

Recommendation Tracker Update
Overview and Scrutiny Board
14 January 2019

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board and Working Groups (including Task Group recommendations which have been agreed by Cabinet) until implementation is complete.

The recommendations are by;

- A. Task and Finish Groups
- B. Finance and Budget Working Group
- C. Corporate Performance Working Group
- D. Overview and Scrutiny Board

2. RECOMMENDATIONS

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

Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
<p>Development Burcot Lane</p> <p>O&S 29 Oct 2018</p>	<p><u>RECOMMENDED:</u></p> <p>a) that further work be carried out to explore the options available to the housing company to allow it to act as a letting agent; and</p> <p>b) that the housing company's overarching principle be to provide "affordable" rental accommodation for local people</p>	Derek Allen		<p><u>Nov 2018</u></p> <p>The potential for the Council to launch a lettings agency is now being considered as part of the wider discussions taking place concerning the development of a wholly-owned council housing company. A business case is being prepared in relation to this matter, and the potential to launch a lettings agency will be examined within this forthcoming business case.</p> <p>This has been discussed at Cabinet.</p>	AMBER
<p>Transport Planning</p> <p>O&S 29 Oct 2018</p>	<p><u>RECOMMENDED</u> that the Issues and Options consultation process be suspended pending receipt of further information from Worcestershire County Council in respect of the future plans in respect of the infrastructure for Bromsgrove District.</p>		31 Oct 2018	<p>The recommendation to suspend the consultation process was rejected at Cabinet on 31st October, 2018.</p>	GREEN
<p>Corporate Peer Challenge</p> <p>O&S 29 Oct 2018</p>	<p><u>RECOMMENDED</u> that the Constitution Review Working Group carry out a wider review of Council procedures to aid the debating process, with particular focus on supplementary questions.</p>	Kevin Dicks		<p>The recommendation was agreed at Cabinet on 31st October, 2018.</p>	GREEN

RED – Overdue **AMBER** – Ongoing **GREEN** – Completed

Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
<p>Road Safety around Schools</p> <p>18 Sept 2018</p>	<p>Rec 1 - That the details on the Council's website in respect of Parking Services be located in a more prominent position to encourage residents to report local parking concerns.</p> <p>Rec 2 - That Officers' investigate all options for using of mobile CCTV vehicles in Bromsgrove and report back the findings to Members.</p> <p>Rec 3 - That Members are provided with the contact details of the local Safer Neighbourhood Team in order that this information can be shared with residents to enable local issues to be recorded and enforcement action to be prioritised accordingly.</p> <p>Rec 4 - That Parking Services and the Safer Neighbourhood Team discuss and jointly prioritise enforcement action.</p> <p>Rec 5 - The Officers investigate the option to employ an additional Parking Enforcement Officer whose role would be dedicated to looking at road safety around schools.</p> <p>Rec 6 - That Officers' from</p>			<p>Dec 2018</p> <p>The recommendations were agreed by Cabinet at its meeting on 31st October.</p> <p>Recommendations have been sent to relevant officers to action and update received as follows:</p> <p>Rec 1 - Discussions are underway with IT to include the contact details for Parking Services on the home page of the council's website. This will be completed asap certainly by the end of January 2019.</p> <p>Rec 2 - This recommendation has been sent to the relevant officers at WCC requesting that they take appropriate action in the first instance.</p> <p>Rec 3 – The Council are working with Wychavon to find other authorities who use mobile CCTV and arrange to visit them to discuss how they use the technology and how effective it has been. The results will be reported back to members by the end of February 2019.</p> <p>Rec 5 - Initial meetings to be held in January 2019.</p>	<p>AMBER</p>

RED – Overdue **AMBER** – Ongoing **GREEN** – Completed

	<p>Worcestershire County Council and the Council contact Solihull Council to look at the pilot exclusion zone scheme in order to consider it as an option in some areas within Bromsgrove District and report back any findings to Members.</p> <p>Rec 7 - That Worcestershire County Council Highways Team, together with representatives from the Safer Neighbourhood Team and Parking Services come together to discuss a joint campaign to address parking issues around schools and ongoing collective action on this matter.</p>			<p>Rec 6 - This recommendation has been sent to the relevant officers at WCC requesting that they take appropriate action in the first instance.</p> <p>Rec 7 - Wychavon will provide details including the likely cost of employing another Enforcement Officer. Information to be provided to members in February 2019.</p>	
<p>Pre – Scrutiny Council Tax Support Scheme Review – O&S 3 Sept 2018</p>	<p>RECOMMENDED that consideration of the proposed Local Council Tax Support Scheme for 2019/20 be deferred, pending further information.</p>	<p>David Riley and Jayne Pickering</p>		<p>It was agreed at Cabinet in October that the formal consultation with the major preceptors and the public on the proposed design of a revised scheme take place for 8 weeks from 1 November 2018.</p>	<p>AMBER</p>
<p>Hospital Car Parking Charges Board Investigation Final Report – O&S 3 Sept 2018</p>	<p>RECOMMENDED that Full Council write to the Secretary of State to suggest that NHS Trust owned hospital car parks should be made free of charge.</p>		<p>Sept 2018</p>	<p>The recommendation was agreed at Council in Sept and the Leader has written to the Secretary of State.</p>	<p>GREEN</p>

RED – Overdue **AMBER** – Ongoing **GREEN** – Completed

Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
Anti- Social Behaviour Crime and Policing Act 2014 (Implementation of Provisions) O&S 3 Sept	The Council's Scheme of Delegations be amended, as detailed within the report subject to the inclusion of "in consultation with the Ward Councillor", where appropriate.		Sept 2018	It was recommended at Cabinet in September 1. that the powers available to the Council under the Anti Social Behaviour, Crime and Policing Act 2014, as amended in Dec 2017 are noted; and 2. that the Council's Scheme of Delegation is amended, in accordance with recommendations outlined in Section 3.6 of this report, to allow relevant officers to apply these tools and powers, subject to the inclusion of "in consultation with the Ward Councillor where appropriate". It was resolved at Council on 19 Sept a) that the powers available to the Council under the Anti Social Behaviour, Crime and Policing Act 2014, as amended in Dec 2017 are noted; and b) that the Council's Scheme of Delegation is amended, in accordance with recommendations outlined in the report.	GREEN

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Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
CCTV Short Sharp Review 30 Aug 2018	<p>Rec 1 - That the Council's £40k capital funding be used to match-fund a bid to the Police and Crime Commissioner (PCC) for CCTV funding in order to replace the current CCTV transmission infrastructure to a digital network and to purchase and resource the introduction of re-deployable cameras.</p> <p>Rec 2 - The current camera locations be reviewed in accordance with the Surveillance Camera Commissioners guidance and using data from the Community Safety Partnership, to ensure that they still meet their purpose with cameras to be removed as appropriate.</p> <p>Rec 3 - That Officers' have a rolling programme target to replace the existing cameras over a 3 year period, by replacing approximately 20 cameras per year, subject to a capital.</p>			<p><u>Dec 2018</u> The recommendations were agreed by Cabinet at its meeting on 31st October.</p> <p>Recommendations have been sent to relevant officers to action. A formal response will be received by the Board as soon as possible, which will include timelines for completion of the necessary work.</p>	AMBER
12 February 2018 Overview and Scrutiny Board	<p>That Worcestershire Regulatory Services reverse the proposal to revoke the Hagley AQMA;</p>			<p><u>24 July 2018 – Council</u> Resolved that Kidderminster Road, Hagley AQMA be revoked</p>	Abandon

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Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
O&S Board 15 January 2018	Rec 1 -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.	Jayne Pickering	Nov 2018	Nov 2018 Additional recharge of over £100k refunded to BDC to cover associated time spent <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.	GREEN
O&S Board 15 January 2018	Rec 2 - 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	Jayne Pickering		Nov 2018 Time spent to be refunded to BDC from RBC for 2018/19 <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.	AMBER
Social Media Task and Finish Group Final 30 October 2017	Rec 1 - the Council should promote its meetings through social media in order to engage with residents	Anne-Marie		<u>Dec 2018</u> Update request sent to Anne-Marie. Waiting for response. <u>May 2018 Update–</u> The use of social media to promote meetings did start but then petered out.	AMBER

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				<p>This will be re-started with vigour.</p> <p><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.</p>	
<p>Social Media Task and Finish Group Final</p> <p>30 October 2017</p>	<p>Rec 2 - the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook</p>			<p>After discussion between the Group Leaders, this was put on hold and may be considered again in the new municipal year.</p> <p><u>December 2018</u> The Member Development Steering Group continue to discuss this matter.</p> <p><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.</p> <p><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.</p>	<p>AMBER</p>

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Subject and Date of Meeting requested	Actions	Lead Officer	Date completion required	Comments	Completion Date and RAG Rating
Social Media Task and Finish Group Final 30 October 2017	Rec 4 - 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.	Anne-Marie Harley		<p><u>Dec 2018</u> Update request sent to Anne-Marie on 28 Dec and 20 Nov. Waiting for response.</p> <p><u>May 2018 Update</u> - This recommendation is in progress.</p> <p><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.</p>	AMBER
Preventing Homeless-ness Task and Finish Group 19 September 2016	Rec 1 - 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.	Derek Allen		<p><u>Nov 2018</u> The potential for the Council to launch a lettings agency is now being considered as part of the wider discussions taking place concerning the development of a wholly-owned council housing company. A business case is being prepared in relation to this matter, and the potential to launch a lettings agency will be examined within this forthcoming business case.</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-</p>	AMBER

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				<p>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>	
Evening and Weekend Car Parking Task and Finish Group	Rec 1- 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:	Cllr May		<p><u>Dec 2018</u> Update request sent on 28 Dec and 20 Nov to Cllr May to provide an update on the current position. Waiting for a response.</p>	AMBER

RED – Overdue AMBER – Ongoing GREEN – Completed

<p>21 March 2016</p>	<p>a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.</p> <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>The recommendation was therefore accepted in the amended form below:</p> <p>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:</p> <p>(a) ensuring that car parking arrangements are managed in accordance with the interests of the local economy;</p> <p>(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</p> <p>(c) ensuring that car parking arrangements support the Council's</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.</p> <p><u>Update September 2017</u> An update will be provided at the meeting.</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>Cabinet Response - 6th April 2016</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 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</p>	
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	Economic Priorities++			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.	
Evening and Weekend Car Parking Task and Finish Group 21 March 2016	Rec 2 - 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 d) Members of the Evening and Weekend Car Parking Task Group e) Local businesses and retailers.	Cllr May		<u>Dec 2018</u> Update request sent to Cllr May on 28 Dec and 20 Nov. Waiting for a response. <u>Update September 2017</u> An update was provided at the meeting. <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. 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	AMBER

RED – Overdue AMBER – Ongoing GREEN – Completed

				(c)Relevant Portfolio Holders (d)Members of the Evening and weekend car Parking Task Group (e) Local businesses and retailers (f)Town Centres Manager	
Evening and Weekend Car Parking Task and Finish Group 21 March 2016	Rec 3- 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	Cllr May		<u>Dec 2018</u> Update request sent to Cllr May on 28 Dec and 20 Nov – Waiting for a response. <u>Cabinet Response – 6 April 2016</u> Recommendation 3 was agreed. data and information available to ensure that any such trial can be measured successfully.	AMBER
O&S Board 28 Nov 2016	Rec 7 - An exercise be carried out to ensure the Council makes the best use of its assets	Jayne Pickering	Nov 2018	<u>Nov 2018</u> Land and Assets Group has been established to consider use of assets and present options to Members on a case by case basis	GREEN
O&S Board 28 Nov 2016	Rec 8 - Officers ensure that the Asset Register is kept up to date at all times.	Jayne Pickering	Nov 2018	<u>Nov 2018</u> Asset Register is updated and agreed by Auditors as part of final accounts process. <u>Cabinet Response 7 December</u> This was agreed and to be implemented with immediate effect.	GREEN
O&S Board 28 Nov 2016	Rec 9 - A review of the Low Cost Housing Scheme be undertaken as soon as possible	Jayne Pickering / Derek Allen	Nov 2018	<u>Nov 2018</u> On 1 Feb 2018 a report went to Members in respect of a review of the Bromsgrove Low Cost Housing Scheme. It was	GREEN

RED – Overdue AMBER – Ongoing GREEN – Completed

			<p>resolved that in future when an owner of a low cost property wished to sell their property, the Council would also market its 30% share so the property could be marketed at 100%. The capital receipt would then be ring-fenced to provide grant to registered providers or indeed BDC in due course to bring forward future affordable development schemes. Since then five properties have been sold resulting in capital receipts of 277K. The Council have allocated 150K in grant to provide 18 affordable social rented units to which BDC will have nomination rights in perpetuity.</p> <p>The interest in 5 properties has been released with the funding ring-fenced to support affordable units in the future.</p> <p><u>Cabinet Response 7 December</u> This was agreed with an implementation date of 1 April 2017.</p>	
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RED – Overdue **AMBER** – Ongoing **GREEN** – Completed