

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD AND SCRUTINY BOARD

2ND DECEMBER 2008

TRACKING OVERVIEW AND SCRUTINY RECOMMENDATIONS - REVIEW

Responsible Portfolio Holder	N/A
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

1. SUMMARY

1.1 To review the way in which scrutiny recommendations are monitored.

2. RECOMMENDATIONS

2.1 The Overview Board and Scrutiny Board are requested to consider and agree the following:

- (a) Overview and Scrutiny recommendations continue to be monitored by the relevant Board using the existing format; and
- (b) Recommendation Tracker Reports are considered by the relevant Board on a quarterly basis.

3. BACKGROUND

3.1 Those members who were on the Scrutiny Steering Board during 2007/08 will remember that in December 2007, the Scrutiny Steering Board considered a report relating to tracking overview and scrutiny recommendations.

3.2 At the December 2007 meeting, it was agreed that a recommendation tracker report would be used on a trial basis for 12 months in order for the Board Members to monitor the progress of approved recommendations. It was also decided that the Board would receive tracker reports on a bi-monthly basis (rather than on a quarterly or six-monthly basis).

3.3 In January 2008, the Board considered the first recommendation tracker report and at every other meeting thereafter. The tracker reports contained all general recommendations put forward by the Board as well as Cabinet approved scrutiny recommendations which have arisen from Task Group investigations.

- 3.4 The trial period has come to an end and the two new Boards are requested to consider whether or not they wish to continue to monitor recommendations and if so, whether they are happy with the current format and frequency.
- 3.5 It is certainly advisable that the Boards continue to monitor recommendations in some form or another as it enables the Boards to ensure that approved recommendations are being implemented. A sample of the current format is attached as Appendix 1.
- 3.6 With regards to frequency, it is advisable that the Boards receive updates on a quarterly basis as it would appear bi-monthly reports may be too often (as it does not give officers an opportunity to progress all of the approved recommendations) whereas six-monthly reports are unlikely to be frequent enough to enable the Boards to properly monitor progress. Therefore, quarterly is being recommended (possibly for a trial period if the Boards prefer).
- 3.7 It should be pointed out that scrutiny recommendation tracker reports do not replace review meetings. (Note: Review meetings are usually held 12 months after the Cabinet has considered an Overview and Scrutiny Report and it is usually the Task Group which reconvenes to undertake the review which checks the progress of approved recommendations and the impact they have had.)

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly relating to this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications directly relating to this report.

6. COUNCIL OBJECTIVES

- 6.1 This report links to the Council Objective 'Improvement'.

7. RISK MANAGEMENT

- 7.1 A recommendation tracker report seeks to minimise the risk of Cabinet approved scrutiny recommendations not being implemented as agreed.

8. CUSTOMER IMPLICATIONS

- 8.1 There are no customer implications directly relating to this report. However, it could be argued that if overview and scrutiny recommendations are not implemented as agreed, it could affect the Council's customers either directly or indirectly, depending on the particular recommendation.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

Procurement Issues – None
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	N/A
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 - Sample of current Recommendation Tracker

15. BACKGROUND PAPERS

None.

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