

Appendix 1

SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

When the Board decides to set up a Task Group to scrutinise a particular subject, the appointed Chairman of the Task Group should complete this checklist. Completed forms will be considered by the Board and by the Task Group as a whole at the Task Group's first meeting.

▪ **General Subject Area to be Scrutinised:**

Anti social behaviour in 11 to 17yr olds and use of alcohol free zones in the district of Bromsgrove

▪ **Specific Subject to be Scrutinised:**

To examine the causes of anti social behaviour in 11-17 yr olds, taking into account the Council policies and the public perception and definition of this problem. also to examine the use and effectiveness of AFZ looking into the impact on crime, public disorder, enforcement levels and the general effect of drinking in public places.

▪ **Should the relevant Portfolio Holder(s) be invited to give evidence? YES**

▪ **Should any Officers be invited to give evidence? YES**

If yes, state name and/or post title:

J.Godwin, Youth Officers, Sports development Officers, others as appropriate.

▪ **Should any external witnesses be invited to give evidence? YES**

If so, who and from which organisations?

Police, Social Services, Youth Groups, Sports Clubs

▪ **Should the Task Group receive evidence from other sources other than witnesses? YES**

If so, what information should the Task Group wish to see and from which sources should it be gathered?

To be decided by the Task Group

- Should a period of public consultation form part of the Scrutiny exercise? **YES**
If so, on what should the public be consulted?

To be decided by the Task Group

- Have other authorities carried out similar scrutiny exercises? **YES/NO***
If so, which authorities?

I Insure to be investigated

What were their conclusions and what can we learn from them?

- Will the Scrutiny exercise cross the District boundary? **YES/NO***
If so, should any other authorities be invited to participate?

A possibility that needs to be investigated

- Would it be appropriate to co-opt anyone on to the Task Group whilst the Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

To be decided by the Task Group

- What do you anticipate the timetable will be for the scrutiny exercise?

4 months maximum

- Approximate number of Task Group Meetings?

I Inknown

Signed: Kit Taylor

Chairman of behalf of the: Anti social behaviour and Alcoholic free zones Task Group

Date: 13 04 08

Please return completed forms to:
Della McCarthy
Committee Services Officer
Legal, Equalities and Democratic Services
Bromsgrove District Council

Appendix 2

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: Maddy Bunker

➤ Why are you interested in becoming a member of this particular Task Group?
I would like to see if they are effective. Residents inform me of young people drinking in AFZ.

➤ What skills and knowledge would you bring to the Task Group?
Experience working with people with alcohol dependency.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why? Work for charity with working with people who have problems with alcohol

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	✓	✓	✓	✓

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away: August '08

Once complete, **please return to:** Della McCarthy (Committee Services Officer), Legal, Equalities and Democratic Services, **no later than 18th February 2008**

TASK GROUP CHAIRMAN FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
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➤ Name:.....Councillor James Duddy.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes

No

Unsure

If "Yes" or "Unsure", please state why?.....

.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **by 18 February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
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➤ Name: Helen Jones

➤ Why are you interested in becoming a member of this particular Task Group?
ASBOM including under age drinking affecting Catshill roads, causing me concern

➤ What skills and knowledge would you bring to the Task Group?
Knowledge of the importance of having an alcohol free zone.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why? licence at Bromsgrove Rovers

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
/		/		/

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away.....

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
 Legal, Equalities and Democratic Services, **no later than 18th February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: CHRIS McDONALD

➤ Why are you interested in becoming a member of this particular Task Group?
I represent one of the largest estates in Bramsgrove with high levels of deprivation and anti social behaviour

➤ What skills and knowledge would you bring to the Task Group?
Having attended PACT meetings I have first hand knowledge of how ASB can disrupt the local area.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
	✓	✓	✓	✓

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away... April 17th - 19th and May 26 - to June 2nd.

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
 Legal, Equalities and Democratic Services, **no later than 14 March 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name: PETER McDONALD

➤ Why are you interested in becoming a member of this particular Task Group?

Because of the level of antisocial behaviour in the area I represent and the district in general also to see what effect previous effort in this area have achieved

➤ What skills and knowledge would you bring to the Task Group?

Involved in organising youth forums, youth committees for over twenty years.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes

No

Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday

➤ Please state if you are available at any other times: Mainly most days

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away... 17-21st April & Whitmas week

Once complete, please return to: Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, no later than 14 March 2008

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Alcohol Free Zones Task Group
Chairman of Task Group:	Councillor J. T. Duddy
Issues to be scrutinised:	To examine the application, reasons, use and effectiveness of AFZ. To look at impact on crime and effects of displacement of drinking in public. (The full terms of reference will be decided by the Scrutiny Steering Board.)
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> Name: DAVID Mc GRATH

> Why are you interested in becoming a member of this particular Task Group?

WE HAVE AN ALCOHOL FREE ZONE HERE IN RUBY FOR SOME YEARS - BUT ITS LARGELY IGNORED BY YOUNG PEOPLE & I FEEL WE NEED TO HAVE MORE THAN JUST SIGNS UP ETC.

> What skills and knowledge would you bring to the Task Group?

MY EXPERIENCE OF CONFRONTING YOUNG PEOPLE IN THEIR PURSUIT OF ALCOHOL & SUBSEQUENT BEHAVIOUR I.E. ANTI-SOCIAL BEHAVIOUR

> Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?

Yes No Unsure

If "Yes" or "Unsure", please state why?

> What days of the week are you generally available to attend a meeting at 6pm?

(Please tick all that apply) EXCEPT WHEN THERE ARE COUNCIL MEETINGS / TRAINING ETC

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

> Please state if you are available at any other times: A.M., afternoon

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

> Have you booked any holidays during the next 3-6 months? Yes No

If "Yes", please state the dates you will be away: I COULD BE AWAY FROM MAY 5TH 21ST TRAINING IN ITALY

Once complete, please return to: David Mc Grath (Committee Services Officer), Legal, Equalities and Democratic Services, no later than 18th February 2008

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	Councillor K. Taylor
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board at its next meeting on 1st April 2008.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

- Name: SEAN SHANNON

 - Why are you interested in becoming a member of this particular Task Group?
Need to reduce ASB. Find out why we suffer so much ASB in Bromsgrove.

 - What skills and knowledge would you bring to the Task Group?
Always had an interest in providing diverting interests for young people.

 - Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure
 If "Yes" or "Unsure", please state why?.....

 - What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)
- | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
- Please state if you are available at any other times: Yes

 - (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

 - Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away.....

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
 Legal, Equalities and Democratic Services, **no later than 14 March 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

- Name: *...Cllr. Caroline Spencer.....*
 - Why are you interested in becoming a member of this particular Task Group?
...Because there has been anti-social problems within my Ward and I appreciate that this is happening across Bromsgrove and District and there is a need to discuss to see how we can try and overcome and address some of the problems.
 - What skills and knowledge would you bring to the Task Group?
...Work closely with my local CSO and attend the PACT Meetings for my Ward. Also represent BDC on the PCCG (new name to be given) where reports on anti-social behaviour can be openly discussed with the Police.....
 - Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
Yes No Unsure *Need advice*
- If "Yes" or "Unsure", please state why? *If elected as Chairman of the Council in May '08?*

- What days of the week are you generally available to attend a meeting at 6pm?
(Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
		More available		

- Please state if you are available at any other times:
6.00pm. Meetings are best suited to me OR DAYTIME ON WEDNESDAYS (Do not work on Wednesdays).....
(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)
- Have you booked any holidays during the next 3-6 months? Yes No
If "Yes", please state the dates you will be away...
Monday 24th March – Monday 31 March (Easter week).....
- Are you interested in being appointed Chairman Yes No **
(Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)** *Did not attend Scrutiny Training in Aug. '07*

Once complete, **please return to:** Della McCarthy (Committee Services Officer),
Legal, Equalities and Democratic Services, **no later than 18th February 2008**

TASK GROUP MEMBERSHIP FORM

Please complete the following:

Name of Task Group:	Anti-Social Behaviour Task Group
Chairman of Task Group:	TBA
Issues to be scrutinised:	To examine strategies and policies which reduce anti-social behaviour. (The full terms of reference will be decided by the Scrutiny Steering Board.)
Note: The minimum number of Members on a Task Group is 3 and the maximum is 7	

➤ Name:..... JOHN T. O'MAHONY.....

➤ Why are you interested in becoming a member of this particular Task Group?
 CHAIR BRONS GROVE H. W. & W. MULLA N. W.
 POLICE CONSISTATIVE CASE.....

➤ What skills and knowledge would you bring to the Task Group?
 CASE POLICE INVOLVEMENT
 LEGAL BACKGROUND.....

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group?
 Yes No Unsure

If "Yes" or "Unsure", please state why?.....

➤ What days of the week are you generally available to attend a meeting at 6pm?
 (Please tick all that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
✓	-	✓	✓	✓

➤ Please state if you are available at any other times: ... YES
 (Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes No
 If "Yes", please state the dates you will be away.....

➤ Are you interested in being appointed Chairman Yes No
 (Note: You must have attended the Scrutiny Training in August 2007 to be appointed Chairman of the Task Group)

Once complete, please return to: Della McCarthy (Committee Services Officer),
 Legal, Equalities and Democratic Services, **no later than 18th February 2008**

Appendix 3

Suggested Refuse and Recycling Task Group's Terms of Reference for the additional work to be undertaken

General Area to be Scrutinised:

A Value for Money analysis of the Refuse and Recycling Service.

Specific Subject to be Scrutinised:

The Task Group is requested to carry out a benchmarking exercise and therefore investigate the following and make any appropriate recommendations for improvement:

- The level of service and cost of the service currently provided by BDC
- The level of service and cost of the service provided by other local authorities similar to BDC to enable a like for like comparison. (This should include both a selection of neighbouring authorities and similar local authorities higher up in the recycling league table.)
- A comparison of the data in bullet points 1 and 2 above which should include identifying the underlying reasons for differences in levels of service and costs of the service between BDC and other local authorities
- Any areas of the service where possible savings could be identified
- The maximum/optimum level of service that could be provided by BDC based on the current budget
- An improved/extended level of service that could be achievable through greater spending (to include costs)

(BDC = Bromsgrove District Council)

Appendix 4

SCRUTINY STEERING BOARD

WORK PROGRAMME

The Work Programme consists of three sections: Items for Future Scrutiny and Updates; Current Scrutiny Task Groups; and Scrutiny Task Group Reviews.

RECOMMENDATION: To consider and agree the work programme.

ITEMS FOR FUTURE SCRUTINY AND UPDATES

Subject	Date of Consideration	Other Information
Recommendation Tracker - <i>Permanent Item</i> -	Jan/Mar/April/ July/Sept/Nov	A bi-monthly report monitoring the implementation of scrutiny recommendations. (Initially for a trial period of 12 months starting January 2008.)
Worcestershire Chairmen and Vice-Chairmen Network (Update) - <i>Permanent Item</i> -	2nd July 2008	Members to receive an update from Councillor McDonald following the next Joint Flooding Task Group Meeting due to be held in June 2008
Energy Efficiency Project Group – Progress Report (Executive Director – Partnerships and Projects)	22nd May 2008	A report on the progress of the Energy Efficiency Project Group to be considered by the Board. (This links into the suggested scrutiny topic of climate change.)
Climate Change	22nd May 2008	To avoid duplicating the work of the Energy Efficiency Project Group (which has been set up to evaluate the recommendations contained within the Energy Savings Trust Assessment) the Board agreed at its March 2008 meeting to consider this item once it had received a report from the Executive Director - Partnerships and Projects. The Board now needs to decide whether or not this topic should remain on its work programme.
Older People (Councillor Mrs. Bunker)	TBA	Possible area for future scrutiny following the outcome of a focus group to find out specific issues which may need to be scrutinised. A scrutiny proposal would need to be completed if the Board was minded to scrutinise this area.
Senior Citizens (Councillor McDonald)	22nd May 2008	Scrutiny request for a Senior Citizens Task Group was deferred at the last meeting.

CURRENT SCRUTINY TASK GROUPS

Current Task Groups	Date Report Due	Other Information
Refuse and Recycling	Dependent on date of first Task Group Meeting. (First report considered and approved by Cabinet on 2nd April 2008.)	Task Group not disbanded following the Cabinet Response to the first report considered by the Board on 29th April 2008 which requested the Board to ask the Task Group to undertake additional work in relation to a Value for Money analysis. Detailed terms of reference with specific outcomes not yet agreed. (Task Group Chairman: Councillor C. R. Scurrell)
Anti-Social Behaviour and Alcohol Free Zones	Dependent on date of first Task Group Meeting.	Task Group merged and Councillor K. Taylor appointed as Task Group Chairman. Membership and Terms of Reference agreed by the Board on 29th April 2008.
Car Parking (specifically concessionary parking for the over 60s)	TBA	Task Group set up by the Board on 29th April 2008.

SCRUTINY TASK GROUP REVIEWS

Task Group	Date of Review (when Task Group is due to reconvene)
Air Quality	February 2009
Public Transport (Buses)	March 2009

Note: A seminar relating to the Local Government and Public Involvement in Health Act 2007 will be held in the future covering key courses of action. This will be arranged once more is known on what the impact will be on overview and scrutiny committees.