

**- 1 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 25<sup>th</sup> September 2014**

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<b>Item 3 – Town Centre Update</b>	The Board received an update on the work being carried out within the Town Centre from the Town Centre Regeneration Programme Manager.	(a) Clarify whether Environmental Services have the appropriate equipment to clean the High Street. (b) Invite the Leader and Portfolio Holder to the 13 <sup>th</sup> October Board meeting.	(a) Head of Environmental Services.  (b) Democratic Services Officer.	As soon as possible.  13 <sup>th</sup> October.	(b) Email request sent to the Leader and Portfolio Holder on 26 <sup>th</sup> September.
<b>Item 9 – Worcestershire Health Overview &amp; Scrutiny Committee</b>	The Board received a verbal update from its representative, Cllr Briana Cooper.	(a) An update be requested regarding the Acute Hospital Services Review and consultation process at the next HOSC meeting. (b) Copy of the Minutes from the HOSC meeting be provided to all Members.	Democratic Services Officer	As soon as they are available.	(c) Emailed to Members 29/09/14
<b>Outstanding Actions 15<sup>th</sup> September 2014</b>					
<b>Item 6 – Development Control</b>	The Head of Planning and Regeneration provided Members with an update on the Transformation work taking place	(a) Additional information in respect of monitoring data. (b) The actual overspend	Head of Planning and Regeneration.	As soon as possible.	(d) Included on the Board's Work Programme

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	within the Development Control team.	figures for the service. (c) A list of the current contact details for all Planning Case Officers. (d) Quarterly reports on the Planning backlog. (e) When the removal of overtime payments and the car allowance scheme came into effect.			for January and April 2015.
<b>Outstanding Actions – 16<sup>th</sup> June 2014</b>					
<b>Item 6 – Summary of Results of Staff Survey</b>	Members received a presentation	(a) The Board to be provided with a timeline for implementation of the recommendations. (b) An update of progress being made at a future meeting. (c) Members to have input in any future staff survey.	Head of Business Transformation and Organisational Development.	Autumn 2014	
<b>Item 8 – Write Off of Debts Quarter 4 Report</b>	Members considered the Write Off of Debts Quarter 4 Report.	(a) Clarification on whether, under Data Protection legislation,	Executive Director, Finance and Resources.	Updates to be included within the Quarter 2	Discussed at the Board meeting 25 <sup>th</sup>

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		<p>the Council was able to publish the names and address of residents with outstanding debts owed to the Council.</p> <p>(b) The inclusion of percentages in respect of unrecoverable debts within future reports.</p> <p>(c) A more detailed explanation and possible revision of the format in reporting outstanding arrears analysis.</p>		report.	September.
<b>Outstanding Actions – 14<sup>th</sup> April 2014</b>					
<b>Item 10 – Cabinet Work Programme</b>	Members considered the Cabinet Work Programme for the period 1 <sup>st</sup> May to 31 <sup>st</sup> August 2014.	<p>(a) Key decision items to be marked clearly on the Work Programme.</p> <p>(b) The inclusion of a short narrative to be considered in respect of each item in order for the Board to be able to make a more considered decision as</p>	Democratic Services Manager	<p>As soon as possible.</p> <p>Verbal request made to Democratic Services Manager 15/04/14. Email follow up</p>	

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		to whether its input would be appropriate.		sent 17/06/14. Further email follow up sent 25/07/14.	