

- 1 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 15th December 2014

| ITEM | GENERAL COMMENTS | ACTION | OFFICER DEALING | DATE REQUIRED BY | RESPONSE PROVIDED AND DATE PROVIDED |
|--|---|--|---|------------------|--|
| <p>Item 5 – Quarter 2 Finance Monitoring Report</p> | <p>Members considered the Quarter 2 report.</p> | <p>(a) Revenue budget – breakdown of capital projects, interest expected and actual. (b) Breakdown of the actual savings estimated at £29k. (c) Further information on the BURT services and areas which it covers throughout the district. (d) Energy Efficiency Project – promotional work carried out and further details of what the project covers. (e) An explanation of the reasons for the variance in expenditure for Customer Access and Financial Support. (f) Further information to be provided at a future meeting about the reduction in funding for customer services from Worcestershire County Council and the potential impact on demand for</p> | <p>(a) and (b) Executive Director Finance and Resources. (c) Democratic Services Officer. (d) Head of Environmental Services. (e) and (f) Head of Customer Access and Financial Support</p> | <p>21/01/14</p> | <p>(c) Information emailed to Members 12/01/15. (d) Briefing paper emailed to members 12/01/15. (e) and (f) Verbal update to be provided at Board meeting on 21/01/14.</p> |

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| | | services in the district. | | | |
| Item 6 & 7 – Budget Position – Pressures and Savings and Capital Budget | Members received a presentation from the Executive Director, Finance and Resources. | (a) Details of the Fleet Replacement scheme. (b) Do we always purchase new vehicles? | Head of Environmental Services | | Information emailed to Board Members 22/12/14. |
| Item 8 - Cabinet Work Programme | Members considered the Cabinet Work Programme. | Further details in respect of the item for setting fees for a Street Café Policy. | | | Report available as considered by Licensing Committee at meeting held on 12/01/15. |
| Outstanding Actions 17th November 2014 | | | | | |
| Item 5 – Quarter 2 Write Off of Debts Report | Members considered the Quarter 2 report. | (a) The allocation of recovered debt from previous years (for example collected in 2014 but was in respect of debt from 2004). (b) Whether bailiff charges were included within the amount recovered. (c) How regularly are payment plans for bad debts reviewed? (d) A breakdown of the Aged Debt Profit for sundry debts for 61-90 days. | Head of Customer Access and Financial Support/Executive Director, Finance and Resources | | All items to be included within the Quarter 3 Report. |

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| | | (e) Details of the Council Tax arrears which would show whether these refer to the same debtors' year on year. | | | |
| Item 8 – Medium Term Financial Plan – 2015/16 to 2016/17 | Members considered the Medium Term Financial Plan Report and update. | (a) Any increase in Business Rates. (b) Breakdown of income in respect of CCTV. | | | To be provided at 21/1/15 meeting. |
| Outstanding Actions 13th September 2014 | | | | | |
| Item 5 – Overview of Budget | Members considered a report on the Medium Term Financial Plan 2015/16 – 2017/18. | (a) The amount of the Pension Deficit. (b) A list of services the Council provide on behalf of WCC – there cost and how much WCC pay BDC. (c) Details of statutory services and the cost together with details of non-statutory services we provide and their cost. | Financial Services Manager – email request 14/10/14 | As soon as possible. | To be provided at 21/1/15 meeting. |
| Item 6 – Quarterly Recommendation | Members considered the Overview & Scrutiny Quarterly | A response to the outstanding | Head of Planning. (email | To be included in | To be included in the agenda for the meeting |

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| Tracker | Recommendation Tracker. | Recommendations from the Planning Policy Task Group be requested. | sent 14/10/14 with a number of follow up emails on 17/12/14 and 12/01/15) | the next Quarterly Tracker. | 21/01/15. |
| Outstanding Actions 15th September 2014 | | | | | |
| Item 6 – Development Control | The Head of Planning and Regeneration provided Members with an update on the Transformation work taking place within the Development Control team. | (a) The actual overspend figures for the service. (b) When the removal of overtime payments and the car allowance scheme came into effect. | Head of Planning and Regeneration. (a) Email request to Finance sent 16/09/14, 7/10/14 and 30/10/14. (b) Email request set to HR 7/10/14 and 30/10/14. Further reminders sent to relevant Officers 16/12/14 and 12/01/15. | As soon as possible. | Information in respect of (b) emailed to Members 12/01/15. Change of staff dealing with (a) and new Officer emailed on 12/1/15. |

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| Outstanding Actions – 16th June 2014 | | | | | |
| Item 6 – Summary of Results of Staff Survey | 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. Reminders sent to Head of Business Transformation and Organisational Development 16/12/14, 5/01/15 and 12/01/15. | Autumn 2014 | |