

OVERVIEW BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

2nd February 2010

The Overview Board (OB) is forward looking and plays a major part in the development of Council policy.

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

See Appendix 1 - Schedule of meetings and agenda items.

1.2 Standing Items

The following items will be considered at regular intervals, as indicated.

- The Forward Plan

The Forward Plan consists of Key Decisions which it is proposed will be taken over forthcoming months. Additional information is also supplied in relation to anticipated reports due to be considered by the Cabinet during 2009/2010. The Forward Plan is to be considered at regular intervals, as indicated.

- Recommendation Tracker

A quarterly report monitoring the implementation of overview recommendations. Considered every quarter.

2. OVERVIEW BOARD TASK GROUPS

2.1 Current Overview Board Task Groups

See Appendix 2a - Current Overview Board Task Groups

2.2 Task Group Reviews

Consideration of the implementation progress of OB Task Group recommendations agreed by the Cabinet, considered by the reconvened Task Group.

See Appendix 2b - OB Task Group Reviews

3.0 OUTCOME OF PREVIOUS MEETINGS

The recorded outcome of previous meetings of the Overview Board, including and recommendations made.

See Appendix 3 – Outcome of Previous Meetings

Appendix 1 - Schedule of meetings and agenda items

Date of Meeting	Subject	Description	Witnesses Department and Leader Officers Community Partners etc	Decision Maker(s) / Decision Date	Possible Outcomes
<p>5 Jan 2010 - 6.30 p.m.</p> <p>Deferred to 2 Feb 2010 6.00 p.m.</p>	<p>Community Involvement in the Democratic Process Task Group Terms of Reference and Membership.</p>	<p>A report of the Head of Legal, Equalities and Democratic Services to agree the Terms of reference, membership and project plan for the Community Involvement in the Democratic Process Task Group.</p>	<p><i>Head of Legal, Equalities & Democratic Services</i></p> <p><i>Hugh Bennett - Assistant Chief Executive</i></p>	<p><i>The Overview Board 5th Jan. 2010</i></p>	<p>Agreement of the Community Involvement in the Democratic Process Task Group membership and terms of reference.</p>
	<p>Council Procurement</p> <p>To consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy.</p>	<p>A report to consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy.</p> <p>Inc. The Procurement and Value for Money Action Plan</p>	<p><i>Cllr G Denaro – Cabinet Member for Resources</i></p> <p><i>Jayne Pickering - Head of Financial Services</i></p>	<p>Cabinet</p> <p><i>Cllr G Denaro – Cabinet Member for Resources</i></p>	
<p>2 Feb 2010 6.00 p.m.</p>	<p>Implementation of the Civil Parking</p>	<p>A report on the future implementation of the</p>	<p><i>Cllr James Duddy – Cabinet</i></p>	<p>The Cabinet</p>	

<p>Enforcement proposals (written report)</p>	<p>Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.</p>	<p><i>Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p> <p><i>Michael Bell Head of Street Scene and Community</i></p>	<p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p>	
<p>Older People Task Group Report</p>	<p>A Task Group report to present the conclusions and recommendations of the Task Group investigation.</p>	<p>Cllr Mrs Bunker – Chairman of the Older People Task Group</p> <p>Cllr Mrs M. A. Sherrey – portfolio holder Vulnerable and Older People.</p> <p><i>Hugh Bennett - Assistant Chief Executive</i></p>	<p>The Overview Board (2nd Feb 2010)</p> <p>The Cabinet (March 2010)</p>	<p>To agree, amend or reject the recommendations and report of the OB Task Group</p>
<p>Forward Plan of Key Decisions and Anticipated Cabinet Reports</p>		<p><i>Head of Legal, Equalities & Democratic Services</i></p>	<p><i>Cabinet & delegated persons (see Scheme of Delegation)</i></p>	<p>Inclusion of the Key Decisions on future OB meeting agendas for pre-decision</p>

	(Split into 2 items) <i>Standing Item</i>				consideration.
	Recommendation Tracker - <i>Permanent Item</i> - <i>Quarterly</i>	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due October 2009.	<i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
2 nd March 2010	Community Involvement in the Democratic Process Task Group Update	Update from the Chairman of the Task Group	<i>Cllr L. Turner – Chairman of the Task Group</i> <i>Head of Legal, Equalities & Democratic Services</i>	<i>The Overview Board 30th March 2010</i>	
30 th March 2010	Community Involvement in the Democratic Process Task Group Report and Recommendations	A report of the Head of Legal, Equalities and Democratic Services to agree the report and recommendations of the Community Involvement in the Democratic Process Task Group.	<i>Cllr L. Turner – Chairman of the Task Group</i> <i>Head of Legal, Equalities & Democratic Services</i>	<i>The Overview Board 5th Jan)</i>	Agreement of the Community Involvement in the Democratic Process Task Group report and recommendations
	Bromsgrove Planning	A report to consider the	<i>Cllr Mrs J Dyer –</i>	Cabinet	

	<p>Policy</p> <p>To consider the Council's planning policy framework the planning process and opportunities for local democratic influence over the development of local planning policies and strategies.</p>	<p>outcome of the peer review of planning.</p>	<p><i>Cabinet Member for Planning and Transport</i></p> <p><i>Phil Street – Executive Director of Partnerships & Projects</i></p> <p><i>David Hammond – Head of Planning & Environmental Services</i></p>	<p><i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i></p>	
	<p>Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)</p> <p>To consider the Council's licensing policy and opportunities for local democratic influence over the development of local licensing policies and strategies.</p>	<p>To consider the linkages between the Licensing and Planning process of the council</p>	<p><i>Phil Street – Executive Director of Partnerships & Projects</i></p> <p><i>David Hammond – Head of Planning & Environmental Services,</i></p> <p><i>Sharon Smith – licensing officer.</i></p>		
<p>27th April 2010</p>	<p>The Worcestershire Older Peoples' Strategy</p> <p>To consider the</p>		<p><i>Hugh Bennett – Assistant Chief Executive</i></p>	<p>Worcestershire County Council & WPCT</p> <p>Cllr M Sherrey – BDC</p>	

	Worcestershire Older Peoples' Strategy levels 3, 4 and 5.		<p><i>Keith Hoare - Joint Commissioning Officer, Joint Commissioning Unit, Worcester County Council T 01905 822631</i></p> <p><i>Catherine Driscoll – Head of Adult Social Care, Worcestershire County Council</i></p> <p><i>Peter Arch – Head of Joint Commissioning Unit, Worcestershire County Council</i></p>	Cabinet Member for Vulnerable and Older People	
2010/2011 M. YEAR					
June 2010	PPG17 Outturn / Sports Hub Provision	At its meeting on 2nd June 2009, the Overview Board considered the PPG17 Outturn and Sports Hub Provision reports submitted to the Cabinet on 3rd June	<p><i>Michael Bell - Head of Street Scene and Community John Godwin – Deputy Head of Street Scene and</i></p>	<i>Cllr Roger Smith – Cabinet Member for Youth, Sports, Recreation and Culture</i>	

		2009. The Board resolved that further consideration be given to the issues in 12 months time in order to make an assessment of the delivery of services as outlined within the reports.	<i>Community</i>		
	Recommendation Tracker - <i>Permanent Item</i> - <i>Quarterly</i>	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due October 2009.	<i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
December 2010 (TBC)	The New Council House Accommodation	To consider the plans and options for the new Council House premises.	Cllr G. N. Denaro – Deputy Leader of the Council and Cabinet Member for Resources.	Cabinet	

Appendix 2a - Current OB Task Groups

Current Task Groups	Date Report Due	Other Information
Older People	2 Feb 2010	Task Group established on 3rd February 2009. In March 2009, Councillor M. Bunker appointed as Task Group Chairman. Membership, terms of reference also agreed at same meeting. Ms. A. Sowton, Chairman of the Older People's LSP Theme Group invited to be a co-opted Member of the Task Group. The date of the first Task Group meeting was 12th May 2009.
Community Involvement in the Democratic Process	30 th March 2010	The Task Group has been set up "To consider ways to improve community involvement in the democratic process and preparations for Democracy Year 2010 – 2011".

Appendix 2b - OB Task Group Reviews

Task Group	Date of Review (when Task Group is due to reconvene)
Anti-Social Behaviour and Alcohol Free Zones	March 2010

March 2010	Anti-Social Behaviour and Alcohol Free Zones Task Group Recommendations Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	Tony Beirn – Executive Director (Services)	<i>The Cabinet Cllr M. J. A. Webb (Portfolio Holder for Community and Customer Engagement and Community Safety)</i>	The recommendations may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker.
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Appendix 3 – Outcome of Previous Meetings

Date of Meeting	Agenda Items/Topics	Evidence/Reports	Witnesses (inc. Department and Leader Officers)	Decision Maker(s) / Decision Dates	Outcomes/ Recommendations
1 Sep 2009 6.00 p.m.	Forward Plan of Key Decisions and Anticipated Cabinet Reports (Split into 2 items) <i>Standing Item</i>		<i>Head of Legal, Equalities & Democratic Services</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	Inclusion of the Key Decisions on future OB meeting agendas for pre-decision consideration.
	Older People Task Group Chair's update	Cllr Mrs Bunker to give brief verbal update to each meeting			
6 Oct 2009 6.00 p.m.	Older People Task Group Chair's Update	Cllr Mrs Bunker to give brief verbal update to each meeting	n/a		
	Forward Plan of Key Decisions and Anticipated Cabinet Reports (Split into 2 items) <i>- Standing Item</i>		<i>Head of Legal, Equalities & Democratic Services</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	Inclusion of the Key Decisions on future OB meeting agendas for pre-decision consideration.
3 Nov 2009 6.00 p.m	The Corporate Communications Strategy	To consider the communications strategy of the council and make any immediate recommendations for its further development to Cabinet on 4 th November 2009 and identify the key	<i>Hugh Bennett - Assistant Chief Executive</i> <i>Anne-Marie Darroch - Communications and Customer First Manager</i>	Cllr Hollingworth – The Leader Cabinet 4th November 2009	Recommendations to Cabinet 4 th November 2009 and identification of key linkages to the proposed Task Group on Improving Residents' Satisfaction.

		linkages of the strategy to the proposed Task Group on Improving Residents' Satisfaction			
	Implementation of the Civil Parking Enforcement proposals (verbal update)	A report back on the implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County	<i>Michael Bell Head of Street Scene and Community</i> <i>Steve Martin - Transport and Engineering Officer, Street Scene and Community</i>	The Cabinet <i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i>	To consider the communications strategy of the council and make any immediate recommendations for its further development to Cabinet on 4 th November 2009 and identify the key linkages of the strategy to the proposed Task Group on Improving Residents' Satisfaction.
	Report of the quarterly meeting between the Leader and the Chairman of the Overview Board.	The Chairman to give a verbal update.	<i>Head of Legal, Equalities & Democratic Services</i>	The Overview Board 3 rd Nov 2009	Consideration of any proposals from the Leader arising from the meeting.
	Overview Board Work Programme and meeting schedule	The results of the Overview and Scrutiny Work Planning Workshop and Updated Scrutiny Board Work Programme. Proposals to be received for Community Involvement in the Democratic Process Task Group.	<i>Head of Legal, Equalities & Democratic Services</i>	The Overview Board 3 rd Nov 2009	Agreement of topics allocated to the Overview Board and prioritised.