



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY BOARD

THURSDAY 22ND APRIL 2010, AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors D. L. Pardoe (Chairman), C. B. Taylor (Vice-Chairman),
A. N. Blagg, R. J. Deeming, S. R. Peters, C. R. Scurrall and
C. J. Tidmarsh

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 Board held on 23rd March 2010 (Pages 1 - 6)
4. Verbal update on progress of the Improving Residents' Satisfaction Task Group (Task Group Chairman: Councillor S. R. Colella)
5. Verbal Update on Chairman's Quarterly Meeting with the Leader
6. Presentation - Engaging With Young People In Bromsgrove
7. Verbal Update on Countywide Flooding Scrutiny Task Group Review
8. Call-In Procedure Review (Pages 7 - 16)
9. Scrutiny Recommendation Tracker (Pages 17 - 30)
10. Work Programme (Pages 31 - 36)

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

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

14th April 2010

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE SCRUTINY BOARD

TUESDAY, 23RD MARCH 2010, AT 6.00 P.M.

PRESENT: Councillor D. L. Pardoe (Chairman), Councillor R. J. Deeming, Councillor S. R. Peters, Councillor C. R. Scurrall and Councillor C. J. Tidmarsh

Observers: Councillor S. R. Colella

Officers: Ms. J. Pickering, Mr. J. Godwin, Mr. M. Carr and Ms. A. Scarce

71/08 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor A. N. Blagg.

72/08 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

No declarations of interest or whipping arrangements were received.

73/08 **MINUTES**

The minutes of the meeting of the Scrutiny Board held on 25th February 2010 were submitted.

RESOLVED that the minutes be approved as a correct record.

74/08 **ARTS AND EVENTS STRATEGY**

The Chairman welcomed the Head of Leisure and Cultural Services to the meeting and thanked him for briefing the Board on this item in the absence of the Arts Development and Special Events Officer.

The document before Members was the first draft of the Council's Arts and Events Strategy. The Head of Leisure and Cultural Services explained that the aim of the document was to build on the original Arts Strategy, which expired this year. The emphasis of the Strategy had moved away from solely Arts, to incorporate events. This was due to the Arts Development Team having moved away from Arts in its purest sense and moved towards community events, such as street theatre and bandstands. The Head of Leisure and Cultural Services informed Members that there was a county wide Arts Strategy which had been delayed several times for reasons outside the Council's control. The County Arts Strategy was now out for public consultation and from the Council's perspective several points had been made, most importantly that the Council intended to produce its own Strategy to fit with the County Strategy.

The aim of the Arts and Events Strategy was to include the objectives and priorities of the Council in order to reflect the local issues and communities across the Bromsgrove district. One of the Council's main concerns with the County Strategy was the level at which it was pitched. Some of the wording implied that the County Strategy would take precedence over local strategies and the bigger corporate county picture was more important than that of the local community. The Head of Leisure and Cultural Services was of the view that the delivery of local arts projects and events should be directed by the Council's own strategy to suit local needs, but if the Council could draw linkages and support in respect of the County Strategy and overall national indicators it would do so. However, the overall objectives and priorities must be set locally by the Council.

The Head of Leisure and Cultural Services informed Members that National Indicator, NI11 was used to measure performance and included in the Place Survey. Members commented that it would be helpful to include a more detailed explanation as to the relevance of NI11. The Head of Leisure and Cultural Services advised that other more challenging targets, in order to start to measure progress during the life of the Strategy, would also be added. The Head of Leisure and Cultural Services reminded Members that the Strategy was not the action plan, its purpose was to set the overall direction and outcomes for what the Council was trying to achieve, and it was underpinned by other documents such as, the annual work programme, leisure and cultural services business plan and the arts development team action plan.

Members made the following comments on the Arts and Events Strategy:

- Bromsgrove Festival should be included in the list of events.
- Reference should be made to sponsorship and partnerships with local businesses.
- Inclusion of a section on promotion and communication to take account of the need to improve resident satisfaction with services.
- A positive policy involving social inclusion of minorities in order to involve as many people as possible in the Arts.
- Inclusion of further national indicators and local indicators that the Strategy could relate to
- Review representation of Parish Councils on Arts Alive Partnership

Members noted that the Council had hosted the 3rd Anniversary of Bromsgrove Arts Alive! and enquired whether a 4th Anniversary event had been held in 2010. The Head of Leisure and Cultural Services agreed to make further enquiries and report back to Members.

The Head of Leisure and Cultural Services informed Members that the next stage would be to complete work on the Strategy. It would then go out for consultation to the Arts Alive Partnership and other partner organisations the Council worked with for their comments and finally, through the Portfolio Holder for endorsement at Cabinet in June 2010. The intention was to take the County and local Strategies together and in order for Members to see the relevance between the two documents. If the County Strategy was delayed further, this would have a knock on effect.

RESOLVED that the Head of Leisure and Cultural Services takes on board the comments made by the Scrutiny Board in respect of the drafts Arts and Events Strategy 2010-2013.

75/08 **REPORT ON ANNUAL CIVIC BONFIRE EVENT**

The Chairman reminded the Board that this item had arisen from the completion of an Overview and Scrutiny Proposal form, which had been considered at the meeting on 25th February 2010. The Head of Leisure and Cultural Services gave a presentation on the Civic Bonfire Event and covered the following areas:

- The history of the event
- Aims and Objectives
- An overview of the 2009 event
- Comparison between the 2008 and 2009 event including ticket sales, marketing, promotion and impact of the weather.
- The infrastructure and external partners
- Key considerations including layout and position of event activities and cash auditing requirements
- A review of the 2009 event and lessons learnt
- Plans for 2010 event

The Head of Leisure and Cultural Services also answered Members enquiries in respect of the potential for increased sponsorship, the involvement of the Primrose Hospice, the maximum attendance figure, and a longer term plan in order to mitigate the effects of bad weather. The Board also considered alternative ways to increase revenue and minimise losses.

The Board also discussed an alternative event being held in the summer and asked if any arrangements had been made for events to be held to celebrate the Queen's Diamond Jubilee in 2011 and the Olympics in 2012. The Head of Leisure and Cultural Services advised Members that the Events Team were looking at holding events at the Dolphin Centre and Ryland Centre in conjunction with the Olympics in 2012, and would report back to Members in respect of the Queen's Diamond Jubilee. Members were reminded that there was a limited budget available and therefore it was difficult to add additional events without jeopardising existing services.

The Chairman thanked the Head of Leisure and Cultural Services for providing such a comprehensive report and it was

RESOLVED that the Civic Bonfire Event be referred for inclusion in the work programme for 2010/11 for consideration and review after the 2010 event had taken place.

76/08 **VERBAL UPDATE ON PROGRESS OF THE IMPROVING RESIDENTS SATISFACTION TASK GROUP (TASK GROUP CHAIRMAN: COUNCILLOR S. R. COLELLA)**

The Chairman thanked Councillor S. R. Colella, Chairman of the Task Group for attending the meeting and asked him to give a brief update on the progress of the Improving Residents' Satisfaction Task Group.

Councillor Colella advised that at the meeting of the task group on 10th March 2010 the following witnesses had attended and the Portfolio Holders had been invited to attend the meeting, but had been unable to do so. The Head of Leisure and Cultural Services had discussed improving residents' satisfaction through the services provided by his team. The Director of Policy, Performance and Partnerships had discussed Customer Service and had provided the Task Group with three key points to customer satisfaction. Mr. R. Poston, the Chairman of the Rubery PACT had given an insight into how valuable he felt the meetings were and the importance of face to face contact with residents from both Councillors and officers.

The Board were informed that the final meeting of the task group was scheduled for 31st March 2010.

77/08 **OVERVIEW & SCRUTINY PROPOSAL - ALMSHOUSES**

The Board considered the report relating to an Overview and Scrutiny Proposal form completed by a member of the public in respect of the rights of residents living in Almshouses. Officers explained to Members that although the Council could accept proposals from members of the public and consider whether to investigate a matter further, the Board could not consider an individual case or complaint.

Members discussed the number of almshouses within the district and queried the involvement the Council had with these almshouses, together with any legal implications arising from the Board's involvement. The Board understood that Mrs. M. W. V. Firminger was a member of the Trustee Body of White's Cottage Homes Charity, which were the relevant almshouses in this particular case. After further discussion it was

RESOLVED that further information be requested from the Legal Team as to the Council's legal responsibilities, for re-consideration and if appropriate, Mrs. M. W. V Firminger be invited to the Scrutiny Board meeting, to be held on 22nd April 2010.

78/08 **TRAVEL CONCESSIONS PROPOSAL**

The Board considered the report on Travel Concessions, which had been referred to the Scrutiny Board from the Council meeting held on 24th February 2010. Members were advised that with effect from 1st April 2011 responsibility for administering the scheme would be transferred to the County Council. The Government's Pre-Budget report in December 2009 had included a package of reforms to concessionary bus travel in England and a report to update Members on the new arrangements would be available from the Head of Community Services in the new municipal year.

Members queried the changes in eligibility for free concessionary bus travel in England, which had also been included in the Pre-Budget report reforms. The Board was advised that the Government's intention was to re-establish the link between the age of eligibility for free England wide local bus travel and the state pension age. Members were concerned that information on these changes should be available to the public, for example through the Customer Service Centre and the Director of Finance and Corporate Resources agreed to follow this up. Members were also advised that the public could check their eligibility online on the State Pension Age Checker provided by the Department of Works and Pension at www.pensionsadvisoryservice.org.uk.

RESOLVED that no further action be taken.

79/08 **WORK PROGRAMME**

Members considered the Work Programme and discussed the number of items which were to be considered at the next meeting to be held on 22nd April 2010.

RESOLVED that the Work Programme be agreed and updated to show that the Corporate Safeguarding Policy (Children and Vulnerable Adults) be deferred to the 2010/11 Work Programme.

The meeting closed at 8.00 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

SCRUTINY BOARD

22ND APRIL 2010

ANNUAL REVIEW OF CALL IN PROCEDURE

Responsible Portfolio Holder	Councillor Geoff Denaro – Portfolio Holder for Finance and Resources
Responsible Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services

1. SUMMARY

- 1.1 Paragraph 17.18 of Part 8 of the Council's constitution (Scrutiny Procedure Rules) imposes a requirement for the Scrutiny Board to monitor the operation of call-ins annually. The purpose of this report is to provide Members with the background information required in order that they can review the call-in procedure.

2. RECOMMENDATION

- 2.1 That the contents of the report be noted. For the reasons set out below this report does not make any recommendations for changes to the call-in procedure. The operation of call-ins will be reviewed again in 12 months time and will form part of the Scrutiny Board work programme for April 2011.

3. BACKGROUND

- 3.1 The provisions relating to call-in are set out in Section 17 of Part 8 of the Council's constitution. A copy of Section 17 is attached to this report at Appendix 1.
- 3.2 Members will recall that the provisions relating to call-in were last updated and amended with effect from 1st May 2008. These changes formed part of a wider review of the Council's constitution which was considered by full Council and approved on 19th March 2008.
- 3.3 The key changes which were made to the call-in procedure with effect from 1st May 2008 were:-
- Extension of the time period for Scrutiny Board to consider a call-in to 20 days (para 17.7). This time limit had previously been set at 10 days which

at times had been restrictive and the change was intended to provide more flexibility to the process.

- Clarification of the procedure to submit a valid call-in request (para 17.4) and introduction of a standard pro forma for the use of Members. A copy is attached at Appendix 2.
- Extension of those who may initiate a call-in to include any 5 members of the Council who are not members of the Cabinet (para 17.4).

3.4 It was hoped that the changes introduced would benefit Members and strengthen the operation of call-in generally by clarifying the process to make a call-in, extending the opportunity to groups of 5 back bench Members and allowing for more time within which to hold meetings to determine the call-in.

3.5 One call-in has been made in the 2009-2010 municipal year. The call-in was considered by the Scrutiny Board on 19th January 2010 on the decision taken by the Cabinet on 2nd December 2009 to close down Local Neighbourhood Partnerships (LNPs). After consideration, the Call In was dismissed by the Board. Members should note that a low level of call-ins is not necessarily unusual; statistics show that the average level of call-ins per council is about one per year.

3.6 If Members, having considered the contents of this report have any proposals for review, the procedure is for these to be referred to Full Council. The next annual review will take place in April 2011.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications arising out of this report.

5. LEGAL IMPLICATIONS

5.1 The procedure for call-ins currently meets the legislative requirements of the Local Government Act 2000. There are no legal implications arising out of this report.

6. COUNCIL OBJECTIVES

6.1 This report does not link directly to Council objectives. However, sound ethical governance is the foundation of the Council's ability to make lawful decisions and perform its functions.

7. RISK MANAGEMENT

7.1 The main risks associated with the details included in this report are:

- *Risk of not operating an effective call-in procedure*

7.2 These risks are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services
Key Objective Ref No: 3
Key Objective: Effective ethical governance

The risk is also managed through undertaking an annual review of the provisions for call-in which forms part of the on-going work programme for the Scrutiny Board.

8. CUSTOMER IMPLICATIONS

8.1 Call-in is a process which can only be activated by elected Members. There are therefore no direct customer implications. The Council's constitution can be viewed by members of the public on line at the Council's website.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications for Equalities and Diversities arising out of this report.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no value for money implications.

11. CLIMATE CHANGE AND CARBON IMPLICATIONS

11.1 There are no implications regarding Climate Change

12. OTHER IMPLICATIONS

Procurement Issues	None
Personnel	None
Governance/Performance Management	None
Community Safety including Section 17 of Crime and Disorder Act 1998	None

Policy	None
Biodiversity	None

13. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director – Planning, Regeneration and Housing Services	Yes
Executive Director – Section 51	No
Executive Director and Deputy Chief Executive	No
Director of Policy Performance and Partnerships	No
Head of Planning and Regeneration	No
Head of Resources	No
Head of Legal, Equalities & Democratic Services	YES
Corporate Procurement Team	No

14. WARDS AFFECTED

All wards.

15. APPENDICES

Appendix 1 Section 17 Part 8 of the Constitution: Procedure for call-ins
Appendix 2 Standard form to make a call-in

16. BACKGROUND PAPERS

Report of the Head of Legal Services on the Review of the Constitution dated 19th March 2008.

CONTACT OFFICERS

Name: Michael Carr – Scrutiny Officer
E Mail: m.carr@bromsgrove.gov.uk
Tel: (01527) 881470

Section 17 Part 8 of the Constitution: Procedure for Call-Ins

17. Call-in

17.1 Call-in should only be used in exceptional circumstances when members of the Scrutiny Board have evidence which suggests that the Cabinet did not take a decision in accordance with the principles of Decision Making in Article 13. Those principles are:-

- a. proportionality (i.e. the action must be proportionate to the proposed outcome);
- b. due consultation and the taking of professional advice from officers;
- c. respect for human rights;
- d. a presumption in favour of openness;
- e. clarity of aims and desired outcomes;
- f. due regard for the Council's environmental objectives;
- g. due regard for the Council's duties in relation to crime and disorder;
- h. clear explanations of the options considered and the reasons for the decision reached.

17.2 When a decision is made by the Cabinet, or a key decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 3 working days of being made. All members of the Council will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

17.3 That decision (which may take the form of the minutes of a meeting of the Cabinet) will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless the decision is the subject of a valid request for call-in.

17.4 A valid request is required to initiate call-in a decision referred to at 17.3 above. The request must be in writing addressed to the Monitoring Officer on the approved form (at Appendix B) giving the reasons for the request for call-in and must be:-

- signed by the Chairman of Scrutiny Board;
- signed by any other 3 members of the Scrutiny Board;

Section 17 Part 8 of the Constitution: Procedure for Call-Ins

- signed by any 5 members of the Council who are not members of the Cabinet

and in any case must:-

- state the reason(s) for the call-in; and
- be delivered to the Monitoring Officer by hand, post or email, within 5 clear working days of the publication of the decision.

The decision on whether the call-in is valid will be taken by the Monitoring Officer following consultation with the Chairman of Scrutiny Board. The final decision shall rest with the Monitoring Officer.

If the Monitoring Officer decides the call-in is valid the Monitoring Officer will notify the Chief Executive, who will notify the decision-taker of the request for call-in.

17.5 Implementation of the decision which is the subject of the call-in will be suspended from the date of receipt of the request for call-in pending consideration by the Scrutiny Board.

17.6 The call-in will be considered by the Scrutiny Board at either:

- a. the next scheduled meeting of the Scrutiny Board; or
- b. a special meeting of the Scrutiny Board to be convened by the Chief Executive within 10 working days of receipt of the request to call-in, or such other date as may be agreed by the Chief Executive in consultation with the author of the call-in and the Chairman of Scrutiny Board.

17.7 The Scrutiny Board will determine the call-in in such manner as it considers appropriate but in any event expeditiously and within a maximum of 20 working days from the date of the meeting at which the call-in is first considered by the Scrutiny Board. If more detailed evidence or consideration of the issues is required to determine the call-in, the Scrutiny Board may during that period hold one or more additional meetings to determine the call-in.

17.8 The Scrutiny Board may require the relevant Cabinet member with responsibility or another member of the Cabinet, if appropriate, to attend any meeting and explain the decision taken by Cabinet.

17.9 Having considered the decision subject to the call-in the Scrutiny Board will either:

- a. accept the decision without qualification or comment; or
- b. require reconsideration of the decision setting out its reasons in a report; or

Section 17 Part 8 of the Constitution: Procedure for Call-Ins

- c. in exceptional circumstances refer the decision to the Council to consider whether the decision should be accepted without qualification or comment or reconsidered, in which case.
 - 17.10 Exceptional circumstances referred to in paragraph 17.9c include, but are not limited to, decisions which the Scrutiny Board considers:-
 - a. the Cabinet cannot in law take; or
 - b. is reserved to the Council; or
 - c. is contrary or not wholly in accordance with the Budget and Policy Framework.
 - 17.11 If the Scrutiny Board accepts the decision without qualification or comment under paragraph 17.9a the decision may be implemented with immediate effect.
 - 17.12 If the Scrutiny Board refers the decision to the Cabinet for reconsideration under paragraph 17.9b implementation of the decision is deferred pending the meeting of the Cabinet at which it is reconsidered.
 - 17.13 If the Scrutiny Board refers the decision to the Council under paragraph 17.9c implementation of the decision is deferred pending the meeting of the Council at which it is considered. If the Council decides to request the Cabinet to reconsider the decision, implementation of the decision remains deferred until the Cabinet has reconsidered the matter.
 - 17.14 Any report of the Scrutiny Board or Council pursuant to paragraph 17.9b or c will be submitted to the Cabinet which will consider that report within 10 working days and either:-
 - a. confirm the decision without modification; or
 - b. confirm the decision with modification; or
 - c. rescind the decision and if considered appropriate take a new one.
- In each case the Cabinet must give reasons for its decision. The decision taken by the Cabinet following consideration of the report of the Scrutiny Board or Council on the call-in is final.
- 17.15 The Chairman or Vice-Chairman of the Scrutiny Board may attend any meeting of the Cabinet at which a report of the Scrutiny Board is being considered and may speak but not vote.

Section 17 Part 8 of the Constitution: Procedure for Call-Ins

- 17.16 Any decision may be called in only once in respect any decision.
- 17.17 The call-in procedure shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interest of either the Council or public. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chairman of the Scrutiny Board must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman of the Scrutiny Board, the Vice-Chairman's consent shall be required. In the absence of both, the Chief Executive or his/her nominees' consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency
- 17.18 The operation of the provisions relating to call-in and urgency shall be monitored annually by the Scrutiny Board, and a report submitted to Council with proposals for review if necessary.

Overview & Scrutiny Procedure Rules

Call-In Request

I am / We are exercising the right to call-in a decision in accordance with the Overview and Scrutiny Procedure Rules on the basis that:

1. Details of the Decision to be Called-In

1.1 The decision to be called-in is the decision which was taken on *[insert date]*:

1.2 And the decision was to:

1.3 The decision was:

- A Cabinet decision; or
- A key decision made by an officer with delegated authority from the Cabinet or under joint arrangements.

[delete as appropriate]

2. Grounds for Call-In

2.1 The reason for the request for call-in is that I/we have evidence which suggests that the decision was not taken in accordance with one or more of the principles of Decision Making in Article 13 of the Constitution as indicated below:

- Proportionality (i.e. the action must be proportionate to the proposed outcome);
- Due consultation and the taking of professional advice from officers;
- Respect for human rights;
- A presumption in favour of openness;
- Clarity of aims and desired outcomes;
- Due regard for the Council's environmental objectives;
- Due regard for the Council's duties in relation to crime and disorder; or
- Clear explanations of the options considered and the reasons for the decision reached.

[delete as appropriate]

2.2 The evidence suggesting that the decision was not taken in accordance with the principle(s) indicated in 2.1 is that:

--

3. Councillor(s) requesting Call-In

3.1 This request is delivered by:

Name: Signed:	
Name: Signed:	
Name: Signed:	
Name: Signed:	
Name: Signed:	

Date:

Note:

A request to call-in may only be made by:

- *The Chairman of the Scrutiny Board; or*
- *3 members of the Scrutiny Board; or*
- *5 members of the Council not on the Scrutiny Board.*

*All completed forms should be addressed and delivered to the Monitoring Officer by hand, post or email within **5 clear working days** of the publication of the decision.*

BROMSGROVE DISTRICT COUNCIL

SCRUTINY BOARD

22ND APRIL 2010

RECOMMENDATION TRACKER

This Recommendation Tracker lists all recommendations made by the Scrutiny Board (including Task Group recommendations) until implementation is complete. The Recommendation Tracker should for each recommendation detail the following information:

- whether the recommendation was agreed by Cabinet (the Cabinet Decision),
- the relevant Cabinet Portfolio Holder,
- which department or agencies will be implementing the agreed recommendations;
- when the agreed recommendations are expected to be implemented by; and
- key outcomes resulting from implementation.

Supplementary evidence to show the outcomes achieved, such as exhibits, photographs, commentary or testimony from external agencies and service users is encouraged to be presented to the Board as a presentation.

The recommendations are grouped in date order and by topic.

Recommendations by the Scrutiny Board: 24th November 2009

TOPIC:	Hot Food Takeaways
PORTFOLIO HOLDER:	Councillor Mrs J. Dyer M.B.E. - Portfolio Holder for Planning
HEAD OF SERVICE:	(vacant) – Head of Regulatory Services

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
1	That the Cabinet task the Strategic Planning Department to scope the extent to which the issues identified in this report contribute to the negative impact on sense of community and well being and the environment and how these issues can be addressed by the adoption of a Supplementary Planning Document on hot food takeaways and present a report detailing their findings and draft policy to the Cabinet.	No implementation to take place due to inability to prepare SPD.	
	Cabinet Decision: AGREED by Cabinet 2nd December 2009		
	Outcomes Planning officers recommend that Hot Food Take Away SPD cannot be progressed.		
2	That the Cabinet refer consideration of the adoption of a draft Supplementary Planning Document on hot food takeaways to the Local Development Framework Working Party to be included as an agenda item and considered at the next scheduled meeting of the Local Development Framework Working Party.	No implementation to take place due to inability to prepare SPD.	
	Cabinet Decision: AGREED by Cabinet 2nd December 2009		

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	<p><u>Outcomes</u></p> <p>SPD cannot be prepared; as such, no action for the LDF Working Party.</p>		
3	<p>That the Cabinet direct officers to carry out further research into healthy eating/ healthy lifestyles and the means by which through working with partners in the LSP the Council could contribute to delivering services to address the LAA targets on obesity in children, mortality rate from circulatory diseases for under 75s, adult participation in sport and children and young people's participation in high-quality PE and sport. The Board further recommends that a report detailing the findings of the research is presented to Cabinet by June 2010.</p> <p>Cabinet Decision: AGREED by Cabinet 2nd December 2009</p> <p><u>Outcomes</u></p>		

Recommendations by the Scrutiny Board: 25th November 2008

TOPIC:	Refuse and Recycling VFM Scrutiny Investigation
PORTFOLIO HOLDER:	Cllr Mike Webb – Portfolio Holder for Community
HEAD OF SERVICE:	Guy Revans - Head of Environment

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
1	<p>Head of Street Scene and Community</p> <p>Once the chargeable green waste collection service has been implemented and the take up of the service is known, Street Scene officers be requested to investigate the option of providing additional wheelie bins for green waste on request at an additional charge.</p> <table border="1" data-bbox="360 472 1541 657"> <tr> <td data-bbox="360 472 689 657">Cabinet Decision:</td> <td data-bbox="689 472 1541 657"> <p>AGREED by Cabinet 7th January 2009</p> <p>Decision about feasibility of second bins will be made in April 2009</p> </td> </tr> </table> <p><u>Outcomes</u></p> <p>Officers are creating a list of requests for second bins as calls for the service are received. It is anticipated that by the end of April take up of the service will have settled and officers will be in a position to make a decision about second bins.</p> <p>2nd bins were offered to those requesting them from the start of May. So far there has been a take up offer of about 50, which are currently operational and the appropriate fees paid.</p>	Cabinet Decision:	<p>AGREED by Cabinet 7th January 2009</p> <p>Decision about feasibility of second bins will be made in April 2009</p>	April 2010	✓
Cabinet Decision:	<p>AGREED by Cabinet 7th January 2009</p> <p>Decision about feasibility of second bins will be made in April 2009</p>				
2	<p>Officers from Street Scene be requested to monitor on-street recycling trials being undertaken by other Councils to see if there is any evidence to suggest it would provide value for money.</p> <table border="1" data-bbox="360 1190 1541 1292"> <tr> <td data-bbox="360 1190 689 1292">Cabinet Decision:</td> <td data-bbox="689 1190 1541 1292"> <p>AGREED by Cabinet 7th January 2009</p> </td> </tr> </table>	Cabinet Decision:	<p>AGREED by Cabinet 7th January 2009</p>	April 2010	
Cabinet Decision:	<p>AGREED by Cabinet 7th January 2009</p>				

	<p><u>Outcomes</u></p> <p>Trials will be monitored throughout this year with an intention to produce a budget bid for bins if trials are successful.</p>		
3	<p>When the new co-mingled service has been in operation for a minimum of one year, the option of delivering the service using an alternative method (including using a private contractor) be considered to see if it would be an appropriate time for market testing and comparisons to be undertaken.</p>	<p>April 2010 if members support this approach</p>	
	<p>Cabinet Decision: AGREED by Cabinet 7th January 2009</p>		
	<p><u>Outcomes</u></p> <p>The co-mingled service will be in operation by April 2010. This means that as recommended, the option of delivering the service using an alternative method can be looked at during 2011/12 at the earliest.</p>		

Recommendations by the Scrutiny Steering Board: 4th March 2008

TOPIC:	Refuse and Recycling Scrutiny Investigation
PORTFOLIO HOLDER:	Cllr Mike Webb – Portfolio Holder for Community
HEAD OF SERVICE:	Guy Revans - Head of Environment

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
1		Training in	✓

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed		
	<p>NVQ Training in Waste Management from WAMITAB (Waste Management Industry Training Advisory Board) via NEW College is given to all refuse and recycling staff over a 2 year period commencing September 2008 with the following conditions:</p> <ul style="list-style-type: none"> ▪ standards for 'performance criteria' and 'knowledge requirements' specific to this Council are built into the awards; ▪ the preferred primary assessment method is observation (rather than witness testimonies or personal statements); and ▪ that performance criteria is observed consistently over a certain time period rather than as a one-off 	<p>December 2008</p> <p>NEW College registration March 2009</p> <p>Crews to commence course April 2009</p>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Cabinet Decision:</td> <td>AGREED by Cabinet 2nd April 2008</td> </tr> </table>	Cabinet Decision:	AGREED by Cabinet 2nd April 2008		
Cabinet Decision:	AGREED by Cabinet 2nd April 2008				
	<p><u>Outcomes</u></p> <p>All negotiations taken place with New College to satisfy the Councils requirements.</p> <p>Presentation to staff and selection of first group to undertake the training will follow.</p> <p>October 2008 Update: It is anticipated that the first round of training will commence in November 2008.</p> <p>March 2009 Update: It was decided that the internal Customer First Training would need to be completed first and this commenced 8 December 2008. Crews are now being registered on to the NEW College course which is likely to commence in April 2009.</p> <p>June 2009 Update: NVQ's were postponed whilst we undertook the Customer First Training for staff. It is likely that the NVQ process will recommence this year.</p>				

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	<p>October 2009 update: We have been making progress with the delivery, New College are trying to commence the process. Some issues have arisen that the College are trying to resolve and we are now waiting for them to agree the next steps.</p> <p>January 2010 update: Head of Street Scene and Community to attend meeting on 26th January 2010 with full update.</p>		
2.	<p>The following NVQ training is given to the three Refuse and Recycling Team Leaders:</p> <ul style="list-style-type: none"> ▪ Team Leading in Refuse and Recycling via NEW College ▪ BITS (Business Improvement Techniques) via RDI (Resource Development International) <p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p> <p>Have agreed to get NVQ training organised for the refuse and recycling crews first then organise training for the supervisors. Additional training/Support being organised with the Learning and Organisational Development Manager.</p> <p>March Update 2009: Due to the delay in commencement of the basic course this will be delayed until after April 2009.</p> <p>October 2009: We have been making progress with the delivery, New College are trying to commence the process. Some issues have arisen that the College are trying to</p>	November 2009	✓

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed		
	<p>resolve and we are now waiting for them to agree the next steps.</p> <p>January 2010 update: Head of Street Scene and Community to attend meeting on 26th January 2010 with full update.</p>				
4.	<p>Request that Street Scene and Waste Management Officers monitor the progress Worcestershire County Council is making in relation to building their own sorting plant by 2009, as this will enable a commingled recycling service to be launched (making it easier to recycle and likely to encourage more recycling) and therefore significantly improve this Council's recycling rates.</p> <table border="1" data-bbox="365 874 1541 962"> <tr> <td data-bbox="365 874 689 962">Cabinet Decision:</td> <td data-bbox="689 874 1541 962">AGREED by Cabinet 2nd April 2008</td> </tr> </table> <p><u>Outcomes</u></p> <p>Officers are attending regular meetings with the County Council. Both officers and Members meet as part of a County wide forum to discuss all waste related issues. A site visit has been organised during March for Heads of Service and Portfolio Holder.</p>	Cabinet Decision:	AGREED by Cabinet 2nd April 2008		✓
Cabinet Decision:	AGREED by Cabinet 2nd April 2008				

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed		
5.	<p>Street Scene and Waste Management Officers be requested to continue to encourage Worcestershire County Council officers to investigate recycling more materials through the Waste Management Forum.</p> <table border="1" data-bbox="365 328 1541 408"> <tr> <td data-bbox="365 328 689 408">Cabinet Decision:</td> <td data-bbox="689 328 1541 408">AGREED by Cabinet 2nd April 2008</td> </tr> </table> <p><u>Outcomes</u></p> <p>Both officers and Members meet as part of a County wide forum to discuss all waste related issues.</p>	Cabinet Decision:	AGREED by Cabinet 2nd April 2008		✓
Cabinet Decision:	AGREED by Cabinet 2nd April 2008				
6.	<p>Request that Street Scene and Waste Management Officers continue to regularly and systematically benchmark against the top 10-15 local authorities in the recycling league table which are achieving higher recycling rates, with a view to adapting any parts of their services to Bromsgrove which may prove successful in helping to increase our recycling figures.</p> <table border="1" data-bbox="365 874 1541 916"> <tr> <td data-bbox="365 874 689 916">Cabinet Decision:</td> <td data-bbox="689 874 1541 916">AGREED by Cabinet 2nd April 2008</td> </tr> </table> <p><u>Outcomes</u></p> <p>Officers regularly monitor activities through PSNET (The Public Services Network) and APSE (Association of Public Sector Excellence) and technical press.</p>	Cabinet Decision:	AGREED by Cabinet 2nd April 2008	Available end of 2009	✓
Cabinet Decision:	AGREED by Cabinet 2nd April 2008				
7.	<p>Street Scene and Waste Management Officers be requested to continually investigate ways in which the Council can expand the recycling service to reach the remaining 6% of the District.</p>	Available end of 2009	✓		

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	<p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p> <p>This will only be feasible once the new Materials Reclamation Facility (MRF) is available at the end of 2009. Plant being built by the County Council.</p>		
8.	<p>In order to educate as many children as possible to take responsibility for the future of their own environment and encourage more recycling throughout the District, Street Scene and Waste Management officers be requested to continue to encourage all schools to join the Eco-School programme, particularly primary schools.</p> <p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p> <p>Regular visits to schools by Officers to promote environmental issues.</p> <p>October 2009 update:</p> <p>Officers continue to visit schools carrying out presentations and competitions to encourage development of environmental awareness.</p> <p>January 2010 update:</p> <p>Ongoing</p>		
10.	<p>Request the Head of Street Scene and Waste Management to make certain there is thorough consultation with local residents in relation to the green bin charging arrangements due to be put in place. Effective communication will help ensure smooth implementation of the charging system which should avoid a reduction in customer service standards.</p>		✓

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	<p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p> <p>Officer Comment: Consultation underway and first article has been released in 'Together Bromsgrove' (Summer 2008) with planned media releases due to go out in subsequent issues local newspapers and the waste collection calendar.</p> <p>October Update: Delivery of the waste collection calendar is taking place during October 2008. The next Bromsgrove Together is due November 2008. Further press releases are planned in January 2009.</p> <p>March Update: Further newspaper adverts have been placed in local papers promoting the service.</p> <p>October update: Coming to the end of the first year's operation. Over 15,500 applications received and serviced during the season. Currently undertaking publicity and communication for next year's service and the changes to a co-mingled collection recycling service. Currently publicity programme developed following recommendation from Focus group of residents set up to review the process.</p> <p>January 2010 update: Reminder of future changes delivered via Christmas collection postcards w/c 16th November 2009. Recycling booklets will be delivered in March 2010 (actual date to be confirmed) via Royal Mail.</p>		
11.	Increase communication with local residents wherever possible to encourage		✓

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	<p>reducing, reusing and recycling. For example, ensuring local residents are aware that they can request more recycling boxes free of charge.</p> <p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p> <p>Information on web site and the waste collection calendar also via the Customer Service Centre (CSC). Various consultation days planned around the District at various Parish Council offices.</p> <p>March Update: Project team set up to develop co-mingled service from April 2010. This will allow additional and greater volumes of materials to be recycled. Publicity throughout the year will continue to promote these changes.</p> <p>October update: Current round of communication for co-mingled collection system includes further publicity about various options for recycling.</p> <p>January 2010 update: Reminder of future changes delivered via Christmas collection postcards w/c 16th November 2009.</p>		
14.	<p>Updates relating to the refuse and recycling service be included in Members' Bulletins.</p> <p>Cabinet Decision: AGREED by Cabinet 2nd April 2008</p> <p>Outcomes</p>		✓

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed		
	<p>Update on green waste collection charges followed by information pack to be distributed to all members during October 2008.</p> <p>March Update: Any changes to the service are promoted through the members' bulletin or direct email contact.</p> <p>October update: Members' presentation evening in July provided all Members and Parish Councils with information pack of service changes. Regular bulletins in various publications throughout year including Bromsgrove Together, Members Bulleting, local press</p>				
15.	<p>The Head of Street Scene and Waste Management be requested to further investigate the effectiveness of various vehicle tracking and communication systems with a view to trialling a model in the future.</p> <table border="1" data-bbox="365 767 1541 810"> <tr> <td data-bbox="365 767 689 810">Cabinet Decision:</td> <td data-bbox="689 767 1541 810">AGREED by Cabinet 2nd April 2008</td> </tr> </table> <p><u>Outcomes</u></p> <p>Officer Comment: Meetings are being held with various companies offering tracking and communication systems to identify the most appropriate system to use. Once this is established a trial will be undertaken.</p> <p>March Update: Trial ongoing regular meetings with suppliers to determine value for money (VFM) of system.</p> <p>June Update: The vehicle tracking system has been trialled on 2 vehicles over the winter months.</p>	Cabinet Decision:	AGREED by Cabinet 2nd April 2008		✓
Cabinet Decision:	AGREED by Cabinet 2nd April 2008				

*Rec. No.	Recommendations	Implementation to take place by	Tick if completed
	The monitoring of the system has determined that there is no business case to purchase such a system at present but we continue to monitor prices of such systems which are becoming cheaper and more efficient.		

SCRUTINY BOARD

WORK PROGRAMME

22ND APRIL 2010

This Work Programme consists of two sections: Items for future meetings (including updates) and Task Group Reviews.

RECOMMENDATIONS:

(a) To consider and agree the work programme and update it accordingly.

ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

Subject	Date of Consideration	Other Information
Improving Residents' Satisfaction Task Group	22nd April 2010 (to be included at each meeting until completion)	Update on investigations so far.
Recommendation Tracker <i>- Permanent Item -</i>	22nd April 2010	A quarterly report monitoring the implementation of scrutiny recommendations. The next tracker report is due to be considered by the Board on 22nd April 2010.
Report from the quarterly meeting between the Leader and Chairman of Scrutiny Board <i>-Permanent Item –</i>	22nd April 2010	Verbal update on discussion between Chairman of the Scrutiny Board and the Leader due to be considered by the Board.
Call-In Procedure Review	22nd April 2010	It states in the Constitution that the provisions relating to call-in and urgency should be monitored annually. Therefore, the Scrutiny Board will need to review the process to ensure it is fit for purpose.
Engaging with Young People in Bromsgrove	22nd April 2010	Presentation on the current work being done by Senior Corporate Policy & Performance Officer
Overview & Scrutiny Proposal – Rights of Residents Living in Almshouses	22nd April 2010 – Deferred whilst awaiting further information.	Proposal received from member of public and discussed at meeting held on 23rd March 2010. Further information awaited.
The Corporate Safeguarding Policy (Children and	Deferred to 2010-11 Work Programme	

Vulnerable Adults)		
Anti-social Drinking & Alcohol Admissions to Hospitals	Deferred to 2010-11 Work Programme	Members to identify evidence to be considered for this item. Liz Altay – PCT (TBC)
Economic Regeneration Policy	Deferred to 2010-2011	
Street Trading Consent Policy	To be included in Work Programme 2010/11 This topic could be referred to the Overview Board as part of its review of planning and licensing policy.	Identified as a future item to be included in the Scrutiny Board Work Programme at the Scrutiny Board Meeting held on 24th November 2009.

SCRUTINY TASK GROUP REVIEWS

Task Group	Date of Review (when Task Group is due to reconvene)
Refuse and Recycling (including VFM)	July 2010

Future Scrutiny Board Meeting Dates:

Tuesday 25th May 2010

Tuesday 13th July 2010

SCRUTINY BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

22nd April 2010

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

See Appendix 1 - Schedule of meetings and agenda items.

1.2 Standing Items

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

- Recommendation Tracker

A quarterly report monitoring the implementation of Scrutiny Board recommendations. Considered every quarter.

2. SCRUTINY BOARD TASK GROUPS

2.1 Current SB Task Groups

See Appendix 2a - Current SB Task Groups

2.2 SB Task Group Reviews

Consideration of the implementation progress of SB Task Group recommendations agreed by the Cabinet, considered by the reconvened Task Group.

See Appendix 2b - SB Task Group Reviews

Appendix 1 - Schedule of meetings and agenda items

Date of Meeting	Agenda Items/Topic	Evidence/Reports	Witnesses (inc. Department and Leader Officers)	Decision Maker(s) / Decision Dates	Possible Outcomes/Recommendations
22 April 2010 6.00pm	Recommendation Tracker <i>- Permanent Item -</i>	A quarterly report monitoring the implementation of scrutiny recommendations.			
	Engaging With Young People in Bromsgrove	Presentation on the current work being done by Senior Corporate Policy & Performance Officer	Rebecca Dunn - Senior Corporate Policy & Performance Officer		
	Call-In Procedure Review	It states in the Constitution that the provisions relating to call-in and urgency should be monitored annually. Therefore, the Scrutiny Board will need to review the process to ensure it is fit for purpose.	Sarah Sellers – Senior Solicitor Michael Carr – Scrutiny Officer		
	Report from the quarterly meeting between the Leader and Chairman of Scrutiny Board	Verbal update on discussion between Chairman of the Scrutiny Board and the Leader due to be considered by the Board.	Chairman of the Scrutiny Board		
	Improving Residents' Satisfaction Task Group report and recommendations.	<i>Verbal update from the Chairman of the Task Group</i>			
2010-2011	Economic Regeneration		John Staniland –		

	Policy		Executive Director Planning, Regeneration,, Regulatory, Housing Services		
	Anti-social Drinking & Alcohol Admissions to Hospitals		Liz Altay – PCT (TBC)		
	The Corporate Safeguarding Policy (Children and Vulnerable Adults)		Sue Hanley – Executive Director Leisure, Environmental and Community Services		
	<p>Street Trading Consent Policy</p> <p>To be included in Work Programme 2010/11</p> <p>Identified as a future item to be included in the Scrutiny Board Work Programme at the Scrutiny Board Meeting held on 24th November 2009.</p> <p>This topic could be referred to the Overview Board as part of its review of planning and licensing policy.</p>				
	The Annual Bonfire Event		Huw Mosely -Arts Development and Events Officer		

Appendix 2a - Current SB Task Groups

Current Task Groups	Date Report Due	Other Information
Improving Residents' Satisfaction Task Group	22 April 2010	

Appendix 2b - SB Task Group Reviews

Task Group	Date of Review (when Task Group is due to reconvene)
Refuse and Recycling (including VFM)	July 2010