

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

13th February 2017

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board (including Task Group recommendations which have been agreed by Cabinet) 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)							
PREVENTING HOMELESSNESS TASK GROUP										
19 th September 2016	<u>Recommendation 1</u> We recommend that officers should investigate the introduction of a local authority lettings scheme that would help customers to access private rented accommodation. This investigation should take into account working in partnership with Redditch Borough Council. The outcomes of this investigation should be reported for the consideration of the Overview and Scrutiny Board and Cabinet.	5 th October 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> This recommendation was agreed. This work has already begun and an initial discussion paper will be produced by the end of December 2016.							
19 th September 2016	<u>Recommendation 2</u> The Council should commit to use all of the Homeless Grant for the purposes of priority homelessness support.	5 th October 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> This recommendation was agreed and implantation was expected to begin in November 2016.							
19 th September 2016	<u>Recommendation 3</u> Subject to the Council continuing to receive the Homeless Grant, it should continue to prioritise funding in respect of offender rehabilitation and emergency accommodation for young people, in order for services to remain sustainable within the district.	5 th October 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> Agreed and implemented and to be from April 2017.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
19 th September 2016	<u>Recommendation 4</u> The £15,000 of funding allocated by the Portfolio Holder be allocated to the Essential Living Fund (ELF) and any surplus be ring fenced for use in the next financial year.	5 th October 2016	Jan (2017)		April		Aug		Oct	
			<u>Cabinet Response</u> The Council's Housing Strategy Manager advises that during the course of the O&S review, it has become increasingly clear that homelessness prevention must continue to be a priority for councils going forwards into 2017-8. As a result, it is important to focus on funding these services, so further consideration at O&S nearer the end of this current financial year about the future use of any surplus as mentioned in recommendation 4 could prove to be timely. It may be that investing any surplus into homelessness prevention is the most effective use of the funds, in line with recommendations 2 and 3.							
28 th November 2016	Following presentation of the Cabinet response and discussion between the Portfolio Holder and Board Members, the following recommendations were put forward by the Board: (1) The £15,000 referred to in the Preventing Homelessness Task Group's fourth recommendation	7 th December 2016	Jan (2017)		April		Aug		Oct	
			<u>Cabinet Response</u> This was approved by Cabinet.							

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	be reallocated to St Basils to support their ability to continue to provide services in the district in 2017/18;									
28 th November 2016	(2) Support for housing services for young people at risk of homelessness should be added as an unavoidable budget pressure for the Council; and	7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> This was approved by Cabinet.							
28 th November 2016	(3) The Leader of the Council should write to Worcestershire County Council to express concerns about the impact of the County Council's funding decisions at a local level, including on Bromsgrove District Council.	7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> This was approved by Cabinet.							
EVENING & WEEKEND CAR PARKING TASK GROUP										
21 st March 2016	<u>Recommendation 1</u> The Council needs to formulate a clear Economic Development strategy that includes car parking as soon as possible, whilst considering the following key features of any such	6 th April 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> In relation to recommendation 1 the Cabinet agreed that car parking was vital to the economic development of the Town and accepted the							

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	<p>strategy:</p> <ul style="list-style-type: none"> a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy. b) Working with partners in business and retail to develop the Economic Development Strategy that includes car parking options and tariffs that encourage customers to visit Bromsgrove. c) Ensure car parking arrangements support the Council's Economic Development Strategy. 		<p>principles behind the recommendation. It was felt however that the existing Economic Development Priorities should be reviewed in order to assess the impact of car parking charges, rather than produce a new Economic Development Strategy which may need to alter in 6 months' time. It was fully accepted that the needs and views of businesses in the Town needed to be taken into account and the new Centre Manager would be fully involved in this review process and in working with local businesses. The process should be undertaken prior to the consideration of the next round of changes to fees and charges. The existing Economic Priorities needed to focus more strongly on car parking. Officers and Members from Economic Development, Car Parking and Planning would need to work very closely together on the further regeneration of the Town Centre.</p> <p>The recommendation was therefore accepted in the amended form below:</p> <p><i>that the Council reviews its Economic Development Priorities to assess the impact of car parking charges as soon as possible, whilst considering the following key features:</i></p> <p><i>(a) ensuring that car parking arrangements are</i></p>

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			<p><i>managed in accordance with the interests of the local economy;</i></p> <p><i>(b) working with partners in business and retail to review the Economic Priorities that includes parking options and tariffs that encourage customers to visit Bromsgrove; and</i></p> <p><i>(c) ensuring that car parking arrangements support the Council's Economic Priorities.</i></p> <p><u>Update 5th October 2016</u> The Portfolio Holder has advised that she has made some progress with the recommendations and will attend the January 2017 meeting when the Tracker is reviewed again to provide a more detailed update.</p>								
21 st March 2016	<p><u>Recommendation 2</u> Having formulated the Economic Development Strategy it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve, it is suggested that such a consultant would need to consult with the following Council officers/Members:</p> <p>a) Economic Development Team</p>	6 th April 2016	<table border="1" data-bbox="1310 912 2049 986"> <tr> <td>Jan (2017)</td> <td></td> <td>April</td> <td>√</td> <td>Aug</td> <td></td> <td>Oct</td> <td></td> </tr> </table> <p><u>Cabinet Response</u></p> <p>This recommendation was largely accepted, with a minor change to the wording to reflect the changes made to recommendation 1 above. In addition the new Centres Manager has been added to the list of officers/Members to be involved in the consultation on car parking.</p>	Jan (2017)		April	√	Aug		Oct	
Jan (2017)		April	√	Aug		Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
	b) Environmental Services Team c) Relevant Portfolio Holders d) Members of the Evening and Weekend Car Parking Task Group e) Local businesses and retailers.		<p><i>that whilst reviewing the Economic Priorities it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve. It is suggested that they would need to consult with the following Council officers/Members:</i></p> <p style="padding-left: 40px;"> <i>(a) Economic Development Team (b) Environmental Services Team (c) Relevant Portfolio Holders (d) Members of the Evening and weekend car Parking Task Group (e) Local businesses and retailers (f) Town Centres Manager</i> </p> <p><u>Update 5th October 2016</u> See recommendation 1 above.</p>								
21 st March 2016	<u>Recommendation 3</u> Prior to any further trials (of any nature) being agreed and carried out any necessary data should be collected in order to have appropriate comparative data and information available to ensure that any such trial can be measured successfully.	6 th April 2016	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Jan (2017)</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">April</td> <td style="width: 12.5%; text-align: center;">√</td> <td style="width: 12.5%;">Aug</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">Oct</td> <td style="width: 12.5%;"></td> </tr> </table> <p><u>Cabinet Response</u></p> <p>Recommendation 3 was agreed.</p> <p><u>Update 5th October 2016</u> See Recommendation 1 above.</p>	Jan (2017)		April	√	Aug		Oct	
Jan (2017)		April	√	Aug		Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
21 st March 2016	<u>Recommendation 4</u> Until the introduction of a strategy the current parking charges and concessions should be maintained (including the continuation of free evening car parking).	6 th April 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> This recommendation was agreed subject to a minor change in wording to reflect the changes within recommendation 1. <i>that until the review of the Economic Priorities, the current parking charges and concessions should be maintained (including the continuation of free evening car parking).</i> <u>Update 5th October 2016</u> See recommendation 1 above.							
LEISURE PROVISION TASK GROUP										
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	3 rd December 2014	Jan (2017)	√	April		Aug		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</i>							

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	for the facility to include a Sports Hall.		<p><i>include a Sports Hall</i>".</p> <p><u>Cabinet further Response 6th January 2016</u></p> <p>Following a further recommendation from the Board requesting the Cabinet remain observant of its decision made on 3rd December 2014, the Cabinet, after discussion, rescinded the recommendation (b).</p> <p><u>July 2016</u> When the Board considered this item at its April 2016 meeting it agreed for it to remain on the tracker until the negotiations with BAM had been completed.</p>							
YOUTH PROVISION TASK GROUP										
15 th July 2013	<u>Recommendation 10</u> That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District.	4 th September 2013	Jan (2017)		April		Aug		Oct	
			<p><u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine as part of their future work programme.</p> <p><u>Update July 2014</u> <i>This has been included on the O&S Board's Work Programme, for its consideration if they so wish.</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
			<p><u>October 2015</u> <i>Youth Provision continues to be an item on the O&S Board's work programme for consideration at a later date if they so wish.</i></p> <p><u>April 2016</u> <i>Youth Provision continues to be an item on the O&S Board's work programme for consideration at a later date if they so wish.</i></p> <p><u>July 2016</u> <i>The situation remains as per the last update.</i></p> <p><u>October 2016</u> <i>The situation remains as per the update in April 2016.</i></p>

BOARD RECOMMENDATIONS

<p>25th September 2014</p>	<p><u>Task Group Procedure Guidelines Review</u> That the Task Group/Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.</p>	<p>Constitutional Review Working Party</p>	<p>Jan (2017)</p>		<p>April</p>		<p>Aug</p>		<p>Oct</p>	
<p><i>This was passed to relevant Officer on 3rd November 2014 for inclusion in at a meeting of the Constitutional Working Group.</i></p> <p><u>October 2015</u> <i>There has not as yet been an appropriate meeting of the Working Group for this matter to be discussed.</i></p> <p><u>January 2016</u> <i>A meeting of the Working Group has yet to be organised where this item will be considered.</i></p> <p><u>April 2016</u> <i>The situation remains as previously reported.</i></p> <p><u>July 2016</u> <i>The situation remains as previously reported.</i></p> <p><u>October 2016</u> <i>The situation remains as previously reported.</i></p> <p><u>January 2017</u> <i>The situation remains as previously reported.</i></p>										

FINANCE & BUDGET WORKING GROUP RECOMMENDATIONS

Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 1</u> CMT to develop a set of principles around savings to be made.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 2</u> The Leader should source, with immediate effect, the services of an external commercial organisation in order to review the management structure of the Council.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> - We are liaising with the Leader of Redditch Borough Council, Cllr Bill Hartnett and have requested Officers to evaluate the options and costs in this respect. Implementation date: to be determined							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 3</u> There be one overall corporate training budget and HR prioritise that budget to meet the needs of staff.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 4</u> The £11k in respect of Business Transformation, which was reserved for training be given up as a saving.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of February 2017.							
Overview & Scrutiny Board 28 th	<u>Recommendation 5</u> The Council should have a robust four year funded Capital Programme	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an							

November 2016	for the period 2017/18 to 2020/21 to include estimates across each year of the budget.		implementation date of February 2017 (as part of the MTFP).							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 6</u> There be an overall corporate budget for apprenticeships.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 7</u> An exercise by carried out to ensure the Council makes the best use of its assets.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 8</u> Officers ensure that the Asset Register is kept up to date at all times.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed and to be implemented with immediate effect..							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 9</u> A review of the Low Cost Housing Scheme be undertaken as soon as possible.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 10</u> Consideration be given to revising the pricing structure for the Recreation Road South car park, to blocks of hours and a day rate.	Cabinet 7 th December 2016	Jan (2017)		April	√	Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							

Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 11</u> Virements between pay and general expenditure only be allowed with approval from Cabinet.	Cabinet 7 th December 2016	Jan (2017)		April		Aug		Oct	
			<u>Cabinet Response</u> – this was agreed with an implementation date of 1st April 2017.							
Overview & Scrutiny Board 28 th November 2016	<u>Recommendation 12</u> Virements between income and expenditure only be allowed with approval from Cabinet.	Cabinet 7 th December 2016	Jan (2017)		April		Aug		Oct	
			<u>Cabinet Response</u> – this was agreed subject to internal limit of £40k before Cabinet report required. With an implementation date of 1st April 2017.							