

## BDC Overview and Scrutiny Board

### Action Sheet – 25<sup>th</sup> June 2024

Subject	Action Required	Action Taken	Officer(s) Responsible	Other Comments	Status
<b>Play Audit</b>	<p>1. Confirmation as to when consultants and / or officers will be available to talk to Members individually about play areas in their wards. This action was agreed notwithstanding the advisory group. There was an expectation that in addition to this members would be given an opportunity to speak to the consultants about issues in their Wards.</p>	<p>Officers notified of this request Arrangements to be confirmed to Members.</p>	<p>Assistant Director for Planning, Regeneration &amp; Leisure Services / Park &amp; Events Services Manager</p>	<p>Cabinet Advisory Group (CAG) - 18<sup>th</sup> July 2024 (consultants to present on this date).</p>	<p>Consultants will be available for individual discussions on the 23/07/24 and 25/07/24 inclusive.</p>
	<p>2. Provide Members with a list of matters to consider prior to (CAG) on 18<sup>th</sup> July on play areas in their wards so that Members can prepare in advance.</p>	<p>Officers notified of the request to provide a list to Members. Awaiting responses from Officers (26/06/2024).</p>	<p>Assistant Director for Planning, Regeneration &amp; Leisure Services / Park &amp; Events Services Manager</p>	<p>Cabinet Advisory Group (CAG) - 18<sup>th</sup> July 2024 (consultants to present on this date).</p>	<p>Consultants are due to provide a list to Assistant Director week c/c 15<sup>th</sup> July. This will then be provided ahead of CAG.</p>
	<p>3. Progress report on the play area audit / strategy to be presented at the September O&amp;S meeting.</p>	<p>O&amp;S due to receive a report on this subject in September (work programme updated accordingly).</p>	<p>Park &amp; Events Services Manager</p>		<p>Item added to the O&amp;S work programme for September meeting.</p>

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<b>Development Plan</b>	<p>Arrange meetings with individual ward members about proposed developments in their wards (development plan).</p> <p>Provide detail on Housing Growth numbers and areas identified for delivery.</p>	<p>It is understood officers met with political groups (part of briefings on the local plan). Individual meetings are now taking place.</p>	<p>Strategic Planning &amp; Conservation Manager</p>	<p>Email sent to Members by Democratic Services advising of the dates for individual meetings to commence.</p>	<p>The Officer responsible advised (15/07/2024) that the individual meetings are now taking place.</p>
<b>Overview and Scrutiny Committee</b>	<p>To circulate action log following each meeting to Members. And put progress on actions as agenda item at each meeting.</p>	<p>To be actioned after the meeting, subject to agreement by Officers.</p>	<p>Democratic Services</p>	<p>Ongoing action.</p>	<p>First iteration published for 23<sup>rd</sup> July O&amp;S meeting.</p>
<b>Affordable Housing</b>	<p>Report to cover the topics of current number of affordable houses in the District, affordable housing targets and if Council was meeting its targets, as well as projections for future demand.</p>	<p>A report to be provided on 23 July 2024.</p>	<p>Strategic Housing &amp; Business Support Manager</p>	<p>This report is due for consideration on 23<sup>rd</sup> July Board meeting. (May be a task group set up as a consequence).</p>	<p>Will be completed after the 23<sup>rd</sup> July meeting.</p>
<b>Waste Services including Food Waste Services</b>	<p>To provide a briefing session.</p>	<p>An-all Member briefing currently being planned for</p>	<p>Executive Director</p>	<p>Note: These indicative dates are dependent on national government.</p>	<p>The plan is to take a report to Cabinet in November and look to hold an all-Member</p>

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		Sept / Oct 2024.			briefing in Sept / Oct so that Councillors are fully briefed and have an understanding of the requirements and issues.
<b>Overview &amp; Scrutiny Committee (Extra)</b>	Canvass Members re. holding an extra meeting of Overview and Scrutiny	Extra meeting took place on 11 <sup>th</sup> July at 5pm Members	Democratic Services		Completed

### **11<sup>th</sup> July meeting – Action Sheet**

<b>Subject</b>	<b>Action Required</b>	<b>Action Taken</b>	<b>Officer(s) Responsible</b>	<b>Other Comments</b>	<b>Status</b>
<b>Levelling Up</b>	1. Up-to-date risk registers to be provided for the next report.	Officers notified of this request	Deputy Chief Executive and Section 151 Officer / Assistant Director for Economic Development and Regeneration	This report will be pre-scrutinised by O&S on 10 <sup>th</sup> September.	Will be part of the 10 <sup>th</sup> September Report
	2. Dates and the 10-week extension schedule to be updated with up-to-date information (Appendix D to the Levelling Up report for 11 <sup>th</sup> July meeting).	Officers notified of this request	Deputy Chief Executive and Section 151 Officer		Will be part of the 10 <sup>th</sup> September Report

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	3. To check the safety and security of the windows at the Windsor Street site	Officers notified of this request	Deputy Chief Executive and Section 151 Officer		The Committee will be updated – Property Services have been tasked with investigating this further.
	4. To share a copy of the JS Dillon report with Members of Overview and Scrutiny.	A copy of this report has been circulated to Members on 15/07/2024.	Deputy Chief Executive and Section 151 Officer		Completed: This exempt report has been circulated separately for Members' consideration.
<b>Council Plan</b>	To look at quarterly revenue and performance monitoring reports at main Overview and Scrutiny meetings .	Report will be programmed for consideration by a scrutiny body moving forward.	Assistant Director for Finance and Customer Services	Traditionally, Finance and Budget Working Group would consider this report.	
<b>Overview and Scrutiny Work Programme</b>	Affordable Housing Report – Officers to be notified of the key lines of enquiry in relation to the report coming to O&S on 23 <sup>rd</sup> July.	Officers notified of key lines of enquiry on 12/07/2024.	Strategic Housing and Business Support Manager / Democratic Services	At the request of Chairman, the draft Terms of Reference for a potential task group on Housing will be considered	Due to be considered by O&S on 23 <sup>rd</sup> July.

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				at 23 <sup>rd</sup> July meeting.	
	Disabled Facilities Grant – Recommissioning of the Home Improvement Agency Promoting Independent Living Service (item agreed for addition to the O&S Work Programme)	Officers have been notified of the request to consider this item.	Strategic Housing and Business Support Manager	The Leader requested the Board to scrutinise contract arrangements proposed for the new successful bidder.	