

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME AND MEETING SCHEDULE 2011/12

Updated: June 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
- Quarterly Finance & Performance Monitoring Report

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 2011/12 and agrees to the removal of any topics which have been completed or that they feel do not warrant investigation at this time.

The following items have been carried forward for consideration and possible inclusion in the 2011/12 Work Programme.

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Enforcement and Fixed Penalty Notices for Environmental Services	To review the service following implementation.	Head of Service/Lead Officer: <i>guy Revans – Head of Environmental Services</i> Portfolio Holder: <i>Cllr M. J. A. Webb – Leisure, Cultural Services, Environmental Services and Emergency Planning</i> Executive Director: <i>Sue Hanley - Leisure Environment and Community Services</i> External Witnesses:		
Worcestershire County Council Draft Older People's Strategy	A review of the Older People's Strategy following recommendation from the Older People's Task Group Review.	Head of Service/Lead Officer: – <i>Head of Services</i> Portfolio Holder: <i>Cllr Margaret Sherrey - Portfolio Holder for Community Services, Older People, the Young and Vulnerable People</i> Executive Director: <i>Hugh Bennett – Policy, Performance and Partnerships</i> External Witnesses:		

Alcohol and Anti-Social Behaviour	Possible item for consideration under the Scrutiny of Crime and Disorder Reduction Partnerships heading.	<p>Head of Service/Lead Officer: Angie Heighway – Head of Community Services</p> <p>Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older</p> <p>Executive Director: Sue Hanley – Executive Director Leisure, Environmental & Community Services</p>		
-----------------------------------	--	--	--	--

Reports/Items not allocated

Improvement Plan (annual)
Review of Call In Procedure (annual)
Shared Services Highlight Report (frequency to be agreed)
Joint Scrutiny in Worcestershire - Protocol
Feedback from quarterly meeting of Worcestershire Scrutiny Chair/Vice Chair meetings
Local Food Task Group – consideration of re-instatement

Important Dates

Member Training

13th June 2011 – 5.00 p.m. New Member/Refresher
11th July 2011 – Introduction to the Scrutiny of Crime and Disorder Reduction Partnerships

Budget Meeting Dates (Provisional)

5th December 2011 – 5.00 p.m.
3rd January 2012 – 5.00 p.m.

Scrutiny of Crime & Disorder Reduction Partnership Additional Meeting Dates

TBC

13th June 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Overview and Scrutiny Board Annual Report 2010-11		Lead Officer: Amanda Scarce – Committee Services Officer Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services Portfolio Holder: Cllr M. A. Bullivant – Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources Executive Director: Jayne Pickering – Finance and Corporate Resources		
Report on the Silverdale Play Area Petition		Head of Service/Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr M. J. A. Webb – Leisure and Cultural Services, Environmental Services and Emergency Planning Executive Director: Sue Hanley - Leisure Environment and Community Services		

<p>Quarter 4 Finance and Performance Monitoring Report</p>		<p>Head of Service/Lead Officer:– Head of Services Portfolio Holder: Cllr M. A. Bullivant – Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources Executive Director: Hugh Bennett – Policy, Performance and Partnerships External Witnesses:</p>		
<p>Improving Residents' Satisfaction Task Group Review</p>	<p>The review the implementation of the Task Group recommendations agreed by Cabinet 28th June 2010</p>	<p>Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Hugh Bennett – Director of Policy, Performance and Partnerships Portfolio Holder: Cllr Mrs. M. Sherrey – Community Services, Older People, the Young and Vulnerable People.</p>		
<p>Hot Food Takeaways Investigation Review</p>	<p>To review the implementation of the Hot Food Takeaways investigation report and recommendations</p>	<p>Lead Officer: Mike Dunphy – Strategic Planning Manager Executive Director: John Staniland – Executive Director, Planning & Regeneration, Regulation & Housing Services Portfolio Holder: Cllr C. B. Taylor – Planning, Core Strategy, Regulatory Services and Strategic Housing.</p>		
<p>The Forward Plan (for information only)</p>	<p>To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2011/12</p>		<p>The Cabinet</p>	

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme for 2011/12	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p> <p><i>External Witnesses:</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 11th July 2011	Possible questions to witnesses attending the next meeting of the Board			

11th July 2011

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	Introduction to the work of the Community Safety Partnership and discussion of possible appropriate topics for scrutiny.	Head of Service/Lead Officer: <i>Angie Heighway – Head of Community Services</i> Portfolio Holder: <i>Cllr Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older People, the Young and Vulnerable People</i> Executive Director: <i>Sue Hanley - Leisure Environment and Community Services</i>	Community Safety Partnership Plan	
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton, Head of Legal, Equalities & Democratic Services</i>		These may be deemed implemented and “completed” or not implemented and referred to a future meeting for review/ 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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 19th September 2011	Possible questions to witnesses attending the next meeting of the Board			

19th September 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Quarter 1 Finance and Performance Monitoring Report		<p>Head of Service/Lead Officer:– Head of Services</p> <p>Portfolio Holder: Cllr M. A. Bullivant, Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources.</p> <p>Executive Director: Hugh Bennett – Policy, Performance and Partnerships</p>		
Council Annual Report		<p>Head of Service/Lead Officer:– Head of Services</p> <p>Portfolio Holder: Cllr M. A. Bullivant, Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources.</p> <p>Executive Director: Hugh Bennett – Policy, Performance and Partnerships</p>		
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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses 24th October 2011	Possible questions to witnesses attending the next meeting of the Board			

24th October 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Data Quality Strategy 6 Month Update		Lead Officer: Executive Director: Head of Service: External Witnesses:		
Quarterly Recommendation Tracker	A quarterly report monitoring the implementation of overview recommendations	Lead Officer: <i>Amanda Scarce – Committee Services Officer</i> Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i>		These may be deemed implemented and “completed” or not implemented and referred to a future meeting for review /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 2011/12			The Cabinet

Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	<p>Lead Officer: <i>Amanda Scarce – Committee Services Officer</i></p> <p>Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i></p> <p>Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i></p>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

21st November 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
12 Month Review of the Inquiry into the Alvechurch Multi-Use Games Area	To review the Inquiry into the Alvechurch MUGA report and implementation of the recommendations	Lead Officer: Angela Heighway, Head of Community Services Portfolio Holder: Cllr Mrs. M. A. Sherrey – Portfolio Holder for Community Services, Older People, the Young and Vulnerable People	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)	
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services	Overview and Scrutiny Board Work Programme	

Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			
-------------------------------	---	--	--	--

19th December 2011

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

23rd January 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

27th February 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

26th March 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: <i>Amanda Scarce – Committee Services Officer</i> Executive Director: <i>Jayne Pickering – Executive Director for Finance and Corporate Resources</i> Head of Service: <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i>	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

23rd April 2012

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
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 2011/12			The Cabinet
Overview and Scrutiny Board Work Programme	To agree the Overview and Scrutiny Board Work Programme.	Lead Officer: Amanda Scarce – Committee Services Officer Executive Director: Jayne Pickering – Executive Director for Finance and Corporate Resources Head of Service: Claire Felton – Head of Legal, Equalities and Democratic Services	Overview and Scrutiny Board Work Programme	
Questions to Witnesses	Possible questions to witnesses attending the next meeting of the Board			

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
June 2011	Cabinet 28th June 2010	Improving Residents' Satisfaction Task Group Review	The review the implementation of the Task Group recommendations agreed by Cabinet 28 th June 2010	Executive Director/Lead 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>	Cabinet Response to the 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)