part of the Scrutiny exercise? YES NO
 If so, on what should the public be consulted? *General perceptions of youth reasons for anti-social behaviour, possible causes for problem*

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

 What were their conclusions and what can we learn from them?.....

- Will the Scrutiny exercise cross the District boundary? *Possible* YES/NO
 If so, should any other authorities be invited to participate? *Possible*
Don't know, but if so, they may be invited

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

- What do you anticipate the timetable will be for the scrutiny exercise?
Three / Four Months

- Approximate number of Task Group Meetings? *Unknown*

Signed: *J.B. Tyle*

Chairman of behalf of the: *Reduction of Public Sector Expenditure in Teenage* Task Group

Date: *1st March 08*

Please return completed forms to:
 Della McCarthy
 Committee Services Officer
 Legal and Democratic Services
 Bromsgrove District Council

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BROMSGROVE DISTRICT COUNCIL

CABINET

FORWARD PLAN – 1ST APRIL 2008

This Forward Plan lists the key decisions which the Cabinet expects to have to make during the period 1st April 2008 to 31st July 2008.

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
1	Councillor R. Hollingworth	CPA re-categorisation request	To consider and recommend the Council to approve a submission to request the re-categorisation of the Council's CPA ranking	2nd April 2008			Report of the Assistant Chief Executive	
2	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at January 2008	2nd April 2008			Report of the Assistant Chief Executive	
3	Councillor R. Hollingworth	Parish Plans	To consider a proposed methodology for the integration and adoption of Parish Plans within the Sustainable Community Strategy and Local Development Framework	2nd April 2008			Report of the Assistant Chief Executive	
4	Councillor Mrs. M. A. Sherrey	Refuse and Recycling Scrutiny Report	To consider recommendations from the Refuse and Recycling Scrutiny Task Group	2nd April 2008			Report of the Scrutiny Task Group/Scrutiny Steering Board	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
5	Councillor R. Hollingworth	Audit Commission Annual External Report and Direction of Travel Assessment	To consider and agree a response to the Audit Commission's Annual External Audit report for 2006/07 and its recent Direction of Travel Assessment	30th April 2008			Report of the Assistant Chief Executive	
6	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at February 2008	30th April 2008			Report of the Assistant Chief Executive	
7	Councillor R. D. Smith	Local Labour Market Assessment Survey	To consider the outcome of a Local Labour Market Assessment Survey	30th April 2008			Report of the Head of Legal, Equalities and Democratic Services	
8	Councillor P. J. Whittaker	Mobile Home Licensing	To consider an update on the implications of the introduction of Government model standards in Mobile Home licensing agreements	30th April 2008	5th September 2007		Report of the Head of Planning and Environment Services	Delayed due to staff shortage within the Strategic Housing team
9	Councillor R. Hollingworth	Neighbourhood Area Committee Evaluation	To consider and agree core objectives and terms of reference for all Neighbourhood Area Committees and the roll out of a further pilot	30th April 2008			Report of the Assistant Chief Executive	
	Councillor G. N. Denaro	Procurement Strategy and Code	To consider and approve a new Procurement Strategy and Code for the Council	30th April 2008	2nd April 2008		Report of the Head of Financial Services	Delayed by officers

NOTE: There will be no Cabinet meeting in May 2008

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
11	Councillor Mrs. J. M. L. A. Griffiths	Artrix Service Level Agreement	To consider a proposed SLA with the Artrix	4th June 2008	2nd April 2008		Report of the Acting Head of Culture and Community Services	Deferred for further detailed consideration by officers
12	Councillor M. J. A. Webb	Customer Panel 2 Results	To consider the findings of the Customer Panel 2 Survey	4th June 2008	6th February 2008		Report of the Assistant Chief Executive	Delayed due to the timescale for the receipt of survey results from external company
13	Councillor G. N. Denaro	Financial & Performance Monitoring – Integrated Report	To consider the financial position and performance indicators for the 4th quarter of 2007/08 and any corrective actions required	4th June 2008			Report of the Head of Financial Services and Assistant Chief Executive	
14	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at March 2008	4th June 2008			Report of the Assistant Chief Executive	
15	Councillor R. D. Smith	Pension Scheme Amendment	To consider proposed changes to the Pension Scheme arising from Regulations	4th June 2008	2nd April 2008		Report of the Head of HR and Organisational Development	Delayed by officers
Page 25	Councillor R. D. Smith	Single Status (Job Evaluation)	To approve, subject to the outcome of a ballot, the implementation of new pay and grading for staff and changes to pay protection and terms and conditions	4th June 2008	2nd April 2008		Report of the Head of HR and Organisational Development	Ballot suspended for the time being
17	Councillor G. N. Denaro	Financial & Performance Monitoring – Annual Report	To consider the financial and performance outturn for 2007/08	25th June 2008 (special meeting)			Report of the Head of Financial Services and Assistant Chief Executive	
18	Councillor G. N. Denaro	Statement of Accounts 2007/08	To consider and recommend the full Council to approve the Statement of Accounts for 2007/08	25th June 2008 (special meeting)			Report of the Head of Financial Services	

Item No.	Portfolio Holder/ Lead Member Responsibility	Subject	Details of Proposed Decision	Expected Date of Decision	Original Expected Date of Decision	Principal Groups or Organisations to be consulted and date and method of consultation	Documents to be considered in relation to the Decision	Comments
19	Councillor R. Hollingworth	Improvement Plan Exception Report	To consider any exceptions to the Council Improvement Plan as at April 2008	2nd July 2008			Report of the Assistant Chief Executive	

All decisions will be taken collectively by the Cabinet. Any person who wishes to make representations to the executive or decision taker about a matter in respect of which a decision is to be made can write to the Head of Legal, Equalities and Democratic Services at The Council House, Burcot Lane, Bromsgrove B60 1AA, or by email to k.firth@bromsgrove.gov.uk before the date shown in the 5th column.

Councillor R. Hollingworth
Leader of the Council

The Council House
Burcot Lane,
BROMSGROVE B60 1AA

14th March 2008

SCRUTINY STEERING BOARD

WORK PROGRAMME

The Work Programme consists of three sections: Items for Future Scrutiny and Updates; Current Scrutiny Task Groups; and Scrutiny Task Group Reviews.

RECOMMENDATION: To consider and agree the work programme, including the updates from the Scrutiny Task Group Review Meetings.

ITEMS FOR FUTURE SCRUTINY AND UPDATES

Subject	Date of Consideration	Other Information
Recommendation Tracker	Jan/Mar/May/ July/Sept/Nov	Report monitoring recommendations to be included on the Board's Agenda on a bi-monthly basis for a trial period of 12 months starting January 2008.
Worcestershire Chairmen and Vice-Chairmen Network (Update)	1st April 2008	Members to receive a verbal update from the Chairman (or Vice-Chairman) following the Joint Flooding Task Group Meeting due to be held on 31st March 2008. Future meetings are due to be held on 7th and 28th April 2008.
Energy Efficiency Project Group – Progress Report (Executive Director – Partnerships and Projects)	3rd June 2008	A report on the progress of the Energy Efficiency Project Group is due to be considered by the Board at its meeting in June 2008. (This links into the suggested scrutiny topic of climate change.)
Climate Change	3rd June 2008	To avoid duplicating the work of the Energy Efficiency Project Group (which has been set up to evaluate the recommendations contained within the Energy Savings Trust Assessment) the Board agreed at its March 2008 meeting to consider this item once it had received a report from the Executive Director – Partnerships and Projects. The Board now needs to decide whether or not this topic should remain on its work programme.
Value for Money – Street Scene and Waste Management	TBA	Possible area for future scrutiny. A scrutiny proposal would need to be completed if the Board was minded to scrutinise this topic.
Older People (Councillor Mrs. Bunker)	TBA	Possible area for future scrutiny following the outcome of a focus group to find out specific issues which may need to be scrutinised. A scrutiny proposal would need to be completed if the Board was minded to scrutinise this area.
ICT Spatial Programme (Councillor McDonald)	TBA	Possible area for future scrutiny.

CURRENT SCRUTINY TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Public Transport - Buses	5th February 2008 (Considered by Cabinet on 5th March 2008. Cabinet Response to be presented to the Board on 1st April 2008)	Task Group established and Councillor B. Lewis F.CMI appointed as Task Group Chairman. Membership and Terms of Reference agreed July 2007. First Task Group Meeting held on 22nd August 2007 following the Scrutiny Training on 20th August 2007. Task Group was granted a month's extension and revised deadline was 21st January 2008.
Refuse and Recycling	4th March 2008 (Due to be considered by Cabinet on 2nd April 2008. Cabinet Response likely to be presented to the Board on 29th April 2008.)	Task Group established and Councillor C. R. Scurrrell appointed as the new Task Group Chairman in October. Membership and Terms of Reference originally agreed July 2007. First Task Group Meeting held on 22nd August 2007 following the Scrutiny Training on 20th August 2007. Due to change in Chairman, Task Group's revised deadline was 28th January 2008.
Reducing Anti-Social Behaviour	TBA	Task Group established and Councillor K. Taylor appointed as Task Group Chairman. Membership and Terms of Reference to be agreed.
Alcohol Free Zones	TBA	Task Group established and Councillor J. T. Duddy appointed as Task Group Chairman. Terms of Reference agreed on 5th March 2008. Membership to be agreed.

SCRUTINY TASK GROUP REVIEWS

Car Parking Task Group Review Meeting

The Car Parking Task Group reconvened for a Review Meeting which was held on 6th March 2008. Councillors D. McGrath and C. J. Tidmarsh were in attendance along with the Transport and Engineering Officer. An update was given to Members on what had happened since the Cabinet had approved the recommendations contained within the Car Parking Scrutiny Report almost 12 months ago.

All questions raised by Members were answered. However, Members were informed that the Transport and Engineering Officer had compiled a report on the operation and the future of the Shopmobility Scheme in Bromsgrove but that it had not been brought forward to Members due to conflicting priorities. Task Group Members expressed their disappointment over this and it was therefore agreed that the report should be reconsidered by officers as a matter of priority.

Flytipping Task Group Review Meeting

On 12th March 2008, the Street Scene and Waste Manager and the Waste Policy and Promotions Manager were present to provide an update to Members and answer any questions. Councillors Miss D. H. Campbell JP (Chairman), S. R. Peters and C. J. Tidmarsh were present and considered the update for each recommendation in turn. Several questions were raised and all were answered. Officers informed the Task Group that they would continue to closely monitor the recorded flytipping incidents.

There were a couple of extra suggestions from the Members which officers agreed to take on board and implement. This included the suggestion that when there are any changes to the refuse and recycling service at short notice, the relevant Ward Members for that particular area should be informed at the same time the Customer Service Centre. Officers indicated that this would be implemented.

Watercourses Task Group Review Meeting

As the Review Meeting of the Watercourses Task Group was scheduled to be held on the same day as the Scrutiny Steering Board's Agenda and Reports were published, an update will be included on the work programme for the next meeting later in April.

Task Group	Date of Review (when Task Group is due to reconvene)
Culture and Community Services	9th July 2007 - Task Group work complete -
Use of Consultants	24th July 2007 - Task Group work complete -
Bromsgrove District Housing Trust (BDHT)	11th December 2007 - Task Group work complete -
Car Parking	6th March 2008 - Task Group work complete -
Flytipping	12th March 2008 - Task Group work complete -
Watercourses	19th March 2008
Air Quality	January/February 2009
Public Transport (Buses)	March 2009

Note: A seminar relating to the Local Government and Public Involvement in Health Act 2007 will be held in the future covering key courses of action. This will be arranged once more is known on what the impact will be on overview and scrutiny committees.