

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

4TH MARCH 2008

NEW TASK GROUPS

| | |
|------------------------------|---|
| Responsible Portfolio Holder | Councillors Mrs. J. M. L. A. Griffiths and P. J. Whittaker |
| Responsible Head of Service | Head of Culture and Community Services Head of Planning and Environmental Services |

1. SUMMARY

- 1.1 To appoint a Chairman and consider the membership of the Anti-Social Behaviour Task Group.
- 1.2 To consider the membership and terms of reference of the Alcohol Free Zones Task Group.

2. RECOMMENDATION

- 2.1 Members are requested to:
 - (a) decide upon the membership of each Task Group (see attached Task Group Membership Forms – Appendices 1 and 2);
 - (b) appoint a Chairman for the Anti-Social Behaviour Task Group;
 - (c) consider and agree the terms of reference of the Alcohol Free Zones Task Group (see attached Scrutiny Exercise Scoping Checklist – Appendix 4); and
 - (d) decide upon the length of time the Alcohol Free Zones Task Group will have to carry out its investigation (Task Groups are normally expected to conclude their investigations within four months from the date of the first meeting).

3. BACKGROUND

- 3.1 At the previous meeting of the Scrutiny Steering Board on 5th February 2008, two new Task Groups were established to scrutinise the following issues:
 - Anti-Social Behaviour
 - Alcohol Free Zones

- 3.2 Councillor J. T. Duddy was appointed Chairman of the Alcohol Free Zones Task Group, however, no one was appointed Chairman of the Anti-Social Behaviour Task Group and this was deferred.
- 3.3 As agreed, Task Group Membership Forms were sent out to all Members (with the exception of Members of the Cabinet) asking anyone who had an interest in becoming a Member of one of the Task Groups to complete the appropriate form and return it to this Board's Committee Services officer. (Please see Appendices 1 and 2).
- 3.4 You will note that at the time of compiling this report, a total of 3 Membership Forms had been received for the Alcohol Free Zones Task Group (not including Councillor Duddy as Chairman) and a total of 3 Membership Forms had been received for the Anti-Social Behaviour Task Group (including the Chairman to be appointed). Although the minimum number of Members on a Task Group is 3, it is recommended that each Task Group is made up of 5 or 6 Members (and is cross party if possible) to try and ensure good scrutiny.
- 3.5 As the Board did not appoint a Chairman for the Anti-Social Behaviour Task Group at its last Meeting, it is important it does so at this meeting. Members are reminded that it states in the Constitution (Appendix to Part 8, Task Group Procedure Notes) that:
- "The Chairman of the Task Group will be appointed by the Scrutiny Steering Board and will normally be a Member of the Scrutiny Steering Board. However, the Scrutiny Steering Board may, if it considers it appropriate, appoint as Chairman of a Task Group a Councillor who is not a Member of the Scrutiny Steering Board who has undergone the appropriate chairmanship training."
- 3.6 Members who were interested in chairing meetings of the Anti-Social Behaviour Task Group (and had attended the appropriate scrutiny training) were asked to indicate this on their Membership Form. Two Members (Councillors K. Taylor and C. J. Tidmarsh) have showed an interest in being appointed Chairman of the Anti-Social Behaviour Task Group. Whoever is appointed Chairman will then be tasked with completing the Scrutiny Exercise Scoping Checklist to help the Board agree the Task Group's terms of reference.
- 3.7 Councillor Duddy, as the Chairman of the Alcohol Free Zones Task Group, was sent a Task Group Chairman Form (attached as Appendix 3 for information) and a Scrutiny Exercise Scoping Checklist to complete. The scoping checklist forms the basis of the Task Group's terms of reference and therefore the Board needs to consider this carefully. It is attached as Appendix 4.

3.8 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigation within four months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications directly relating to this report.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications directly relating to this report.

6. COUNCIL OBJECTIVES

6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

7.1 There is no risk, either negative or positive, directly associated with this report.

8. CUSTOMER IMPLICATIONS

8.1 There are no customer implications directly relating to this report.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

| |
|---|
| Procurement Issues – None. |
| Personnel Implications – None |
| Governance/Performance Management – None |
| Community Safety including Section 17 of Crime and Disorder Act 1998 – None |
| Policy – None |
| Environmental – None |

12. OTHERS CONSULTED ON THE REPORT

| | |
|---|---|
| Portfolio Holders | They are aware of the Task Groups which have been established |
| Chief Executive | Yes |
| Executive Director (Partnerships and Projects) | Yes |
| Executive Director (Services) | Yes |
| Assistant Chief Executive | No |
| Head of Service | Yes |
| Head of Financial Services | No |
| Head of Legal, Equalities & Democratic Services | Yes |
| Head of Organisational Development & HR | No |
| Corporate Procurement Team | No |

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Membership Forms for the Anti-Social Behaviour Task Group

Appendix 2 – Membership Forms for the Alcohol Free Zones Task Group

Appendix 3 – Task Group Chairman Form for the Alcohol Free Zones Task Group completed by Councillor J. T. Duddy.

Appendix 4 – Alcohol Free Zones Task Group Scrutiny Exercise Scoping Checklist completed by Councillor J. T. Duddy.

15. BACKGROUND PAPERS

None.

CONTACT OFFICER

Name: Della McCarthy, Committee Services Officer
E Mail: d.mccarthy@bromsgrove.gov.uk
Tel: (01527) 881407