

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

October 2014

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board (including Task Group recommendations) until implementation is complete.

The recommendations are grouped in date order and by topic.

(N. B. Column 4 also shows each month the Tracker comes before the Board. To ensure recommendations are reviewed at the appropriate time, a tick is placed next to the quarter for which the Cabinet response advised the recommendation was estimated to be implemented.)

2. RECOMMENDATIONS

- 2.1 That the Board notes the Quarterly Recommendation Tracker and agrees to the removal of any items which have been completed.

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
PLANNING POLICY TASK GROUP										
10th September 2012	<u>Recommendation 4</u> That a detailed review of the Planning Enforcement Policy, which was adopted in April 2011 (as encouraged in Section 8 – Conclusion), be carried out giving particular attention to Sections 4 – Enforcement Procedures (Informal) and 7 – Council’s Commitment to Complainants.	4th July 2012	July		Oct	√	Jan (2015)		April	
			<p><u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process.</p> <p><u>Update September 2013</u> <i>This will occur, if necessary, when the Enforcement process is considered through the Transformation process.</i></p> <p><u>Update July 2014</u> <i>Response to be provided in presentation to Board on 15/09/14.</i></p> <p><u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in order for the item to be removed from the tracker.</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
10 th September 2012	<u>Recommendation 8</u> That thorough the Transformation programme a review and mapping exercise be carried out in respect of the process post planning application approval stage and that the results of this be shared with the Overview and Scrutiny Board.	4 th July 2012	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process. <u>Update September 2013</u> <i>Enforcement is not yet at the Transformation stage.</i> <u>Update July 2014</u> <i>Response to be provided in presentation to Board on 15/09/14.</i> <u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in order for the item to be removed from the tracker.</i>							
10 th September 2012	<u>Recommendation 9</u> That the Internal Audit Report recommendations be supported and included within the Overview and Scrutiny Board's Quarterly Recommendation Tracker report to	4 th July 2012	July		Oct	√	Jan (2015)		April	
			<u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in</i>							

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	ensure that progress on the implementation is monitored in an appropriate and timely manner.		<i>order for the item to be removed from the tracker.</i>							
YOUTH PROVISION TASK GROUP										
15 th July 2013	<u>Recommendation 6</u> That the Chairman of the Task Group (supported by Democratic Services Officers) give a presentation, of the Task Group's findings, to CALC in order to encourage Parish Councils to support local youth groups.	4 th September 2013	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – Agreed <u>Update July 2014</u> <i>To date this has not taken place.</i>							
15 th July 2013	<u>Recommendation 10</u> That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District.	4 th September 2013	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine as part of their future work programme. <u>Update July 2014</u> <i>This has been included on the O&S Board's Work Programme, for its consideration if they so wish.</i>							
AIR QUALITY TASK GROUP										
16 th September 2013 and 20 th January 2014	<u>Recommendation 1 – 2007 Report</u> <u>Recommendation 17 – Taxi Ranks</u> – Regular reminders are given to taxi drivers in respect of leaving their	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<u>Cabinet Comment</u> – This was approved and Overview and Scrutiny were able to request this							

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	engines running whilst waiting for the next are at a taxi rank. With WRS regularly reporting back to the Overview and Scrutiny Board to ensure that this is implemented.		<p>report from WRS.</p> <p><u>Update September 2014</u> The Board have to date not request this information from WRS.</p>							
16 th September 2013 and 20 th January 2014	<p><u>Recommendation 5</u> WRS Applies for funding from the DEFRA Air Quality Grant Programme. If the first application is not successful the WRS should persist in submitting further applications in subsequent years.</p>	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>First Cabinet Response</u> It was agreed that WRS should apply for DEFRA funding as appropriate and in accordance with the Air Quality Action Plan.</p> <p><u>Second Cabinet Response</u> Cabinet did not wish to amend its previous decision particularly in view of the WRS resources which would be required to prepare and submit an appropriate and fully evidenced funding application.</p>							
16 th September 2013 and 20 th January 2014	<p><u>Recommendation 6</u> That Worcestershire County Council applies for funding from the Worcestershire Local Transport Body in order to fund traffic management measures that will tackle air pollution in the Bromsgrove AQMAs.</p>	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>Cabinet Response</u> – whilst this is a matter for the County Council there was no objection to requesting them to make the application. The Portfolio Holder undertook to write to the WCC Portfolio Holder on this issue.</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
16 th September 2013 and 20 th January 2014	<u>Recommendation 7</u> That Worcestershire County Council liaises with local bus operators to establish a local bus quality partnership in order to investigate the potential to update the bus fleets operating within the Bromsgrove district.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√	<u>Cabinet Response</u> – whilst this is a matter for the County Council there was no objection to requesting them to liaise with the relevant bus operators. The Portfolio Holder undertook to write to the WCC Portfolio Holder on this issue.
16 th September 2013 and 20 th January 2014	<u>Recommendation 8</u> That the health implications of air pollution be the focus of a detailed review by the Worcestershire Health Overview and Scrutiny Committee.	2 nd October 2013 and 2 nd April 2014	July		Oct	√	Jan (2015)		April		<u>Cabinet Response</u> – the Cabinet had no objection to the District Council representative on the HOSC raising this issue with the committee. <u>Action</u> – 9/05/14 a copy of the final report was sent to the Chair of HOSC who in turn has passed this to the Health and Wellbeing Board via the Northern Council representative with the request for their comments and any action they deem necessary. It will be considered at the HWB meeting on 22/07/14. <u>Update October 2014</u> Following discussion at the meeting it was resolved that the Health and Wellbeing Board would consider the issue of air quality when it

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			<i>reviewed its priorities for the next Joint Health and Wellbeing Strategy from 2016.</i>							
16 th September 2013 and 20 th January 2014	<u>Recommendation 10</u> That Bromsgrove District Council sends a letter to the relevant Government Minister urging him/her to accelerate efforts to address problems with the higher emission levels from HGVs with a copy of the letter also being sent to the local M.P.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>Cabinet Response</u> – agreed and the Portfolio Holder undertook to action this.</p> <p><u>Action</u> – a letter has been sent to the appropriate Minister from the Portfolio Holder on 28/5/14 – to date no response has been received.</p>							
16 th September 2013 and 20 th January 2014	<u>Recommendation 11</u> That Bromsgrove District Council sends a letter to the relevant Government Minister responsible for DEFRA urging him/her to review the role of those responsible for Air Quality with a copy of the letter also being sent to the local M.P.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>Cabinet Response</u> – agreed and the Portfolio Holder undertook to action this.</p> <p><u>Action</u> – a letter has been sent to the appropriate Minister from the Portfolio Holder on 28/5/14 – a response was received in July 2014 and passed to Members of the Task Group for comment on 16/07/14.</p>							
16 th September 2013	<u>Recommendation 12</u> The Overview and Scrutiny Board consider launching a separate review of CO2 emissions in the District.	2 nd October 2013	July		Oct		Jan (2015)		April	√
			<u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine							

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			<p>as part of their future work programme.</p> <p><i>This has now been included on the Board's Work Programme for consideration at a future date.</i></p>							
ARTRIX OUTREACH PROVISION TASK GROUP										
14 th April 2014	<u>Recommendation 1</u> (a) The inclusion of a set of clear performance indicators in respect of outreach work be included within the new Service Level Agreement; and (b) A proportion of the funding provided by the Council to be ring fenced for Outreach work. (c)	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – The Cabinet sought confirmation that the Artrix Centre had been consulted on this and then approved the recommendation.							
14 th April 2014	<u>Recommendation 2</u> That the Bromsgrove District Council logo be more prominent in Artrix promotional literature.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 3</u> (a) In order to compliment the formal reporting of performance indicators to Officers that the Council receives a quarterly informal (narrative and image	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							

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	<p>based) report from the Artrix detailing the events that have taken place together with the number of those attending.</p> <p>(b) Those Member representatives on the Operating Trust report back regularly to full Council.</p>									
14 th April 2014	<p><u>Recommendation 4</u> The Artrix Centre to:</p> <p>a) liaise with Members in respect of specific activities within their ward; and</p> <p>b) explore ways in which it could raise awareness of its activities in all areas within the District. (For example through Parish Council, school and other notice boards throughout the District.)</p>	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<p><u>Cabinet Response</u> – Councillor Webb proposed that, in addition, the Artrix Centre be invited to provide a presentation for the benefit of Council members outlining its plans at least once each year. Councillor Shannon indicated that Artrix Centre had undertaken to do so. The recommendation was approved as amended.</p>							
14 th April 2014	<p><u>Recommendation 5</u> The Artrix Centre to:</p> <p>(a) ensure that there is a defined profile for the target participants/audience that the Outreach Provision is provided</p>	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<p><u>Cabinet Response</u> – this was approved.</p>							

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	for; (b) ensure that participation in such activities is not prohibitive due to cost (for example, seek funding for bursaries where possible); and (c) make activities available through out the main school holidays, particularly during the Easter and summer breaks.									
14 th April 2014	<u>Recommendation 6</u> An insert, prepared by the Artrix, to be included within Together Bromsgrove detailing outreach activities at the Artrix.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 7</u> The main programme brochure which is produced by the Artrix to be used to promote its outreach work.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 8</u> That the Artrix promote all the facilities available to those with a disability.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							

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14 th April 2014	<u>Recommendation 9</u> That the Artrix consider contacting Worcestershire County Council with a view to improving the signage within the Railway Station and Town Centre areas.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
BOARD RECOMMENDATIONS										
24 th March 2014	<u>Quarter 3 Write Off of Debts Report</u> That the Council issue a press release to advise resident with Council Tax arrears about the payment options available and the support provided by the Council with this process.	4 th June 2014	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> This was agreed by Cabinet							
16 th June 2014	<u>Summary of Results of Staff Survey</u> 1. A statement should be added to the top ten recommendations arising from the staff survey which demonstrates that the Council has a zero tolerance approach to bullying and harassment amongst staff. 2. The contact details for staff, as detailed in the staff finder on the Council's intranet, should be made available for consideration of elected Members.	2 nd July 2014	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – 1. This was approved. 2. The Cabinet referred this to the Chief Executive for further consideration of the most appropriate way of meeting the requirements of Members in this regard.							

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14 th July 2014	<u>Minutes 16th June 2014 – Leisure Provision Task Group (Dolphin Centre Business Case)</u> Recommendation to the Audit Board that financial concerns around the increased membership that will be needed to ensure good annual revenue should be addressed through the Audit Board.	AUDIT BOARD 18 th September 2014	July		Oct		Jan (2015)		April	
			<u>Audit Board Response</u> The minute of the Audit Board meeting held on 18 th September were not available when this report was published.							
14 th July 2014	<u>Joint WRS Scrutiny Task Group Final Report</u> 1. The 12 recommendations of the task group be endorsed by the Joint Committee. 2. The Board's concerns, that further reductions in the financial contributions from partners, could risk the future of the partnership and the safety of residents, be noted.	WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE 2 nd October 2014	July		Oct	√	Jan (2015)		April	
			<u>Worcestershire Shared Services Joint Committee Response</u> The meeting had not taken place when this report was published. However, a verbal update will be provided at the meeting.							
25 th September 2014	<u>Finance Monitoring Quarter 1 Report</u> 1. Income and expenditure figures should be provided in future Financial Monitoring Reports to provide greater clarity about the	Cabinet 5 th November 2014	July		Oct	√	Jan (2015)		April	

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	Council's budget position in each quarter. 2. Comparative budget data should be provided in the Financial Monitoring Reports for previous years.									
25 th September 2014	<u>Task Group Procedure Guidelines Review</u> That the Task Group/Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.	Constitutional Review Working Party	July		Oct	√	Jan (2015)		April	

INTERNAL AUDIT REPORT – Ad Hoc Investigation: Marlbrook Tip

Recommendation	Comment on actions taken to implement recommendation
<p>1. <u>Planning Approval</u> Where a planning application may result in the approval including a significant number of conditions, that the Planning Committee is made aware of:</p> <ul style="list-style-type: none"> • the resources needed to effectively monitor compliance; • whether there are suitably qualified and/or experience officers within the Council; and • if not, what outsourcing arrangements would be required. 	
<p>2. <u>Monitoring Arrangements</u> That for any future similar developments and in order to provide clear accountability monitoring should be undertaken by officers and/or a group with suitable experience and expertise and the authority to make decisions.</p>	