

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

30th October 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 month for which the Cabinet response advised the recommendation was estimated to be implemented.)

2. RECOMMENDATIONS

- 2.1 That the Board notes the 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	July 2017	√	January 2018	
			<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. <u>Update July 2017</u> Officers have been investigating creating a local lettings scheme. On behalf of both councils, we have undertaken some visits to other schemes in the West Midlands and we are also assessing the outcomes of some research into this area recently published by the University of Birmingham. We will be pulling our thoughts together into a report in due course, when we have completed our assessment.			
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	July 2017	√	January 2018	
			<u>Cabinet Response</u> This recommendation was agreed and implantation was expected to begin in November 2016.			

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			<u>Update July 2017</u> The whole of the homelessness grant has been allocated in line with this recommendation.			
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	July 2017	√	January 2018	
			<u>Cabinet Response</u> Agreed and implemented and to be from April 2017. <u>Update – July 2017</u> We have prioritised these areas and will continue to do so in line with the recommendation.			
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 strategy: a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.	6 th April 2016	July 2017	√	January 2018	
			<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 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			

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	<p>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.</p> <p>c) Ensure car parking arrangements support the Council's Economic Development Strategy.</p>		<p>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>(a) <i>ensuring that car parking arrangements are managed in accordance with the interests of the local economy;</i></p> <p>(b) <i>working with partners in business and retail to review the Economic Priorities that includes parking options and tariffs that encourage</i></p>

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			<p><i>customers to visit Bromsgrove; and</i> <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> <p><u>Update September 2017</u> An update will be provided at the meeting.</p>			
21 st March 2016	<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: a) Economic Development Team b) Environmental Services Team c) Relevant Portfolio Holders	6 th April 2016	July 2017	√	January 2018	
			<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> <p><i>that whilst reviewing the Economic Priorities it is recommended that an external expert be engaged</i></p>			

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	d) Members of the Evening and Weekend Car Parking Task Group e) Local businesses and retailers.		<p><i>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> <ul style="list-style-type: none"> (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 <p><u>Update 5th October 2016</u> See recommendation 1 above.</p> <p><u>Update September 2017</u> An update will be provided at the meeting.</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	July 2017	√	January 2018	
			<p><u>Cabinet Response</u></p> <p>Recommendation 3 was agreed.</p> <p><u>Update 5th October 2016</u> See Recommendation 1 above.</p>			

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			<p><u>Update September 2017</u> An update will be provided at the meeting.</p>			
LEISURE PROVISION TASK GROUP						
<p>17th November 2014</p>	<p><u>Recommendation 4</u></p> <p>(a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and</p> <p>(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.</p>	<p>3rd December 2014</p>	<p>July 2017</p>	<p>√</p>	<p>January 2018</p>	<p><u>Cabinet Response</u></p> <p>Recommendation (a) was approved.</p> <p>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></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</p>

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			<p>2016 meeting it agreed for it to remain on the tracker until the negotiations with BAM had been completed.</p> <p><u>July 2017</u></p> <p>The Board have received 2 updates at its meetings in February and March 2017 and will receive a final update at its September meeting, prior to the opening of the new facility.</p> <p><u>September 2017</u></p> <p>The Board received a final update at its meeting on 18th September 2017.</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>July 2017</p>		<p>January 2018</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> <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> <u>January 2016</u> <i>A meeting of the Working Group has yet to be organised where this item will be considered.</i> <u>April 2016</u> <i>The situation remains as previously reported.</i> <u>July 2016</u> <i>The situation remains as previously reported.</i> <u>October 2016</u> <i>The situation remains as previously reported.</i> <u>January 2017</u> <i>The situation remains as previously reported.</i> <u>September 2017</u> <i>The Working Group have met and agreed that these will now be included within the Constitution and as such will be reported to full Council in due course.</i></p>
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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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<u>Cabinet Response</u> – this was agreed with an implementation date of February 2017.			
Overview & Scrutiny	<u>Recommendation 5</u> The Council should have a robust	Cabinet 7 th December 2016	July 2017	√	January 2018	

Board 28 th November 2016	four year funded Capital Programme for the period 2017/18 to 2020/21 to include estimates across each year of the budget.		<u>Cabinet Response</u> – this was agreed with an 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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017	√	January 2018	
			<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	July 2017		January 2018	
			<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	July 2017		January 2018	
			<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.			
Overview & Scrutiny Board 22 nd February 2017	<u>Recommendation 1</u> Unavoidable pressures under £5k be funded from existing budgets.	Cabinet 5 th April 2017	July 2017		January 2018	
			<u>Cabinet Response</u> – <i>This recommendation was approved.</i>			
Overview & Scrutiny Board 22 nd February 2017	<u>Recommendation 2</u> Consideration be give as to how Section 106 monies is accounted for within revenue costs.	Cabinet 5 th April 2017	July 2017		January 2018	
			<u>Cabinet Response</u> – <i>This recommendation was approved.</i>			
Overview & Scrutiny Board 22 nd February 2017	<u>Recommendation 3</u> Heads of Service be asked to look at all areas where we provide an additional service and produce a cost recovery statement for further consideration.	Cabinet 5 th April 2017	July 2017		January 2018	
			<u>Cabinet Response</u> – Cabinet whilst approving this recommendation made the following amendment to its wording <i>“Heads of Service be asked to look at all areas where generate income and produce a cost recovery statement for further consideration”.</i>			

Overview & Scrutiny Board 22 nd February 2017	<u>Recommendation 4</u> Virements over £40k should be agreed by Cabinet and anything under that amount would be with the relevant Portfolio Holder's agreement.	Cabinet 5 th April 2017	July 2017		January 2018	
			<u>Cabinet Response</u> – <i>This recommendation was approved.</i>			
Overview & Scrutiny Board 22 nd February 2017	<u>Recommendation 5</u> Revised Financial Regulations to include all carry forwards of the Capital Programme to be agreed by Council.	Cabinet 5 th April 2017	July 2017		January 2018	
			<u>Cabinet Response</u> – <i>This recommendation was approved.</i>			
Finance & Budget Working Group meeting 24 th April 2017	<u>Recommendation</u> that Cabinet should consider the report content and presentation style for Medium Term Financial Plan and quarterly budget monitoring reports.		July 2017		January 2018	
			<u>Cabinet Response</u> – <i>The revised report formats were approved.</i>			