

OVERVIEW BOARD MEETING SCHEDULE AND WORK PROGRAMME 2009/10

2nd March 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
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 Policy To consider the Council's planning policy framework the planning process and opportunities for local	A report to consider the outcome of the peer review of planning.	<i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i> <i>Phil Street – Executive Director of</i>	Cabinet <i>Cllr Mrs J Dyer – Cabinet Member for Planning and Transport</i>	

	democratic influence over the development of local planning policies and strategies.		Partnerships & Projects David Hammond - Head of Planning & Environmental Services		
	Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy) To consider the Council's licensing policy and opportunities for local democratic influence over the development of local licensing policies and strategies.	To consider the linkages between the Licensing and Planning process of the council	Phil Stroot – Executive Director of Partnerships & Projects David Hammond - Head of Planning & Environmental Services, Sharon Smith – licensing officer.		
	Implementation of the Civil Parking Enforcement proposals (verbal update)	An update on the future implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.	John Stanliand – Executive Director Planning, Regeneration, Regulatory, Housing Services Guy Revans Head of	The Cabinet Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.	

			<i>Environmental Services</i>		
	Overview & Scrutiny Proposal - Railway Station Development (Councillor Mrs. J. M. L. A. Griffiths)		<i>John Stanliand – Executive Director Planning, Regeneration, Regulatory, Housing Services</i>		
27 th April 2010	The Worcestershire Older Peoples' Strategy To consider the Worcestershire Older Peoples' Strategy levels 3, 4 and 5.		<i>Hugh Bennett - Assistant Chief Executive</i> <i>Keith Hoare - Joint Commissioning Officer, Joint Commissioning Unit, Worcester County Council T 01905 822631</i> <i>Catherine Driscoll – Head of Adult Social Care, Worcestershire County Council</i> <i>Peter Arch –</i>	Worcestershire County Council & WPCT Cllr M Sherrey – BDC Cabinet Member for Vulnerable and Older People	

			Head of Joint Commissioning Unit, Worcestershire County Council		
	Implementation of the Civil Parking Enforcement proposals (written report)	A report on the future implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.	<i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i> <i>Guy Revans Head of Environmental Services</i>	The Cabinet <i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i>	
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 2009. The Board resolved that further	<i>Michael Bell - Head of Street Scene and Community</i> <i>John Godwin – Deputy Head of Street Scene and Community</i>	<i>Cllr Roger Smith – Cabinet Member for Youth, Sports, Recreation and Culture</i>	

		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.			
	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	
	Council Procurement To consider the policy and procedures for Council procurement, including the Contract and Procedure rules and tendering policy	The Overview Board 2 nd February 2010 resolved that a detailed review of the procurement arrangements be included in the Overview Board Work Programme for the year 2010/11.	<i>Cllr G Denaro – Cabinet Member for Resources</i> <i>Jayne Pickering - Head of Financial Services</i>	Cabinet <i>Cllr G Denaro – Cabinet Member for Resources</i>	

	(Task Group)				
--	--------------	--	--	--	--

Appendix 2a - Current OB Task Groups

Current Task Groups	Date Report Due	Other Information
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
Older People	March 2011

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.
------------	---	---	--	---	---

March 2011	Older People Task Group Review	A Task Group report to present the conclusions and recommendations of the Task Group investigation.	<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>	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.
------------	---------------------------------------	---	--	---	---

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	RECOMMENDED: (a) that the Mosaic system be employed to inform targeted messages to different groups of residents across the District;

		linkages of the strategy to the proposed Task Group on Improving Residents' Satisfaction			<p>(b) that a simple easy to read breakdown of BDC's responsibilities and service provision be provided periodically at key times of the year to residents to communicate how BDC allocates spending according to residents' priorities and BDC budget allocations, emphasising value for money;</p> <p>(c) that more focus be given on communications to local neighbourhoods and communities outside the town centre, including schemes such as the events stalls in town centres and similar to the Bromsgrove District Housing Trust bus, to ensure that BDC communications reach all sections of the community across the District;</p> <p>(d) that linkages are enhanced between the Communications</p>
--	--	--	--	--	---

					<p>Strategy and council services communications needs and other strategic service plans to ensure that council services communications are fully supported through the Communications Strategy and vice versa;</p> <p>(e) that defined strategic communications processes are established to enhance and facilitate appropriate communications for shared services, including appropriate shared costs and service to service arrangements.</p> <p>RESOLVED that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics.</p>
	Implementation of the Civil Parking Enforcement proposals	A report back on the implementation of the Civil Parking Enforcement proposals	<i>Michael Bell</i> <i>Head of Street Scene and Community</i>	The Cabinet <i>Cllr James Duddy – Cabinet Member for</i>	

	<i>(verbal update)</i>	upon the conclusion of the Agency Agreement with the County	<i>Steve Martin - Transport and Engineering Officer, Street Scene and Community</i>	<i>Economic Development, Retail Regeneration and Revenue Generation.</i>	
	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.
2 Feb 2010 6.00 p.m.	Community Involvement in the Democratic Process Task Group Terms of Reference and Membership.	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.	<i>Head of Legal, Equalities & Democratic Services</i> <i>Hugh Bennett - Assistant Chief Executive</i>	<i>The Overview Board 2 Feb 2010</i>	RESOLVED: (a) that the membership of the Task Group be agreed; (b) that the terms of reference of the Community Involvement in the Democratic Process Task Group as set out in the report be agreed; (c) that the Task Group commence its investigation as soon as possible and

					report back to the Overview Board on 30th March 2010; and (d) that the Task Group be re-named "Community Involvement in Local Democracy".
	<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</i> - Head of Financial Services</p>	<p>Cabinet</p> <p><i>Cllr G Denaro – Cabinet Member for Resources</i></p>	<p>RESOLVED:</p> <p>(a) that the Board note the current arrangements in place in relation to procurement and relevant regulations; and</p> <p>(b) that a detailed review of the procurement arrangements be included in the Overview Board Work Programme for the year 2010/11.</p>
	<p>Implementation of the Civil Parking Enforcement proposals</p> <p>(written report)</p>	<p>A report on the future implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.</p>	<p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p> <p><i>Michael Bell</i> Head of Street Scene and Community</p>	<p>The Cabinet</p> <p><i>Cllr James Duddy – Cabinet Member for Economic Development, Retail Regeneration and Revenue Generation.</i></p>	<p>RESOLVED:</p> <p>a - that the Head of Environmental Services be asked to attend the Overview Board meeting on 30th March 2010 to provide a verbal update; and</p> <p>b - that the Overview Board receive a written report on the</p>

					Implementation of the Civil Parking Enforcement Proposals at the Overview Board meeting on 27th April 2010.
	Older People Task Group Report	A Task Group report to present the conclusions and recommendations of the Task Group investigation.	<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>RESOLVED:</p> <p>(a) that the report and recommendations contained within it are approved; and</p> <p>(b) that the report be submitted to Cabinet.</p>
	<p>Forward Plan of Key Decisions and Anticipated Cabinet Reports</p> <p>(Split into 2 items)</p> <p><i>Standing Item</i></p>		<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.
	<p>Recommendation Tracker</p> <p>- Permanent Item -</p> <p><i>Quarterly</i></p>	A quarterly report monitoring the implementation of overview recommendations.	<i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>	<i>Cabinet & delegated persons (see Scheme of Delegation)</i>	<p>RESOLVED:</p> <p>(a) that the Overview Board Quarterly Recommendation Tracker be noted and updated;</p> <p>(b) that officers make enquiries in</p>

					<p>respect of the implementation of the Anti-Social Behaviour and Alcohol Free Zones Task Group recommendations and report back to the Overview Board at the meeting to be held on 30th March 2010; and that a new template for the Quarterly Recommendation Tracker be submitted to the Overview Board meeting on 30th March 2010 for approval.</p>
--	--	--	--	--	--