



BROMSGROVE DISTRICT COUNCIL

SPECIAL MEETING OF THE SCRUTINY STEERING BOARD

THURSDAY, 22ND MAY 2008 AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors A. N. Blagg, Mrs. M. Bunker, S. R. Colella,
Dr. G. H. Lord, D. L. Pardoe and C. B. Taylor
(Labour Nominee awaited)

AGENDA

1. Election of Chairman for the ensuing municipal year
2. Election of Vice-Chairman for the ensuing municipal year
3. To receive apologies for absence
4. Declarations of Interest and whipping arrangements
5. To confirm the accuracy of the minutes of the meeting of the Scrutiny Steering Board held on 29th April 2008 (Pages 1 - 6)
6. Update on the progress of the Energy Efficiency Group (Pages 7 - 14)
7. Cabinet's Forward Plan (to follow)
8. Work Programme (Pages 15 - 38)

9. 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

14th May 2008

Agenda Item 5

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY STEERING BOARD

TUESDAY, 29TH APRIL 2008 AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), J. T. Duddy (Vice-Chairman), Mrs. M. Bunker, B. Lewis F.CMI (during Minute Nos. 107/07 to 113/07), D. L. Pardoe and C. B. Taylor

Observers: Councillor Dr. D. W. P. Booth JP and Councillor P. J. Whittaker

Officers: Mr. K. Dicks, Mr. T. Beirne, Mr. P. Street, Mrs. C. Felton, Ms. D. Poole, Mr. M. Hanwell, Mrs. S. Sellers and Ms. D. McCarthy

107/07 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R. J. Deeming.

108/07 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were made.

109/07 MINUTES

The minutes of the meeting of the Scrutiny Steering Board held on 1st April 2008 were submitted.

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

110/07 SCRUTINY PROPOSALS

(As Mr. Bateman, a representative from the Older People's Forum, was present specifically to hear the outcome of agenda item number 8, Scrutiny Proposals, it was agreed that this would be considered as the first main item.)

Members of the Scrutiny Steering Board discussed two scrutiny requests. The first scrutiny request had been submitted by Mr. Bateman which related to the removal of the concessionary parking passes for the over 60's.

The Board welcomed public interest in scrutiny, however, there was some concern as to whether or not sufficient reliable data was available to carry out an in-depth scrutiny at the present time. It was, therefore, suggested by the Vice-Chairman that as the decision to remove concessionary parking passes for the over 60's had only been implemented in March 2008, the Board could wait until there was 6 months worth of data and request that an officer report be submitted to the Board for further consideration when the necessary

evidence was available to scrutinise. There was also a concern that this did not link to the Council's priorities.

However, an alternative view was that a Task Group needed to be established straight away and this was discussed at length. Members were also reminded at this point that the topic "Older People" was already on the work programme which might include car parking as part of its scrutiny investigation. It was also stated that an alternative option was for the Board itself to scrutinise the subject matter rather than a Task Group carrying out an in-depth scrutiny.

The second scrutiny request was from the Chairman of the Board, which had originally been a motion for the Council Meeting on 23rd April 2008 but had been referred to the Board by the Monitoring Officer in accordance with the Council's Constitution. The second scrutiny request related to establishing a Senior Citizens' Task Group to review the quality of service to older people given by Bromsgrove District Council. It was pointed out that this topic was virtually identical to the subject "Older People" which was already on the work programme. Councillor Mrs. Bunker stated that Focus Groups were to be established, one rural and one urban, to find out what older people themselves believed should be scrutinised.

RESOLVED:

- (a) that a Car Parking Task Group be established to look at the removal of the concessionary parking passes for the over 60's and specifically the justifications for the decision, as stated in Mr. Bateman's scrutiny request; and
- (b) that the second scrutiny request, relating to establishing a Senior Citizens Task Group, be deferred until the next meeting of the Scrutiny Steering Board.

111/07 **CABINET RESPONSE TO THE REFUSE AND RECYCLING SCRUTINY REPORT**

Consideration was given to the Cabinet's Response to the Refuse and Recycling Scrutiny Report which included extra suggestions made by the Cabinet regarding additional work in relation to value for money of the service, together with more general suggestions relating to future scrutiny reports.

It was noted that the Portfolio Holder for Street Scene and Recycling, Councillor Mrs. Sherrey, was not in attendance to present the response and in particular, answer questions to clarify what the Cabinet was suggesting in relation to future scrutiny reports.

Members of the Scrutiny Steering Board were satisfied with the Cabinet's Response to the Refuse and Recycling Scrutiny Report and understood the Cabinet's proposal for the Scrutiny Steering Board to request the Task Group to undertake further work to include a value for money analysis of the service. However, there was a concern by the Board that Member Training on Value for Money was required before this particular scrutiny investigation took place to ensure a thorough scrutiny. It was stated that, following the suggestion at a previous Scrutiny Steering Board Meeting for Value for Money training to be

provided, it had since been agreed by the Modern Councillor Steering Group that it would be incorporated within the Member Training Programme to be held during the first quarter of 2008/09.

There was also a concern over the Refuse and Recycling Task Group's terms of reference for the additional work and it was suggested by officers that detailed terms of reference with specific outcomes should be compiled to prevent any confusion on what was expected. It was further suggested that this could be compiled by the Task Group itself for the Board to consider and agree at a later date.

The final point discussed in relation to the additional scrutiny work for the Refuse and Recycling Task Group was that sufficient time would need to be given to enable the scrutiny work to be completed.

In relation to the general recommendations, the Board believed that ensuring scrutiny recommendations were prioritised as being low, medium or high in future scrutiny reports to indicate to officers the order in which any approved recommendations should be implemented was a good suggestion. However, there was some confusion in relation to the final two suggestions in the report which the Board felt clarification from the relevant Portfolio Holder would have been helpful.

There was a lengthy discussion in relation to the final suggestion which asked the Board to consider opportunity costs when agreeing recommendations. The majority of the Board believed that all recommendations would have an opportunity cost and although it was understood that officer time would be required to implement approved recommendations, it was felt that the financial implications stated in Scrutiny Report referred to direct costs which affected the budget.

RESOLVED:

- (a) that the response from the Cabinet relating to the Refuse and Recycling Scrutiny Report be noted;
- (b) that the Refuse and Recycling Task Group be given approximately 10 weeks to complete its work from the date of its first meeting;
- (c) that suggestions on the way forward for this Task Group, including the preparation of specific terms of reference and the need for Value for Money training, be discussed and agreed at the next meeting of the Board;
- (d) that, in future, the scrutiny recommendations contained within scrutiny reports be prioritised as being low, medium or high priority so to indicate to the Cabinet and officers the order in which the recommendations (if approved) would need to be implemented;
- (e) that the third suggestion (listed as 18 in the Cabinet Response) relating to (i) making clear which scrutiny recommendations involved officer actions which were already being undertaken and the Task Group would like to see continued; and (ii) issues which were considered by the Task Group but which did not form part of the final recommendations be made clear in a separate section of the report, should not be implemented; and

- (f) that the fourth suggestion (listed as 19 in the Cabinet Response) relating to taking account of opportunity costs (e.g. officer time) of certain recommendations within future scrutiny reports should not be implemented due to the reasons discussed by the Board.

112/07 **MOBILE HOME LICENSING**

At the previous meeting of the Scrutiny Steering Board, Members had requested a report on why a decision on Mobile Home Licensing (which had been included on the Forward Plan) had been delayed. The Board had also felt it was necessary to invite the relevant Portfolio Holder and therefore, Councillor Whittaker was present for this item.

Consideration was given to the report which outlined the background and the reasons for the delay. It was explained that the delay was due to: (a) recruitment difficulties within the department which meant the necessary site inspections could not be carried out; and (b) the revised Model Standard Conditions for Mobile Homes which had only been issued in April 2008.

The Board was informed that it was anticipated that all mobile home sites would be inspected by the summer 2008 and the revised model standards were in the process of being analysed. Questions, particularly in relation to recruitment issues, were answered by both Councillor Whittaker and Mr. Street, (Executive Director - Partnerships and Projects).

The Board raised a particular concern as to whether residents would be made homeless if a landlord, who wished to have residents removed from a site, decided not to conform to the standard conditions and instead face enforcement. It was believed that it was likely there would be an appeal process for residents but Mr. Street stated he would investigate what the consequences would be and inform the Board at a later date. There was also a discussion on planning permission, fees and contractual arrangements.

RESOLVED:

- (a) that the report be noted; and
(b) that the Executive Director - Partnerships and Projects inform the Members of the Board what the consequences would be if enforcement action was taken against a landlord who did not conform to the standard conditions because it was their wish to have residents removed from a site.

113/07 **ICT SPATIAL PROJECT**

As agreed at the previous meeting of the Scrutiny Steering Board, a presentation on the Spatial Project was given by Ms. Poole (Head of E-Government and Customer Services) and Mr. Hanwell (Spatial Project Manager) and was introduced by the relevant Portfolio Holder, Councillor Booth.

An information pack which had been made available to Members was a referred to during the presentation.

There was a lengthy discussion on this item and several questions were asked during and after the presentation. Questions posed related to: the decision taken to change suppliers (due to the poor performance of the original suppliers); the monitoring of the project by Members (specifically the Performance Management Board); the total cost of the project; and the savings to be made. It was felt by Members of the Board that the presentation had not covered Value for Money as requested.

Although it was understood that the cost for Phase 2 (FM2) of the Spatial Project was already included within the Capital Programme, due to the significant amount, it was questioned whether the decision to approve the second phase should be considered by the full Council.

RESOLVED that the presentation be noted.

RECOMMENDED that the decision to approve Phase 2 (FM2) of the Spatial Project costing approximately £2M be taken by the full Council rather than the Cabinet.

114/07 **NEW SCRUTINY TASK GROUP**

Consideration was given to the membership and terms of reference of the combined Anti-Social Behaviour and Alcohol Free Zones Task Group.

It was explained within the report that from the nine Members who had expressed an interest to serve on the newly amalgamated Task Group, three Members had indicated they would be equally happy to withdraw their membership form to allow others to remain on the Task Group.

A discussion ensued relating to the Task Group membership, particularly in relation to one Member, Councillor S. Shannon. There was a concern raised that this particular Member did not view the scrutiny process in a positive light and therefore it was questioned by the appointed Task Group Chairman whether or not he should serve on the Scrutiny Task Group. The Chairman of the Scrutiny Steering Board disagreed with this view and informed the Board that no other Labour Group Members would attend any meetings of this Task Group.

The scrutiny exercise scoping checklist which included the terms of reference was also discussed. It was confirmed that the witnesses suggested on the scoping checklist to give evidence was not an exhaustive list and the Task Group could add to it during the scrutiny exercise.

RESOLVED:

- (a) that the Anti-Social Behaviour and Alcohol Free Zones Task Group comprise of the following seven Members: Councillors K. Taylor (Chairman), Mrs. M. Bunker, Mrs. H. Jones, Mrs. C. McDonald, P. McDonald, Mrs. C. J. Spencer and C. J. Tidmarsh (with the understanding that Councillors Mrs. C. McDonald and P. McDonald would not attend any meetings of the Task Group);

- (b) that the Scrutiny Exercise Scoping Checklist which includes the terms of reference be agreed; and
- (c) that the Task Group be given 4 months to complete its scrutiny investigation.

115/07 **JOINT COUNTYWIDE SCRUTINY ON FLOODING**

A verbal update on the progress of the Joint Countywide Scrutiny on Flooding was given by the Chairman. Members were informed that meetings had taken place on 7th and 28th April 2008 and at the last meeting representatives from the County Landowners Association and National Farmers' Union (NFU) had been in attendance.

RESOLVED that the verbal update from the Chairman of the Scrutiny Steering Board be noted.

116/07 **RECOMMENDATION TRACKER**

The Board considered the recommendation tracker report which listed all Cabinet approved Scrutiny recommendations and the actions taken to implement them.

RESOLVED that the recommendation tracker be noted.

117/07 **CABINET'S FORWARD PLAN**

Consideration was given to the Cabinet's Forward Plan which contained the key decisions scheduled to be made over the next few months.

RESOLVED that the Cabinet's Forward Plan be noted.

118/07 **WORK PROGRAMME**

Members considered the work programme for the Scrutiny Steering Board which included details of a recent scrutiny review meeting.

There was a discussion on whether or not further scrutiny relating to the ICT Spatial Project was required.

RESOLVED

- (a) that no further scrutiny be undertaken in relation to the ICT Spatial Project and therefore be removed from the work programme; and
- (b) that the work programme be noted and updated, as appropriate, to reflect decisions made at this meeting, including (a) above.

The meeting closed at 8.15 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

22ND MAY 2008

UPDATE ON ENERGY EFFICIENCY GROUP

Responsible Portfolio Holder	Councillor Mrs. J. Dyer M.B.E.
Responsible Head of Service	Executive Director - Partnerships and Projects

1. SUMMARY

- 1.1 This provides an up date of the work of the Energy Efficiency Group established to promote and pursue actions to secure more efficient energy use by the Council.

2. RECOMMENDATION

- 2.1 To consider the progress of the Energy Efficiency Group.
- 2.2 To consider the work of the Energy Efficiency Group in the context of determining whether it is required to establish a scrutiny task group addressing climate change.

3. BACKGROUND

- 3.1 The Energy Efficiency Group has met twice since its inception in January 2008. The group is chaired by Councillor Mrs. Jill Dyer and draws representation from across the Council's departments.
- 3.2 The Scrutiny Steering Group requested an up date on the work of the Energy Efficiency Group and sought to consider the work of the Energy Efficiency Group to determine whether it should establish a task group to scrutinise the issue of climate change.
- 3.3 The Energy Efficiency Group has primarily been established to monitor the progress with pursuing the recommendations of the Energy Savings Trust (EST). The EST carried out work on behalf of the Council looking at areas where energy efficiency savings could be identified.
- 3.4 Progress in pursuit of these recommendations is considerable and is added to this report as an appendix.

- 3.5 Although the primary focus of the Energy Efficiency Group has been on the EST report, the Group has also begun to consider wider sustainability issues as many of the recommendations contained in the EST report are inter-linked with other aspects of the Council's activities.
- 3.6 The Energy Efficiency Group has begun to explore the possibility of corporate actions to promote sustainability and departmental approaches to sustainability.
- 3.7 Sustainability is not a priority of this Council. Therefore, the Council has to be mindful of the level of resources it can commit to this area. However, there is a keenness amongst officers to promote sustainability and formulate policies and approaches that will contribute towards a more sustainable organisation.
- 3.8 The Council is already active in a number of areas related to sustainability, but currently there is limited co-ordination and focus for those activities.

4. FINANCIAL IMPLICATIONS

- 4.1 The principal financial implication at this stage is that through energy efficiency measures the Council can secure savings.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications, although legislation is being developed to promote reductions in carbon emissions and to promote greater energy efficiency.

6. COUNCIL OBJECTIVES

- 6.1 Efficient use of energy does have links to housing and performance objectives.

7. RISK MANAGEMENT

- 7.1 The risk associated with the Energy Efficiency Group work is that the impact of carbon emissions can be significant on the environment.
- 7.2 There is the risk of not maximising the benefits of efficient energy use and not realising savings.

8. CUSTOMER IMPLICATIONS

- 8.1 The more efficient use of energy demonstrates to customers the Council's commitment to use resources effectively and to reducing costs.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There is not a direct link to equality and diversity.

10. VALUE FOR MONEY IMPLICATIONS

10.1 Through more effective use of resources there will be a contribution to value for money. Use of energy saving lights and a consciousness regarding consumption of resources can contribute positively to VfM.

11. OTHER IMPLICATIONS

Procurement Issues – There is a powerful connection with procurement, not only in terms of procuring sustainable products, but also in terms of approaches to purchasing and drawing on economies of scale and monitoring energy use so it is used efficiently.
Personnel Implications – May have implications for working from home policy.
Governance/Performance Management - None
Community Safety including Section 17 of Crime and Disorder Act 1998 - None
Policy – Procurement; Value for Money; Working from Home; Travel; Strategic Housing and Planning
Environmental – This has major implications for environment as efficient use of resources forms a major part of environmental protection and sustainable communities.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes

Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	Yes

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 Progress Report on Energy Saving Trust Recommendations

BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Phil Street
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Tel: (01527) 881202

Progress Report on Energy Saving Trust Recommendations

- a. In terms of addressing the priorities identified by the Energy Savings Trust in their survey for Bromsgrove District Council in March 2007. The following update was given:
- b. Establish top-level commitment, as this is critical for the allocation of resources and the provision of support to staff. Linked to this:**
- c. Establish an 'energy champion' at a senior level. This individual should take the lead in developing partnerships and could also lead an internal steering group on energy.**
- d. The Council have nominated the Executive Director – Partnerships and Projects to be the energy champion.
- e. Set up a steering group on energy that includes representatives from eg environment, finance, regeneration, planning, building control, community planning etc.**
- f. A steering group has been established representing a cross section of Departments.
- g. Talk to the council's energy supplier about introducing different meters and establish a system for monitoring energy data, even for the buildings with low consumption of energy and use this information to benchmark Bromsgrove's performance with other councils.**
- h. This is now being pursued. See paragraph 1c above
- i. Consider applying to take part in the next round of the Carbon Trust's of the Local Authority Carbon Management programme. Phase 5 of this programme will be launched in May 2007 to 30 local authorities.**
- j. This has not been pursued although conversations are taking place with the Carbon Trust and BDC staff have attended events organised by that organisation
- k. Introduce a strategy and action plan with a target for reducing energy consumption by a given date.**

- l. Data is being collected and analysed and once this has been completed a strategy and action plan will be prepared. This is likely to be completed by March 2009.
- m. Increase the time available for the HECA officer post, use energy efficiency data from the rolling survey to ensure resources are targeted appropriately, and set a target of bringing domestic carbon emissions below the national average.**
- n. Energy Efficiency questionnaires are sent out annually to Bromsgrove District, WEEAC analyse the information and feed back to the Private Sector Housing Team. Data is also collated from house inspections from both internal and external agencies. Grants, enforcement activity and advice are targeted to these areas and formally mapped to identify take up of the energy efficiency measures within Bromsgrove.
- o. Focus on developing schemes to promote sustainable energy to owner occupiers.**
- p. The Private Sector Housing Team have a Renewable Energy Grant schemes available in promoting a variety of technologies to home owners and non-profit community buildings. The budget has been set for £10,000 which will enable approximately 10 households within Bromsgrove to implement Renewable Energy technologies on or in their properties. The grant is a 50% match funded grant with a maximum limit of £1000. Leaflets and application forms have been produced and are currently being promoted.
- q. Create an overarching energy strategy and action plan that makes reference to existing strategies such as the housing strategy and the climate change action plan. This strategy should contain specific targets that are in line with national targets and should include an action plan showing how the HECA target will be met. It should also include a section on improving the energy efficiency of the council's estate and a section on tackling energy in the wider community.**
- r. Work has commenced on preparing a sustainability framework. The framework details the concept and scope of sustainability and considers the Council's internal and external responsibilities. It will provide definitions for sustainability, climate change and biodiversity. It will detail responsibilities in line with legislation and best practice and will contain information on the Council's work around energy; biodiversity; waste and litter; transport; water; pollution and health and well being.

- s. Allocate resources for the implementation of this overarching action plan.**
- t. Consideration is being given to identifying resources to carry out this work. Currently, work associated with sustainability is being undertaken over and above current duties as this is not regarded as a priority for the Council. It may prove possible to examine future vacancies and build some of the duties associated with sustainability strategy into that post. It was recognised that co-ordination was required for sustainability work. However, it was accepted that additional resources were not presently available and the Council budget did not provide for expansion in expenditure in this area at this time.
- u. Work with local housing associations to ensure that assessments of affordable warmth are incorporated into assignment procedures.**
- v. Ensure that energy efficiency is a regular item on the agenda of quarterly RSL Liaison Meetings with preferred partners to establish and monitor RSL standards and targets for energy efficiency in both new build projects and programmes for upgrading energy efficiency in existing affordable housing stock.
- w. Establish an energy training strategy and initiate an energy efficiency training programme with all staff (especially frontline staff). Include energy efficiency training in the induction programme for all new staff. This should ideally include key people from different departments.**
- x. This recommendation has not yet been addressed
- y. Initiate training with planners about energy efficiency, but more particularly renewable energy. This should include advice about how to 'future-proof' houses by exceeding the building regulations.**
- z. This recommendation has not yet been addressed
- aa. Train all outreach staff on energy saving measures.**
- bb. This recommendation has not yet been addressed
- cc. Use the 'Meeting the 10 per cent' publication to assist with the development of Bromsgrove's policy for renewable energy generation.**
- dd. This is being considered by the Planning Department, but not enacted as yet.**

ee. Consider producing Supplementary Planning Document on energy efficiency and renewables aimed at householders that encourages them to exceed the building regulations when extending or refurbishing their home. As part of this explore waiving requirements for planning permission for certain renewable energy sources for households.

ff. This recommendation has not been addressed.

gg. Keep up to date on all available funding

hh. The Council understands that DEFRA funding is being provided through the West Midland Regional Improvement and Efficiency Partnership and contact has been made with them to enquire about means of accessing this funding.

ii. Monitor the proportion of nationally available grant funding that is spent in the area to ensure that Bromsgrove is getting its 'fair share'.

jj. This recommendation has not been pursued.

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

22ND MAY 2008

WORK PROGRAMME

Responsible Portfolio Holder	
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

1. SUMMARY

- 1.1 This report relates to the Work Programme of this Board. There are four main sections within this report for the Board to discuss and agree:
- Anti-Social Behaviour and Alcohol Free Zones Task Group;
 - Refuse and Recycling Task Group – Value for Money;
 - Car Parking Task Group – Concessionary Parking for the over 60s;
 - ‘Older People’ and ‘Senior Citizens’

2. RECOMMENDATIONS

- 2.1 Members are requested to:
- (a) reconsider the membership of the Anti-Social Behaviour and Alcohol Free Zones Task Group;
 - (b) consider and agree the terms of reference of Refuse and Recycling Task Group in order that it can undertake the additional work as requested (suggestion attached as Appendix 3);
 - (c) note that the Value for Money Training for Members is scheduled to be held on 11th June 2008 at 6pm;
 - (d) agree that, in relation to concessionary car parking for the over 60s, the views of the proposer (Mr. Bateman) be taken into account and an officer report be requested as soon as 6 months worth of data is available for Members of the Board to consider; and
 - (e) agree that, as ‘Senior Citizens’ and ‘Older People’ are seen as the same subject area, no change is made to the work programme and ‘Older People’ remains a topic for future scrutiny following the outcome of the focus groups.

3. BACKGROUND

- 3.1 At the last meeting of the Scrutiny Steering Board held on 29th April 2008, several items were considered which affected the Board’s Work Programme. However, clarification is sought so that all Members of the Board (as well as officers) are clear on exactly what the Board would like included on its work programme and how it would like those items progressed.

Anti-Social Behaviour and Alcohol Free Zones Task Group

- 3.2 Councillor K. Taylor, who had originally been appointed as the Chairman of the Anti-Social Behaviour Task Group, was appointed as the Chairman of the new combined Task Group at the Scrutiny Steering Board Meeting on 1st April 2008.
- 3.3 As the Task Group Chairman, Councillor K. Taylor completed a Scrutiny Exercise Scoping Checklist (attached as Appendix 1) which includes the Task Group's terms of reference and this was agreed at the last meeting.
- 3.4 By merging the two Task Groups it meant the total number of membership forms received was nine and the recommended maximum on a Task Group is seven Members, including the Task Group Chairman. The nine membership forms are attached as Appendix 2. From those nine Members, Councillors J. T. Duddy, D. McGrath and C. J. Tidmarsh also indicated that, if it helped the Scrutiny Steering Board, they were equally happy to withdraw their membership form to allow others to remain on the Task Group.
- 3.5 It should be pointed out that Task Groups can vary in size and as a general rule Task Groups should have a minimum of three and no more than seven Members. This does mean that if the Board wished, there could be more than seven Members on a Task Group but demand for such participation needs to be balanced against the need to maintain the small size of the Task Group.
- 3.6 At the last meeting of the Board when the full Membership was considered there was some confusion as to the selection procedure to be followed by Members given that there were a greater number of candidates than places. Officers are concerned that due to the confusion, Members did not have the opportunity to evaluate all the candidates fully or consider other available options such as having a slightly larger group. Accordingly, it is strongly recommended that the Board revisits this and decides the way forward for this Task Group.

Refuse and Recycling Task Group – Value for Money

- 3.7 The Cabinet's Response to the Refuse and Recycling Scrutiny Report was submitted to the Board at its meeting on 30th April 2008 and the Board was satisfied with the response to the recommendations put forward as 14 out of 15 recommendations were approved.
- 3.8 However, the Cabinet also suggested to the Board that the Refuse and Recycling Task Group could undertake additional work in relation to Value for Money.

- 3.9 Although the Board agreed to this proposal, there were some concerns by Board Members that there was a need for Value for Money training to be provided to Members to enable the Task Group to carry out the additional scrutiny investigation. It was also suggested that a detailed terms of reference was required in order to ensure everyone was clear on what was expected from the scrutiny exercise.
- 3.10 As stated at the last meeting of the Board, it has been agreed by the Modern Councillor Steering Group that Value for Money Training will be incorporated into the Member Training Programme for 2008/09. Since that time, it has been arranged that such training will be held on Wednesday 11th June 2008 at 6pm and it will be facilitated by the Head of Financial Services, Ms. Pickering.
- 3.11 In relation to the terms of reference, the Board may wish to consider the suggestions stated in Appendix 3 attached.
- 3.12 It should be pointed out that it is the Board's decision to decide what work any Task Group should undertake. As the Refuse and Recycling Task Group has not yet been disbanded, Members of the Task Group will be expected to undertake the additional work set by the Board. (However, it is possible for a Member of a Task Group to resign if they so wish.)

Car Parking Task Group – Concessionary Parking for the over 60s

- 3.13 A scrutiny request from Mr. Bateman, a representative from the Older People's Forum, was submitted and considered by the Board at its last meeting. As outlined in the minutes (minute no. 110/07), there were two alternative views expressed at the meeting by Members. Firstly, due to the lack of reliable data available to carry out an in-depth scrutiny at the present time, it was suggested that an officers report be requested when there is 6 months worth of data (March – August 2008) so that the Board can consider it properly when the necessary evidence had been gathered. The alternative view stated was that a Task Group be set up straight away and after a vote, where the Chairman used his casting vote, it was agreed that a Task Group would be established.
- 3.14 Since that meeting, Mr. Bateman sent an email to the Board Members on 1st May 2008 which stated:

“Dear Councillor,

Thank you for your understanding of our concerns. We will monitor car park revenue monthly and compare it to the revenue for the same month in the previous year. We will also monitor the number of £200 and £300 permits sold to persons over the age of 60. We believe that for this data to have any significance the data should be collected for at least 6 months. If, as we

expect, increased revenue is less than that forecast, we will request another hearing by the scrutiny board. The car park income for March 2007 was £112k and for March 2008 was £103k, over one month this is not significant. However, it may be a reflection of resistance to increased charges.

*Yours faithfully,
Charles Bateman.”*

- 3.15 As the Board will see, Mr. Bateman agrees with the view that data should be collected for at least 6 months. In light of the comments made by Mr. Bateman who put the scrutiny proposal forward, it is suggested that the Board reconsiders this item and takes account of Mr. Bateman's views on how the scrutiny request should be taken forward.

'Older People' and 'Senior Citizens'

- 3.16 At the last Board Meeting, Members considered a second scrutiny request from the Board Chairman. The scrutiny proposal had originally been a motion for the Council Meeting on 23rd April 2008 but had been referred to the Board by the Monitoring Officer in accordance with the Council's Constitution.
- 3.17 The scrutiny proposal related to establishing a Senior Citizens' Task Group to review the quality of service to older people given by Bromsgrove District Council. However, it was pointed out that the topic 'Older People' was already on the work programme which appeared to be the same subject.
- 3.18 Councillor Mrs. M. Bunker updated the Board and informed Members that the Assistant Chief Executive was ensuring one rural and one urban Focus Group would be set up in the summer to find out the views of older people to enable Members to scrutinise issues which older people themselves believed should be scrutinised rather than only taking into account what Board Members believed should be scrutinised. Once the focus groups have taken place and views have been collated, a scrutiny proposal form from Councillor Mrs. Bunker is likely to be submitted for the Board to consider.
- 3.19 At the last meeting, it was agreed that the request relating to establishing a Senior Citizens' Task Group would be deferred until the next meeting of the Board. Therefore, Members need to revisit this scrutiny request.

General

- 3.20 The existing Work Programme for this Board is attached as Appendix 4. As usual, it will be revised to reflect the decisions made by the Board at this meeting and future meetings.

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 Members of the Board need to take into account the Council's priorities and objectives when setting its work programme.

7. RISK MANAGEMENT

7.1 The Board needs to be clear what items they wish to be included in its work programme, the priority order of those items and the way forward with any Task Groups which have been established. If there is any ambiguity, this could lead to confusion on what is expected from officers and Task Group Members carrying out scrutiny exercises on behalf of the Board.

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. However, the Refuse and Recycling Task Group, when looking at value for money of the service, will obviously be considering such implications.

11. OTHER IMPLICATIONS

Procurement Issues – None.
Personnel Implications – Consideration to the limited resources of the Committee Team to support Scrutiny Task Groups needs to be taken into account. It is advised that items agreed to be included on the work programme are prioritised as usual.
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	N/A
Chief Executive	Yes
Executive Director (Partnerships and Projects)	No
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 Scrutiny Exercise Scoping Checklist completed by Councillor K. Taylor for the Anti-Social Behaviour and Alcohol Free Zones Task Group
- Appendix 2 Membership Forms for the Anti-Social Behaviour and Alcohol Free Zones Task Group
- Appendix 3 Suggested Terms of Reference relating to the additional work for the Refuse and Recycling Task Group
- Appendix 4 Current Work Programme

15. BACKGROUND PAPERS

None

CONTACT OFFICER

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

Appendix 1

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:**

Anti social behaviour in 11 to 17yr olds and use of alcohol free zones in the district of Bromsgrove

▪ **Specific Subject to be Scrutinised:**

To examine the causes of anti social behaviour in 11-17 yr olds, taking into account the Council policies and the public perception and definition of this problem. also to examine the use and effectiveness of AFZ looking into the impact on crime, public disorder, enforcement levels and the general effect of drinking in public places.

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**

- Should any Officers be invited to give evidence? **YES**

If yes, state name and/or post title:

J.Godwin, Youth Officers, Sports development Officers, others as appropriate.

- Should any external witnesses be invited to give evidence? **YES**

If so, who and from which organisations?

Police, Social Services, Youth Groups, Sports Clubs

- Should the Task Group receive evidence from other sources other than witnesses? **YES**

If so, what information should the Task Group wish to see and from which sources should it be gathered?

To be decided by the Task Group

- Should a period of public consultation form part of the Scrutiny exercise? **YES**
If so, on what should the public be consulted?

To be decided by the Task Group

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

I Insure to be investigated

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

- Will the Scrutiny exercise cross the District boundary? **YES/NO***
If so, should any other authorities be invited to participate?

A possibility that needs to be investigated

- 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?

To be decided by the Task Group

- What do you anticipate the timetable will be for the scrutiny exercise?

4 months maximum

- Approximate number of Task Group Meetings?

I Inknown

Signed: Kit Tavlor

Chairman of behalf of the: Anti social behaviour and Alcoholic free zones Task Group

Date: 13.04.08

Please return completed forms to:

Della McCarthy
Committee Services Officer
Legal, Equalities and Democratic Services
Bromsgrove District Council

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(*Delete as appropriate)

Appendix 2

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 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: 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:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
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 at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: CHRIS McDONALD

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

I represent one of the largest estates in Bramsgrove with high levels of deprivation and anti social behaviour

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

Having attended PACT meetings I have first hand knowledge of how ASB can disrupt the local area.

➤ 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... April 17th - 19th and May 26 - to June 2nd.

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 14 March 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
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 at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: PETER McDONALD

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

Because of the level of antisocial behaviour in the area I represent and the district in general. Also to see what effect previous efforts in this area have achieved

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

Involved in organising youth forums, youth committees for over twenty years.

➤ 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: Daily most days

(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... 17-21st April & Whitmas week

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 14 March 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: 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
✓	✓	✓	✓	

> Please state if you are available at any other times: A.M. 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

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
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 at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

- Name: SEAN SHANNON
- Why are you interested in becoming a member of this particular Task Group?
Need to reduce ASB. Find out why we suffer so much ASB in Blomstone.
- What skills and knowledge would you bring to the Task Group?
Always had an interest in providing diversionary interests for young people.
- 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

Once complete, **please return to** Dele McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 14 March 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: *...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: Pádraig Carthy** (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'MAHON

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

➤ 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

Suggested Refuse and Recycling Task Group's Terms of Reference for the additional work to be undertaken

General Area to be Scrutinised:

A Value for Money analysis of the Refuse and Recycling Service.

Specific Subject to be Scrutinised:

The Task Group is requested to carry out a benchmarking exercise and therefore investigate the following and make any appropriate recommendations for improvement:

- The level of service and cost of the service currently provided by BDC
- The level of service and cost of the service provided by other local authorities similar to BDC to enable a like for like comparison. (This should include both a selection of neighbouring authorities and similar local authorities higher up in the recycling league table.)
- A comparison of the data in bullet points 1 and 2 above which should include identifying the underlying reasons for differences in levels of service and costs of the service between BDC and other local authorities
- Any areas of the service where possible savings could be identified
- The maximum/optimum level of service that could be provided by BDC based on the current budget
- An improved/extended level of service that could be achievable through greater spending (to include costs)

(BDC = Bromsgrove District Council)

Appendix 4

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.

ITEMS FOR FUTURE SCRUTINY AND UPDATES

Subject	Date of Consideration	Other Information
Recommendation Tracker - <i>Permanent Item</i> -	Jan/Mar/April/ July/Sept/Nov	A bi-monthly report monitoring the implementation of scrutiny recommendations. (Initially for a trial period of 12 months starting January 2008.)
Worcestershire Chairmen and Vice-Chairmen Network (Update) - <i>Permanent Item</i> -	2nd July 2008	Members to receive an update from Councillor McDonald following the next Joint Flooding Task Group Meeting due to be held in June 2008
Energy Efficiency Project Group – Progress Report (Executive Director – Partnerships and Projects)	22nd May 2008	A report on the progress of the Energy Efficiency Project Group to be considered by the Board. (This links into the suggested scrutiny topic of climate change.)
Climate Change	22nd May 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.
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.
Senior Citizens (Councillor McDonald)	22nd May 2008	Scrutiny request for a Senior Citizens Task Group was deferred at the last meeting.

CURRENT SCRUTINY TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Refuse and Recycling	Dependent on date of first Task Group Meeting. (First report considered and approved by Cabinet on 2nd April 2008.)	Task Group not disbanded following the Cabinet Response to the first report considered by the Board on 29th April 2008 which requested the Board to ask the Task Group to undertake additional work in relation to a Value for Money analysis. Detailed terms of reference with specific outcomes not yet agreed. (Task Group Chairman: Councillor C. R. Scurrell)
Anti-Social Behaviour and Alcohol Free Zones	Dependent on date of first Task Group Meeting.	Task Group merged and Councillor K. Taylor appointed as Task Group Chairman. Membership and Terms of Reference agreed by the Board on 29th April 2008.
Car Parking (specifically concessionary parking for the over 60s)	TBA	Task Group set up by the Board on 29th April 2008.

SCRUTINY TASK GROUP REVIEWS

Task Group	Date of Review (when Task Group is due to reconvene)
Air Quality	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.