

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME AND MEETING SCHEDULE 2010/11

Updated: April 2011

The Overview and Scrutiny Board

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

1.2 Standing Items

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

- Quarterly Recommendation Tracker

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.

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
Community Involvement in Local Democracy Task Group – Presentation and Review	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton, Head of Legal, Equalities & Democratic Services Portfolio Holder: Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.	
Enforcement and Fixed Penalty Notices for Environmental Services	Briefing paper for pre scrutiny of proposed fixed penalty notices and draft enforcement strategy.	Executive Director: Sue Hanley – Executive Director for Leisure, Environment and Community Services Head of Service: Guy Revans – Head of Environmental Services Portfolio Holder: Cllr M. Webb – Portfolio Holder for Community Services		
The Council Plan		Portfolio Holder: Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships Lead Officer/Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships		
Updates – 1. Alternative Arrangements for Place Survey		Portfolio Holder: Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships Lead Officer/Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships		

2. Performance Management Strategy				
Older Peoples' Task Group Review	To review the implementation of the Older People's Task Group report and recommendations	Executive Director/Lead Officer: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People		
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: 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.
The Forward Plan (for information only)	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011		The Cabinet	

Items to be included within the Work Programme 2011/12

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

2011 - 2012				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Report on the Silverdale Play Area Petition		<p>Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services</p> <p>Portfolio Holder: Cllr M. J. A. Webb – Community Services</p> <p>Executive Director: Sue Hanley - Leisure Environment and Community Services</p> <p>External Witnesses:</p>		
Scrutiny of the Community Safety Partnership		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr M. J. A. Webb – Community Services</p> <p>Executive Director: Sue Hanley - Leisure Environment and Community Services</p> <p>External Witnesses:</p>		

<p>The Corporate Safeguarding Policy (Children and Vulnerable Adults)</p>		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
<p>The Play Strategy</p>	<p>Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised.</p>	<p>Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr M. J. A. Webb – Portfolio Holder for Community Services Executive Director: Sue Hanley – Executive Director for Leisure, Environmental & Community</p>	<p>A written report from the Head of Leisure and Cultural Services</p>	
<p>Alcohol and Anti-Social Behaviour</p>		<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services Portfolio Holder: Cllr M. J. A. Webb – Portfolio Holder for Community Services Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
<p>Hot Food Takeaways Investigation</p>	<p>To review the implementation of the Hot Food Takeaways investigation report and recommendations</p>	<p>Lead Officer: Mike Dunphy – Strategic Planning Manager Portfolio Holder: Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration Executive Director: John Staniland, Planning & Regeneration, Regulation & Housing Services</p>	<p>Cabinet Response to the Hot Food Takeaways Report</p>	<p>Cabinet January 2010</p>

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

Current Task Groups	Date Report Due	Terms of Reference

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

Date to be Reviewed	Decision Maker(s) / Decision Date	Agenda Item / Topic	Terms of Reference	Witnesses	Documents
March 2011	Cabinet 2nd December 2009	Hot Food Takeaways Investigation	To review the Hot Food Takeaways Investigation report and implementation of the recommendations	Lead Officer: Mike Dunphy - Strategic Planning Manager Portfolio Holder: Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration	Cabinet Response to the Hot Food Takeaways Report.
April 2011	Cabinet 3rd March 2010	Older Peoples' Task Group Review Recommendations Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	Executive Director/Lead Officer: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People	Cabinet Response to the Older Peoples' Task Group.
April 2011	Cabinet 28th June 2010	Community Involvement in Local Democracy Task Group Review	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	Lead Officer: Claire Felton, Head of Legal, Equalities & Democratic Services Portfolio Holder: Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.
June 2011	Cabinet	Improving	The review the	Executive Director/Lead	Cabinet Response to the

	28th June 2010	Residents' Satisfaction Task Group Review	implementation of the Task Group recommendations agreed by Cabinet 28 th June 2010	Officer: <i>Hugh Bennett – Director of Policy, Performance and Partnerships</i> Portfolio Holder: <i>Cllr R. D. Smith – Portfolio Holder for Community Cohesion and Engagement</i>	Improving Residents' Satisfaction Task Group Report.
November 2011	Cabinet 3rd November 2010	Inquiry into the Alvechurch Multi-Use Games Area	To review the Inquiry into the Alvechurch MUGA report and implementation of the recommendations	Lead Officer: <i>Angela Heighway, Head of Community Services</i> Portfolio Holder: <i>Cllr M. J. A. Web -, Portfolio Holder Community Services</i>	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)