

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

July 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)							
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	Jan		April		July	√	Oct	
			<u>Cabinet Response</u> – Agreed <u>Update July 2014</u> <i>To date this has not taken place.</i>							
ARTRIX OUTREACH PROVISION TASK GROUP										
*NOTE: The Artrix have been approached and a full response is currently awaited. This will be provided at the meeting on 20 th July if available, together with any response from Officers at the Council.										
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.	4 th June 2014	July	√	Oct		Jan (2016)		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 (2016)		April	
			<u>Cabinet Response</u> – this was approved.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><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></p>							
14 th April 2014	<p><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 based) report from the Artrix detailing the events that have taken place together with the number of those attending. (b) Those Member representatives on the Operating Trust report back regularly to full Council.</p>	4 th June 2014	July	√	Oct		Jan (2016)		April	
			<p><u>Cabinet Response</u> – this was approved.</p>							
14 th April 2014	<p><u>Recommendation 4</u> The Artrix Centre to: a) liaise with Members in respect of specific activities within their ward; and b) explore ways in which it could raise awareness of its activities in all areas within the District.</p>	4 th June 2014	July	√	Oct		Jan (2016)		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</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	(For example through Parish Council, school and other notice boards throughout the District.)		<p>recommendation was approved as amended.</p> <p><u>Update November 2014</u> <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 all Members, this will now be sent out to Members on a regular basis.</i></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 for;</p> <p>(b) ensure that participation in such activities is not prohibitive due to cost (for example, seek funding for bursaries where possible); and</p> <p>(c) make activities available through out the main school holidays, particularly during the Easter and summer breaks.</p>	4 th June 2014	July	√	Oct		Jan (2016)		April	
			<p><u>Cabinet Response</u> – this was approved.</p> <p><u>Update January 2015</u> <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> <p><u>June 2015</u> <i>The recommendations are carried out wherever possible, but it should be noted that funding is limited for such activities.</i></p>							
14 th April 2014	<u>Recommendation 6</u>	4 th June 2014	July	√	Oct		Jan		April	

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	An insert, prepared by the Artrix, to be included within Together Bromsgrove detailing outreach activities at the Artrix.						(2016)			
			<p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <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 would pay for such an insert.</i></p> <p><u>June 2015</u> <i>As an alternative to this the Atrix provide the Council with details of particular events which are advertised through the Council's website wherever possible.</i></p>							
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 (2016)		April	
			<p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>The Artrix agreed to give this consideration.</i></p>							
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 (2016)		April	
			<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>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><u>June 2015</u> An article was placed in the Together Bromsgrove magazine which highlighted that the Artrix had recently received an award for its facilities for those with a disability.</p>							
14 th April 2014	<p><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.</p>	4 th June 2014	July	√	Oct		Jan (2016)	√	April	
			<p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> Details of the appropriate Officer contact at WCC have been provided to the Artrix in order that this recommendation can be taken forward.</p>							
LEISURE PROVISION TASK GROUP										
17 th November 2014	<p><u>Recommendation 1</u> (a) That charges for leisure facilities & services, such as the Dolphin Centre, should be used to promote 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</p>	3 rd December 2014	July		Oct		Jan (2016)	√	April	
			<p><u>Cabinet Response</u> The Cabinet felt that the wording of (a) should be amended slightly as set out below to clarify the intention behind it. "that the charging structure for leisure facilities and services be used to encourage usage and participation in leisure activities."</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	leisure activities.		Recommendation (b) was approved.							
17 th 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 rd December 2014	July		Oct		Jan (2016)	√	April	
			<u>Cabinet Response</u> The Cabinet approved this recommendation.							
17 th 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 date, to minimise this it is recommended that these be maintained by the local ward councillor.	3 rd December 2014	July		Oct		Jan (2016)	√	April	
			<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>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
17 th 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 rd December 2014	July		Oct		Jan (2016)	√	April	
<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>										
BOARD RECOMMENDATIONS										
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 Council’s budget position in each quarter. 2. Comparative budget data should be provided in the Financial Monitoring Reports for previous years.	Cabinet 3 rd December 2014	July		Oct	√	Jan ("016)		April	
<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. <i>April 2015 Update</i>										

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<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>							
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 (2016)		April	
			<i>Passed to relevant Officer on 3rd November 2014 for inclusion in at a meeting of the Constitutional Working Group.</i>							

JOINT WRS SCRUTINY TASK GROUP										
14 th July 2014	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 & 19 th February 2015.	July		Oct	√	Jan (2016)		April	
			<u>Worcestershire Shared Services Joint Committee Response</u> 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. Recommendation 11 – was approved by the							

		<p>Cabinet at its meeting on 5th November 2014.</p> <p><u>February 2015 Update</u> <i>At the meeting of the Worcestershire Shared Services Joint Committee held on 19th 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 further report setting out the detailed recommendations to the Worcestershire Shared Services Joint Committee meeting on 25th June 2015.</i></p> <p><u>July 2015</u> <i>A report was considered by the Worcestershire Shared Services Joint Committee meeting on 25th June 2015 and recommendations will now be considered by each authorities' Executive Committees. Those recommendations include a reduction in the number of authorities within the partnership, therefore leading to the creation of a new business model and a review of the governance arrangements. The Joint Committee</i></p>
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			<i>chose not to recommend that the membership of the Committee be reduced to one member per authority.</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.