

## **OVERVIEW & SCRUTINY BOARD**

### **WORK PROGRAMME AND MEETING SCHEDULE 2010/11**

Updated: March 2011

#### **The Overview & Scrutiny Board**

##### **1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)**

1.1 Schedule of meetings and agenda items

1.2 Standing Items

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

- Quarterly Recommendation Tracker

##### **2. OVERVIEW & SCRUTINY BOARD TASK GROUPS**

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

## 2.2 Task Group Reviews

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

## 3. **RECOMMENDATIONS**

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

## 1st March 2011

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

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

## 5th April 2011

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

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

## 2011 - 2012

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

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

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

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

<b>Current Task Groups</b>	<b>Date Report Due</b>	<b>Terms of Reference</b>

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

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

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