

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW AND SCRUTINY BOARD**

**April 2015**

**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)							
<b>PLANNING POLICY TASK GROUP</b>										
10 <sup>th</sup> 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 <sup>th</sup> July 2012	Jan		April	√	July		Oct	
			<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>Members requested a full response at the meeting held on 13/10/14.</i>  <u>Update January 2015</u>							
<b>YOUTH PROVISION TASK GROUP</b>										
15 <sup>th</sup> 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 <sup>th</sup> September 2013	Jan		April	√	July		Oct	
			<u>Cabinet Response – Agreed</u>  <u>Update July 2014</u>  <i>To date this has not taken place.</i>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
<b>AIR QUALITY TASK GROUP</b>											
16 <sup>th</sup> September 2013 and 20 <sup>th</sup> 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 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.	2 <sup>nd</sup> October 2013 and 2 <sup>nd</sup> April 2014	<table border="1" data-bbox="1332 395 1989 432"> <tr> <td>Jan</td> <td></td> <td>April</td> <td>√</td> <td>July</td> <td></td> <td>Oct</td> <td></td> </tr> </table> <p><u>Cabinet Comment</u> – This was approved and Overview and Scrutiny were able to request this report from WRS.</p> <p><u>Update September 2014</u>  <i>The Board have to date not request this information from WRS.</i></p> <p><u>Update March 2015</u></p> <p>The issue is raised at Taxi Forum meetings (most recent being 5<sup>th</sup> March) and the Taxi Association is regularly reminded through meetings with the Chairman and Officers. At licensing surgeries, Licensing Officers also verbally remind vehicle owners on renewal of their vehicle licence.</p>	Jan		April	√	July		Oct	
Jan		April	√	July		Oct					
16 <sup>th</sup> September 2013 and 20 <sup>th</sup> January 2014	<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.	2 <sup>nd</sup> October 2013 and 2 <sup>nd</sup> April 2014	<table border="1" data-bbox="1332 1026 1989 1062"> <tr> <td>Jan</td> <td></td> <td>April</td> <td>√</td> <td>July</td> <td></td> <td>Oct</td> <td></td> </tr> </table> <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</p>	Jan		April	√	July		Oct	
Jan		April	√	July		Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			of the WRS resources which would be required to prepare and submit an appropriate and fully evidenced funding application.							
<b>ARTRIX OUTREACH PROVISION TASK GROUP</b>										
<b>Full details of progress on these recommendations will be provided as part of the 12 month review of the Task Group. It is anticipated this will be received at the July 2015 meeting of the Board.</b>										
14 <sup>th</sup> 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.	4 <sup>th</sup> 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 <sup>th</sup> April 2014	<u>Recommendation 2</u> That the Bromsgrove District Council logo be more prominent in Artrix promotional literature.	4 <sup>th</sup> June 2014	July		Oct		Jan (2015)		April	√
			<u>Cabinet Response</u> – this was approved.  <u>Update November 2014</u> <i>The Artrix have asked for and being provided with a high res version of the BDC logo and this will be included in the Christmas and future brochures.</i>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
14 <sup>th</sup> April 2014	<p><u>Recommendation 3</u></p> <p>(a) In order to compliment the formal reporting of performance indicators to Officers that the Council receives a quarterly informal (narrative and image 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>	4 <sup>th</sup> June 2014	Jan		April		July	√	Oct	
			<p><u>Cabinet Response</u> – this was approved.</p>							
14 <sup>th</sup> April 2014	<p><u>Recommendation 4</u></p> <p>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 <sup>th</sup> June 2014	Jan		April		July	√	Oct	
			<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> <p><u>Update November 2014</u></p> <p><i>Artrix are to use the noticeboard at the far end of the High Street to promote activities and provided a copy of their electronic newsletter, the Loop for</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
			<i>all Members, this will now be sent out to Members on a regular basis.</i>								
14 <sup>th</sup> April 2014	<u>Recommendation 5</u> The Artrix Centre to: <ul style="list-style-type: none"> <li>(a) ensure that there is a defined profile for the target participants/audience that the Outreach Provision is provided for;</li> <li>(b) ensure that participation in such activities is not prohibitive due to cost (for example, seek funding for bursaries where possible); and</li> <li>(c) make activities available through out the main school holidays, particularly during the Easter and summer breaks.</li> </ul>	4 <sup>th</sup> June 2014	<table border="1" data-bbox="1332 432 1989 467"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>Update January 2015</u></p> <p><i>The Chairman of the Task Group met with the Artistic Director at the Artrix following Cabinet agreeing all the recommendations and took on board the requested made and agreed implementation of them wherever possible.</i></p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
14 <sup>th</sup> 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 <sup>th</sup> June 2014	<table border="1" data-bbox="1332 1059 1989 1094"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u></p> <p><i>Whilst the Artrix have been in touch with the Communications Team, there has been some discussion over the cost of this together with who</i></p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
			<i>would pay for such an insert.</i>								
14 <sup>th</sup> 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 <sup>th</sup> June 2014	<table border="1" data-bbox="1332 432 1989 467"> <tr> <td>Jan</td><td></td><td>April</td><td></td><td>July</td><td>√</td><td>Oct</td><td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>The Artrix agreed to give this consideration.</i></p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
14 <sup>th</sup> April 2014	<u>Recommendation 8</u> That the Artrix promote all the facilities available to those with a disability.	4 <sup>th</sup> June 2014	<table border="1" data-bbox="1332 620 1989 655"> <tr> <td>Jan</td><td></td><td>April</td><td></td><td>July</td><td>√</td><td>Oct</td><td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>This was noted by the Artrix and further promotional work will be carried out.</i></p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
14 <sup>th</sup> 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 <sup>th</sup> June 2014	<table border="1" data-bbox="1332 844 1989 879"> <tr> <td>Jan</td><td></td><td>April</td><td></td><td>July</td><td>√</td><td>Oct</td><td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>Details of the appropriate Officer contact at WCC have been provided to the Artrix in order that this recommendation can be taken forward.</i></p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
<b>LEISURE PROVISION TASK GROUP</b>											
17 <sup>th</sup> November 2014	<u>Recommendation 1</u> (a) That charges for leisure facilities & services, such as the Dolphin Centre, should be used to promote	3 <sup>rd</sup> December 2014	<table border="1" data-bbox="1332 1182 1989 1217"> <tr> <td>Jan</td><td></td><td>April</td><td></td><td>July</td><td>√</td><td>Oct</td><td></td> </tr> </table> <p><u>Cabinet Response</u> The Cabinet felt that the wording of (a) should be amended slightly as set out below to clarify the</p>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
	usage and participation in leisure activities; and (b) That the Council's concession scheme should be publicised where appropriate to ensure price is not a barrier to participation in leisure activities.		intention behind it. <i>"that the charging structure for leisure facilities and services be used to encourage usage and participation in leisure activities."</i>  Recommendation (b) was approved.								
17 <sup>th</sup> November 2014	<u>Recommendation 2</u> That Members should familiarise themselves with the leisure activities available within their Wards via the information provided by the Sports Development Team and visit activities as appropriate.	3 <sup>rd</sup> December 2014	<table border="1" data-bbox="1332 576 1989 616"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <u>Cabinet Response</u>  The Cabinet approved this recommendation.	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
17 <sup>th</sup> November 2014	<u>Recommendation 3</u> (a) The noticeboard situated adjacent to Blockbuster be utilised; (b) A noticeboard be included in the list of requirements for the Phase 2 Works of the Town Centre; and (c) Whilst it was acknowledged that there were often problems with noticeboards being maintained and information displayed kept up to	3 <sup>rd</sup> December 2014	<table border="1" data-bbox="1332 874 1989 914"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <u>Cabinet Response</u>  The Cabinet approved this recommendation.  <u>March 2015</u>  <i>Work on the use of noticeboards continues and it is understood that a new noticeboard has been included in Phase 2 and funded by the ward councillor scheme.</i>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					



Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	date, to minimise this it is recommended that these be maintained by the local ward councillor.									
17 <sup>th</sup> November 2014	<u>Recommendation 4</u> (a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and (b) If the negotiations with BAM are unsuccessful, then Cabinet reconsider and make recommendations to full Council for the facility to include a Sports Hall.	3 <sup>rd</sup> December 2014	Jan		April		July	√	Oct	
			<u>Cabinet Response</u> Recommendation (a) was approved. In respect of Recommendations (b) the wording was agreed as follows: <i>“that if the negotiations with BAM are unsuccessful, then Cabinet reconsider options for the facility to include a Sports Hall”.</i>							
<b>BOARD RECOMMENDATIONS</b>										
16 <sup>th</sup> 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 <sup>nd</sup> July 2014	Jan	√	April		July		Oct	
			<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.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
	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.		<u>March 2015 – Update</u> <i>The Chief Executive has been reminded of Cabinet's request and a response is currently awaited.</i>								
25 <sup>th</sup> 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 Council's budget position in each quarter. 2. Comparative budget data should be provided in the Financial Monitoring Reports for previous years.	Cabinet 3 <sup>rd</sup> December 2014	<table border="1" data-bbox="1332 507 2049 544"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <u>Cabinet Response</u> That the additional financial and budget data be provided in future Monitoring reports from 2015/16 Quarter 1 following the introduction of the new Financial System. In addition it was felt that it would be appropriate to request the Overview and Scrutiny Board to report back in due course on whether this information was useful to the Board.  <u>April 2015 Update</u> <i>This will remain on the tracker until such time as the Board have received the revised reports and report back to Cabinet the usefulness of the reports.</i>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
25 <sup>th</sup> 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	<table border="1" data-bbox="1332 1064 2049 1101"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table> <i>Passed to relevant Officer on 3<sup>rd</sup> November 2014 for inclusion in at a meeting of the Constitutional Working Group.</i>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					

**JOINT WRS SCRUTINY TASK GROUP**

14 <sup>th</sup> July 2014	<ol style="list-style-type: none"> <li>The 12 recommendations of the task group be endorsed by the Joint Committee.</li> <li>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.</li> </ol>	<p>WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE 2<sup>nd</sup> October 2014 &amp; 19<sup>th</sup> February 2015.</p>	<table border="1"> <tr> <td>Jan</td> <td></td> <td>April</td> <td></td> <td>July</td> <td>√</td> <td>Oct</td> <td></td> </tr> </table>	Jan		April		July	√	Oct	
Jan		April		July	√	Oct					
			<p><u>Worcestershire Shared Services Joint Committee Response</u></p> <p>Recommendations 1, 2, 3, 4, 5 and 11 were agreed by the Worcestershire Shared Services Joint Committee. However Recommendations 7, 8,9 and 10 were rejected. Please see appendix 1 for full details.</p> <p>Recommendation 11 – was approved by the Cabinet at its meeting on 5<sup>th</sup> November 2014.</p> <p><u>February 2015 Update</u> <i>At the meeting of the Worcestershire Shared Services Joint Committee held on 19<sup>th</sup> February a report was received entitled Creating and Delivering a Sustainable Regulatory Partnership for Worcestershire. This report incorporated a number of recommendations from the Joint Scrutiny Task Group Report in respect of governance arrangements. The report's proposals are currently out to consultation with partner authorities, WRS staff and relevant stake holders. It is anticipated that following on from that consultation exercise officers will provide a</i></p>								

			<i>further report setting out the detailed recommendations to the Worcestershire Shared Services Joint Committee meeting on 25<sup>th</sup> June 2015.</i>
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**JOINT WRS SCRUTINY TASK GROUP – FINAL REPORT**

**It was noted that Recommendation 6 had been addressed at the Joint Committee’s previous meeting and that Recommendation 12 had been agreed and required action by partners’ Overview and Scrutiny Committees.**

**Recommendation 6**

In order to reduce the focus on financial considerations which currently play a major part in influencing partner participation, to the detriment of other equally important aspects of the service, the following should be addressed:

- (a) A new business model for WRS be developed through the Chief Executives’ Panel, building on the proposals already being produced by the Panel.
- (b) Consideration be given to the option for partner authorities to purchase an “out of hours service”.

**Recommendation 12**

- (a) The Joint Scrutiny Protocol should be reviewed in order to take on board the lessons learned during this review.
- (b) Consideration should be given to the reinstatement of the Worcestershire Overview and Scrutiny Chairs Group as a means of feeding back the monitoring of recommendations from Joint Scrutiny exercises, as and when required.

**The following recommendations were resolved by the Joint Committee:**

**Recommendation 1**

Performance Management Information should continue to be made available for Members’ consideration at every meeting of the

Joint Committee and be sufficiently high on the agenda to be discussed in detail.

**Recommendation 2**

Twelve months after the new contact centre arrangements for WRS have been introduced, replacing the use of the Worcestershire Hub; the Joint Committee should review the effectiveness of these arrangements for communicating with the public.

**Recommendation 3**

The web-pages of each partner authority should be regularly monitored to ensure they are kept up to date, with the inclusion of a prominent and obvious link to the WRS website.

**Recommendation 4**

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service and with the content and format being agreed by the Joint Committee.

**Recommendation 5**

That WRS have a designated member of staff to act as a Member Liaison Officer and as a single point of contact to signpost Member enquiries.

**Recommendation 11**

The lessons learned from the WRS shared service experience, particularly as detailed in this report, should be heeded by elected members and senior officers when considering any future proposals for shared service arrangements involving multiple partners.

**In respect of Recommendations 7, 8, 9 and 10 the Joint Committee requested Officers to bring forward alternative proposals to address the issues raised within these recommendations.**

**Recommendation 7**

A new strategic decision making board for WRS should replace the Joint Committee, comprising one elected member per partner authority and supported by senior officers. This should be called the WRS Board.

- (a) Meetings of this Board should take place at the base of WRS.
- (b) Responsibility for attendance at Board meetings should lie with each authority's representative, and the quorum for meetings proceeding should be set at 5 representatives in attendance.
- (c) Meetings of the Board should take place bi-monthly.
- (d) Elected members appointed to the Board should be provided with an induction programme and sufficient ongoing training to enable them to fulfil their role effectively.
- (e) Members appointed to the Board be expected to serve a minimum of two years to ensure continuity.
- (f) The Chair of the WRS Board should be elected annually by the members of the Board.

**Recommendation 8**

The Management Board be disbanded, with the WRS Management Team taking the lead responsibility for operational decision making under the leadership of the Head of Regulatory Services.

**Recommendation 9**

- (a) The Head of WRS should be fully accountable to the WRS Board (as the strategic decision making body).
- (b) The Chief Executive of the host authority to act in a mentoring role as and when necessary.

**Recommendation 10**

- (a) All decisions made by the WRS Board be formally reported back to all elected members of the partner authorities in a timely manner.
- (b) Attention should be paid to communicating updates about any planned changes to WRS services to all elected members of partner authorities.
- (c) The agendas and minutes of all WRS Board meetings should also be uploaded on to the WRS website in a timely fashion.