

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW AND SCRUTINY BOARD**

**Monday 18 June 2016**

**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 by;

- A. Task and Finish Group recommendations (most recent first)
- B. Finance and Budget Working Group recommendations (most recent first)
- C. Other Overview and Scrutiny Board recommendations

**2. RECOMMENDATIONS**

2.1 That the Board notes the Quarterly Recommendation Tracker, confirms the status of the recommendations and agrees to the removal of any items which the Board feel have been completed.

**Quarterly Recommendation Tracker – 18 June 2018**

**A) Recommendations from Task and Finish Group Work (Most recent first)**

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<b>Social Media Task and Finish Group Final</b>  <b>30 October 2017</b>	<b>Rec 1</b> - the Council should promote its meetings through social media in order to engage with residents;	In Progress	<u>May 2018 Update</u> – The use of social media to promote meetings did start but then petered off. This will be re-started with vigour. <u>27 November 2017</u> - Cabinet were in agreement with this recommendation. Following discussions with the Communications Manager it was agreed that this would take place with immediate effect.	
	<b>Rec 2</b> - the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook;	In Progress	<u>May 2018 Update</u> – After further consideration the Member Development Steering Group (made up of the 3 Group Leaders) agreed to give this matter further consideration and at its next meeting will receive information in respect of the cost of live streaming of some meetings using alternative methods. An update following that meeting will be provided in due course. <u>27 November 2017</u> - Cabinet were in agreement with this recommendation. Following discussions with the Communications Manager, it was agreed that the first trial would be at Council on 24th January 2018, with the specific item being agreed with the Portfolio Holder.	

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<b>Social Media Task and Finish Group Final continued...</b>  <b>30 October 2017</b>	<b>Rec 3</b> - the Council's Social Media policy be reviewed with the emphasis on providing guidance for officer use; a separate section be included which is dedicated to guidance for Members' use of social media; and Members of the Task Group assist with the section in respect of guidance for Members' use.	Completed	<u>May 2018 Update</u> The suggested amendment has been made. <u>27 November 2017</u> - Cabinet were in agreement with this recommendation. Following discussions with the Communications Manager it was agreed that this review would commence within the next six months.	
	<b>Rec 4</b> - an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage.	In Progress	<u>May 2018 Update</u> - This recommendation is in progress. <u>27 November 2017</u> - Cabinet were in agreement with this recommendation. A format which met the needs of both officers and Members would be discussed over the next few weeks, with a draft being given to members of the Task Group to see if it meets their needs and then with a view to it being provided for Members on a quarterly basis.	
	<b>Rec 5</b> - as part of the Member Induction Programme a workshop type training session be provided for Members, covering the following areas: An introduction to Social Media on an iPad; and Any legal implications of Members' use of social media and how to keep safe.	Completed	<u>May 2018 Update</u> - This will be included in the induction programme for 2019-20.	

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<p><b>Preventing Homelessness Task and Finish Group</b></p> <p><b>19 September 2016</b></p>	<p><b>Rec 1-</b> 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.</p>	<p>In Progress</p>	<p><u>May 2018 update</u> To date, we have not been able to find a compelling evidence base in either local housing market that suggests a stand-alone lettings scheme would work in Bromsgrove, or in conjunction with Redditch Borough Council. However this may look different if Bromsgrove DC opts to open a housing company which takes on a range of functions, including lettings. As a result the option has not been discounted as it relies upon other developments at this stage. We therefore plan to return to this matter once the position about opening a housing company becomes clear. All advice received to date suggests that we will not be opening a joint company as this would be a very complex thing to achieve.</p> <p><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.</p> <p><u>Cabinet Response – 5 October 2016</u> This recommendation was agreed. This work has already begun and an initial discussion paper will be produced by the end of December 2016.</p>	

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<p><b>Preventing Homelessness Task and Finish Group continued...</b></p> <p><b>19 September 2016</b></p>	<p><b>Rec 2</b> - The Council should commit to use all of the Homeless Grant for the purposes of priority homelessness support.</p>	<p>Completed</p>	<p><u>May 2018 Update</u>– The homelessness grant in its entirety has been allocated for these purposes. <u>Update July 2017</u> The whole of the homelessness grant has been allocated in line with this recommendation. <u>Cabinet Response – 5 October 2016</u> This recommendation was agreed and implantation was expected to begin in November 2016.</p>	
	<p><b>Rec- 3</b> 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.</p>	<p>Completed</p>	<p><u>May 2018 Update</u>– This continues to be done. <u>Update – July 2017</u> We have prioritised these areas and will continue to do so in line with the recommendation. <u>Cabinet Response – 5 October 2016</u> Agreed and implemented and to be from April 2017.</p>	
<p><b>Evening and Weekend Car parking Task and Finish Group</b></p> <p><b>21 March 2016</b></p>	<p><b>Rec 1</b>- 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. b) Working with partners in business</p>	<p>Ongoing</p>	<p><u>24 May Update</u> Members will be aware that a consultation has taken place the results of which will be shared shortly. <u>Update September 2017</u> An update will be provided at the meeting. <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. <u>Cabinet Response - 6<sup>th</sup> April 2016</u></p>	

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<p><b>Evening and Weekend Carparking Task and Finish Group continued...</b></p> <p><b>21 March 2016</b></p>	<p>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. The recommendation was therefore accepted in the amended form below:  <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>  <i>(a) ensuring that car parking arrangements are managed in accordance with the interests of the local economy;</i>  <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;</i>  <i>and</i>  <i>(c) ensuring that car parking arrangements support the Council's Economic Priorities.</i></p>		<p>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 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><b>Rec 2</b> - Having formulated the Economic</p>		<p><u>May 2018 Update</u> Members will be aware that a consultation has taken place</p>	

Task & Finish Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
<p><b>Evening and Weekend Carparking Task and Finish Group continued...</b></p> <p><b>21 March 2016</b></p>	<p>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> <ul style="list-style-type: none"> <li>a) Economic Development Team</li> <li>b) Environmental Services Team</li> <li>c) Relevant Portfolio Holders</li> <li>d) Members of the Evening and Weekend Car Parking Task Group</li> <li>e) Local businesses and retailers.</li> </ul>		<p>the results of which will be shared shortly.</p> <p><u>Update September 2017</u> An update was provided at the meeting.</p> <p><u>Cabinet Response – 6 April 2016</u> 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. 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: (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>	
	<p><b>Rec 3-</b> 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.</p>		<p><u>May 2018 Update</u> Members will be aware that a consultation has taken place the results of which will be shared shortly.</p> <p><u>Cabinet Response – 6 April 2016</u> Recommendation 3 was agreed.</p>	

**B) Recommendations from the Finance and Budget Working Group (Most recent first)**

Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<p><b>O&amp;S Board 12 February 2018</b></p>	<p>That the budget table as presented in the Medium Term financial Plan reflects the cumulative position over the four years for unavoidable and other cost pressures;</p>	<p>Completed</p>	<p><u>21 February 2018- Cabinet Resolved</u> - That the budget table as presented in the Medium Term Financial Plan reflects the cumulative position over the four years for unavoidable and other cost pressures; The amended table within the report for consideration at this evening's meeting reflected the comments with the pressures shown cumulatively every year.</p>	
	<p>That the estimated funds required to develop a Sports Hall be ring fenced;</p>	<p>In Progress</p>	<p><u>21 February 2018- Cabinet</u> There was a difficulty in this as the Council had not had the options appraisal and therefore was unable to ring fence something which was not known at present. It was likely that this would be included in next year when the detailed information had been made available. The Executive Director, Finance and Resources advised that it was her understanding that the building would cost approximately £2m with additional costs for other associated works. It would not be appropriate to ring fence figures which were unknown at this time. Consideration would be given to this once the options appraisal had been received. The Leader further commented that the impact of the negative tariff arrangements in the future would also potentially impact on any decisions. Members discussed whether there was some way in which this could be flagged up and it was noted that there was reference to it within paragraph 3.10.2 of the report.</p>	



Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<b>O&amp;S Board 12 February 2018 continued...</b>	That the Management Team model scenarios in relation to shared service exit arrangements, due to financial sustainability, to include alternative wider options ; and	Completed	<u>21 February 2018- Cabinet</u> It was agreed that consideration needed to be given to all models and this would be reviewed in the coming year. The Executive Director, Finance and Resources added that the Council was constantly looking at different models and would, if needed, include the review of the shared service agreement. The Leader confirmed that work was being carried out around the risk element and any that was identified would be considered through either the Finance and Budget Working Group or the Overview and Scrutiny Board. Work was also being carried out as part of the commercialisation agenda.	
	That income from major planning applications is removed from the budget projections to enable a more realistic financial projection to be presented.	Rejected	<u>21 February 2018- Cabinet</u> The Council had to make a judgement in respect of monies received and if the planning application fees were not included it was likely that the Council would be criticised by the Auditors for receiving a windfall, therefore the recommendation could not be agreed. The Executive Director, Finance and Resources confirmed that she would speak to the relevant officers to establish whether there was a more “scientific” form of modelling in respect of the larger planning applications to ensure a similar situation did not arise in future years.	

Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<b>O&amp;S Board 15 January 2018</b>	<b>Rec 1</b> -Redditch Borough Council refund Bromsgrove District Council for the additional officer time spend due to the additional management time being spent on the housing service in Redditch.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>7 February 2018 – Cabinet</u> The recommendation was agreed. . The Executive Director, Finance and Resources confirmed that it was anticipated that the specific issues referred to would be concluded shortly.	
	<b>Rec 2</b> - A review of the Management Team re-charge between the two councils be carried out in light of the information received by the Finance and Budget Working Group.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>7 February 2018 – Cabinet</u> The recommendation was agreed. . The Leader confirmed that, at one of his regular meetings with the Leader of Redditch Borough Council, he would discuss the second recommendation.	
<b>Finance &amp; Budget Working Group 24th April 2017</b>	<b>Rec</b> - that Cabinet should consider the report content and presentation style for Medium Term Financial Plan and quarterly budget monitoring reports.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> The revised report formats were approved.	
<b>O&amp;S Board 22nd February 2017</b>	<b>Rec 1</b> - Unavoidable pressures under £5k be funded from existing budgets.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> This recommendation was approved.	
	<b>Rec 2</b> - Consideration be give as to how Section 106 monies is accounted for within revenue costs.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> This recommendation was approved.	

Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
O&S Board 22nd February 2017 continued...	Rec 3 - 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.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> Cabinet whilst approving this recommendation made the following amendment to its wording “Heads of Service be asked to look at all areas where generate income and produce a cost recovery statement for further consideration”.	
	Rec 4 - Virements over £40k should be agreed by Cabinet and anything under that amount would be with the relevant Portfolio Holder’s agreement.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> This recommendation was approved.	
	Rec 5 - Revised Financial Regulations to include all carry forwards of the Capital Programme to be agreed by Council.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response – 5 April 2017</u> This recommendation was approved.	
O&S Board 28th Nov 2017	Rec 1 - CMT to develop a set of principles around savings to be made.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7 December 2017</u> this was agreed with an implementation date of 1st April 2017.	
	Rec 2 -The Leader should source, with immediate effect, the services of an external commercial organisation in order to review the management structure of the Council.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7 December 2017</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	
	Rec 3 - There be one overall corporate training budget and HR prioritise that budget to meet the needs of staff.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7 December 2017</u> this was agreed with an implementation date of 1st April 2017.	

Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<b>O&amp;S Board 28th Nov 2017 continued...</b>	<b>Rec 4</b> - The £11k in respect of Business Transformation, which was reserved for training be given up as a saving.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December 2017</u> this was agreed with an implementation date of February 2017.	
	<b>Rec 5</b> - The Council should have a robust four year funded Capital Programme for the period 2017/18 to 2020/21 to include estimates across each year of the budget.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of February 2017 (as part of the MTFP).	
	<b>Rec 6</b> -There be an overall corporate budget for apprenticeships.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of 1st April 2017.	
	<b>Rec 7</b> - An exercise by carried out to ensure the Council makes the best use of its assets.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of 1st April 2017.	
	<b>Rec 8</b> - Officers ensure that the Asset Register is kept up to date at all times.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed and to be implemented with immediate effect.	
	<b>Rec 9</b> - A review of the Low Cost Housing Scheme be undertaken as soon as possible.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of 1st April 2017.	
	<b>Rec 10</b> - Consideration be given to revising the pricing structure for the Recreation Road South car park, to blocks of hours and a day rate.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of 1st April 2017.	

Meeting	Recommendation	Reject In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
O&S Board 28th Nov 2017 continued...	Rec 11 - Virements between pay and general expenditure only be allowed with approval from Cabinet.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed with an implementation date of 1st April 2017.	
	Rec 12- Virements between income and expenditure only be allowed with approval from Cabinet.		<u>June 2018 Update</u> <i>To be provided at the meeting</i> <u>Cabinet Response 7</u> <u>December</u> this was agreed subject to internal limit of £40k before Cabinet report required. With an implementation date of 1st April 2017.	

### C) Other Recommendations from the Overview and Scrutiny Board Meetings

Meeting	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
11 April 2018 Overview and Scrutiny Board  Market Options Report	That following a unanimous vote the Board recommend that the market be returned 'in-house' and options for traders to run the market be explored.	In Progress	<u>11 April 2018 – Cabinet</u> Resolved that; a) the management and operation of Bromsgrove Town Centre Outdoor Market be brought back 'in-house' with authority to be delegated to the Chief Executive in consultation with the Deputy Leader and Portfolio Holder for Economic Development, Regeneration and Town Centre to determine where a new markets team sits within the Council and/or NWEDR structure; and b) Officers explore whether there was an option to work directly with the market traders	
12 February 2018  Overview and Scrutiny Board	That Worcestershire Regulatory Services reverse the proposal to revoke the Hagley AQMA;		<u>24 May 2018 – Board Meeting</u> This item was discussed at the 24 May O&S Board meeting, with a decision to be made by Council at its meeting in July. <u>7 March 2018 - Cabinet</u> <b>RECOMMEND TO COUNCIL</b> That Kidderminster Road, Hagley AQMA be revoked.	

Meeting	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<p><b>12 February 2018</b></p> <p><b>Overview and Scrutiny Board continued</b></p> <p>...</p>	<p>That the Council invest in sensitive and appropriate monitoring equipment in all of its AQMAs;</p>		<p><u>24 May – Board Meeting</u> A report on AQMA Revocation at Hagley (including costs for additional monitoring and the data requested at Council) was presented. This information will be considered at the Council meeting to be held in July. <u>7 March 2016 - Cabinet</u> That further costings be obtained and presented to a future Cabinet meeting in respect of the recommendation</p>	
	<p>That the Council carries out voluntarily monitor for Particulate Matter as its duty as the responsible authority;</p>		<p><u>24 May – Board Meeting</u> A report on AQMA Revocation at Hagley (including costs for additional monitoring and the data requested at Council) was presented. <u>7 March 2018 - Cabinet</u> That further costings be obtained and presented to a future Cabinet meeting in respect of the recommendation.</p>	
	<p>That the Council increase the AQ monitoring points in Hagley from Stakenbridge Lane to the B4187 (Worcester Rd junction); and</p>		<p><u>24 May – Board Meeting</u> A report on AQMA Revocation at Hagley was presented. It has been confirmed that the monitoring points have been amended in light of discussions with the relevant Ward Councillor.  <u>7 March 2018 - Cabinet</u> Recommendation accepted.</p>	
	<p>That Worcestershire Regulatory Services engages fully and positively with Worcestershire County Council Highways to resolve known local Highways issues that exist along AQMAs and adjoining carriageways that effect air quality and health</p>		<p><u>24 May – Board Meeting</u> A report on AQMA Revocation at Hagley was presented at the 24 May O&amp;S Board meeting. <u>7 March 2018 - Cabinet</u> Recommendation accepted</p>	

Meeting	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board to remove? Yes/No
<p>22 August 2017</p> <p>Overview and Scrutiny Board</p>	<p>That the Lead Councillor for Supporting Staff and the relevant Portfolio Holder assist in the formation of all future staff surveys and attend staff briefings</p>	<p>Completed</p>	<p><u>May 2018 Update</u> Councillor Colella the lead Member for Supporting Staff has been invited to a number of meetings in respect of the staff survey and attended staff briefings when available. This will continue for the foreseeable future.</p> <p><u>6 September 2017 - Cabinet</u> RESOLVED that the lead Councillor for supporting staff from each Council assists in the formulation of future staff surveys and attends staff briefings.</p>	