

- 1 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 22nd APRIL 2013

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<i>There were no actions arising from the meeting held on 22nd April 2013</i>					
O/S Meeting held on 26th March 2013					
Item 6 – Hardship Fund Payments & Criteria	The Board received a presentation from the Benefits Services Manager.	The following action was agreed: (a) Clarification on the age range for care leavers eligible for this grant. (b) A briefing on the Essential Living Fund to be made available to all Members.	The Executive Director, Finance and Resources Democratic Services Officer in conjunction with the Executive Director, Finance and Resources.	As soon as possible. As soon as possible.	
Item 7 – Quarter 3 Finance Monitoring Report	The Board considered the Finance Monitoring Report which details the Council’s financial position for the period October – December 2012	The following actions were agreed: (a) That the Board receive an explanation as to the cause of delay in the work on the Cemetery Toilets. (b) An update on how the £200,000 carried forward by Community Services for 2013/14 for affordable housing programme with BDHT, would be	The Head of Environmental Services. The Head of Community Services.	As soon as possible. As soon as possible.	Emailed to Members 13/5/13 Emailed to Members 03/05/13

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		<p>utilised.</p> <p>(c) A briefing note to be provided to Members in respect of the shortfall in income for Planning and Regeneration Services, due to lower than anticipated revenue for planning applications and land charges.</p>	The Head of Planning and Regeneration	As soon as possible.	
O/S meeting held on 25th February 2013					
Item 4 – CCTV Code of Practice	The Board considered the CCTV Code of Practice.	The following action was agreed: That the Board receive a report on the revised Code of Practice for consideration and comment.	CCTV and Lifeline Manager	As soon as available.	
Item 6 – Homelessness Grants 2012/13 Update	The Board considered the briefing paper in respect of Homelessness Grants 2012/13	(c) Estimated costs and earmarked reserves in respect of the spare room subsidy for 2013/14 and 2014/15	The Executive Director, Finance and Resources	As soon as possible.	
Item 8 – Quarter 3 Sickness Absence Performance Health Report	The Board considered the Quarter 3 Sickness Absence Performance Health Report	The following actions were agreed: (a) the report to include the number of days for each department equated against the number of staff within that department. (b) The report to include the number of absences in	The Head of Finance and Resources	Quarter 4 Sickness Absence Performance Health Report	

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		respect of such things as T.A. Service and Jury Service.			
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O/S from meeting held on 17th December 2012					
Quarter 2 Finance Monitoring Report	The Board considered the Finance Monitoring Report which details the Council's financial position for the period July – September 2012,	The following actions were agreed: a) The inclusion of any cost for bed and breakfast accommodation as a separate item in future reports.	Director of Finance and Corporate Resources.	To be included in the Quarter 3 Report.	
Quarter 2 Write Off of Debts Report	The Board considered the Quarter 2 Write Off of Debts Report for the period July – September 2012.	The following actions were agreed: a) In respect of write off of Sundry Debtors, Members requested that a breakdown to include the number of debtors and transactions be included in future reports. b) In respect of the aged debt profile, Members requested comparative data for previous years.	Director of Finance and Corporate Resources. Director of Finance and Corporate Resources	To be included in the Quarter 3 Report. As soon as possible.	