

OVERVIEW BOARD WORK PROGRAMME AND MEETING SCHEDULE 2010/11

Updated: 13th August 2010

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

The Overview Board

The role of the Overview Board is to take an overview of council and community services and make recommendations for improvement. The Overview Board is forward looking and contributes to policy and service development.

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 2010/2011. 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

Appendix 1 - Schedule of meetings and agenda items

2010/2011 MUNICIPAL YEAR				
31st Aug 2010				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Community Involvement in Local Democracy Task Group Report Cabinet Response	A Cabinet Response to the report and recommendations of the Community Involvement in Local Democracy Task Group.	<p><i>Cllr L. Turner, Task Group Chairman</i></p> <p><i>Lead Officer: Claire Felton, Head of Legal, Equalities & Democratic Services</i></p> <p><i>Portfolio Holder: Cllr. G. Denaro – Cabinet Member for Finance & Resources</i></p> <p><i>Head of Dept: Claire Felton, Head of Legal, Equalities & Democratic Services</i></p> <p><i>External Witnesses:</i></p>	Cabinet Response to the report and recommendations of the Community Involvement in Local Democracy Task Group.	The Cabinet 30 th June 2010
Young People 1 (Every Child Matters Strategy, 5 key themes) To consider the development of the new Children and Young Peoples Plan and the ways in which Bromsgrove District Council and its community partners	Elect Chairman and agree Terms of Reference and membership.	<p><i>Lead Officer: Rebecca Dunne - Senior Corporate Policy & Performance Officer</i></p> <p><i>Portfolio Holder: Cllr. M. Sherrey, Cabinet Member for Older People, the Young and Vulnerable People</i></p> <p><i>Executive Director: Hugh Bennett - Director Policy, Performance & Partnerships</i></p>		

<p>engage with young people.</p> <p><i>possible Joint Scrutiny with Redditch</i></p> <p>Task Group</p>		<p>Head of Dept: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i></p> <p>External Witnesses:</p>		
<p>Garden Waste Services – Future Developments</p>		<p>Lead Officer: <i>Guy Revans – Head of Environmental Services</i></p> <p>Portfolio Holder: <i>Cllr Mike Webb – Portfolio Holder for Community</i></p> <p>Executive Director: <i>Sue Hanley – Leisure, Environmental and Community Services</i></p> <p>Head of Dept: <i>Guy Revans – Head of Environmental Services</i></p> <p>External Witnesses:</p>		<p>The Cabinet 4th August 2010</p>
<p>Implementation of the Civil Parking Enforcement proposals¹</p> <p>UPDATE</p>	<p>To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council</p>	<p>Lead Officer: <i>Guy Revans, Head of Environment</i></p> <p>Portfolio Holder: <i>Cllr M. Webb – Portfolio Holder for Community Services (incl car parking)</i></p> <p>Executive Director: <i>Sue Hanley – Leisure, Environmental and Community Services</i></p> <p>Head of Dept: <i>Guy Revans, Head of Environment</i></p> <p>External Witnesses:</p>		<p>The Cabinet</p>

The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	<p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> <p>Head of Dept:</p> <p>External Witnesses:</p>		The Cabinet
<p>Recommendation Tracker</p> <p>- <i>Permanent Item</i> -</p> <p>Quarterly</p>	A quarterly report monitoring the implementation of overview recommendations	<p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> <p>Head of Dept:</p> <p>External Witnesses:</p> <p><i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i></p>		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 to the decision maker

2nd November 2010

Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Bromsgrove Railway Station Development	An update on the status of the proposed Bromsgrove Railway Station Development	<p>Lead Officer: <i>John Staniland, Planning & Regeneration, Regulatory, Housing Services</i></p> <p>Portfolio Holder: <i>Cllr Mrs J Dyer – Cabinet Member for Planning and Regeneration</i></p> <p>Executive Director: <i>John Staniland, Planning &</i></p>		

		<p><i>Regeneration, Regulatory, Housing Services</i></p> <p>Head of Dept:</p> <p>External Witnesses:</p>		
<p>Young People 2 (Every Child Matters Strategy, 5 key themes) To consider the development of the new Children and Young Peoples Plan and the ways in which Bromsgrove District Council and its community partners engage with young people.</p> <p><i>possible Joint Scrutiny with Redditch</i></p> <p>Task Group</p>	<p>Agree report and recommendations</p>	<p>Lead Officer: <i>Rebecca Dunne - Senior Corporate Policy & Performance Officer</i></p> <p>Portfolio Holder: <i>Cllr. M. Sherrey, Cabinet Member for Children and Young People, Older People and the Vulnerable</i></p> <p>Executive Director: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i></p> <p>Head of Dept: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i></p> <p>External Witnesses: <i>Peter Sugg – Community Capacity Manager, Children’s Services, Worcester County Council</i></p>		
<p>Implementation of the Civil Parking Enforcement proposals2 (written report)</p>	<p>To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council</p>	<p>Lead Officer: <i>Guy Revans, Head of Environment</i></p> <p>Portfolio Holder: <i>Cllr James Duddy Cabinet Member for Revenue Generation and Economic Development</i></p> <p>Executive Director:</p> <p>Head of Dept: <i>Guy Revans, Head of Environment</i></p> <p>External Witnesses:</p>		<p>The Cabinet</p>

Local Food Economy Task Group	Elect Chairman Agree Terms of Reference and Membership			
The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses:		The Cabinet
4th Jan 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses:		The Cabinet
Local Food Economy Task Group Update		Cllr Les Turner – Chairman of the Task Group		
Recommendation	A quarterly report	Lead Officer:		A

Tracker - Permanent Item - Quarterly	monitoring the implementation of overview recommendations	Portfolio Holder: Executive Director: Head of Dept: External Witnesses: <i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i>		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 to the decision maker
1st Feb 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses:		The Cabinet
Local Food Economy Task Group Update				
5th April 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners</i>	Documents	Decision Maker(s) /

		<i>etc</i>		Decision Date
Older People Task Group Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	<p>Lead Officer: <i>Hugh Bennett, Director of Policy, Performance & Partnerships</i></p> <p>Portfolio Holder: <i>Cllr Mrs M. A. Sherrey Portfolio Holder for Children and Young People, Older People and the Vulnerable</i></p> <p>Executive Director: Head of Dept:</p> <p>External Witnesses:</p>		The Cabinet 3 rd March 2010
Local Food Economy update				
The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	<p>Lead Officer:</p> <p>Portfolio Holder: Executive Director: Head of Dept:</p> <p>External Witnesses:</p>	The Cabinet	
26th April 2011				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date

<p>The Play Strategy</p>	<p>Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised.</p>	<p>Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr Mike Webb – Portfolio Holder for Community Executive Director: Sue Hanley – Executive Director for Leisure, Environmental and Community Services Head of Dept: John Godwin – Head of Leisure and Cultural Services External Witnesses:</p>	<p>A report from the Head of Leisure and Cultural Services</p>	
<p>Recommendation Tracker - Permanent Item - Quarterly</p>	<p>A quarterly report monitoring the implementation of overview recommendations</p>	<p>Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses: Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</p>		<p>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 to the decision maker</p>
<p>Local Food Economy Task Group Report and Recommendations</p>	<p>To agree Task Group report and recommendations</p>			
<p>Community Involvement in Local Democracy Task Group Review</p>	<p>To check the implementation and outcomes of the agreed O&S recommendations/Cabinet decisions</p>	<p>Lead Officer: Claire Felton - Head of Legal, Equalities and Democratic Services Portfolio Holder: Geoff Denaro – Portfolio Holder for Finance and Resources Executive Director: Head of Dept:</p>		

		<i>External Witnesses:</i>		
The Forward Plan	To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011	Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses:		The Cabinet
2011 - 2012				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date

Appendix 2a - Current OB Task Groups

Current Task Groups	Date Report Due	Terms of Reference
Local Food Economy	26 th April 2011	
Young People	2 nd November 2010	

Appendix 2b - OB Task Group Reviews

Date	Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Decision Maker(s) / Decision Date	Possible Outcomes
5th April 2011	Older People Task Group Review Recommendations Implementation Review	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	<i>Hugh Bennett Director of Policy, Performance & Partnerships</i>	<i>The Cabinet Cllr Mrs M. A. Sherrey Portfolio Holder for Children and Young People, Older People and the Vulnerable</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.
26th April 2011	Community Involvement in Local Democracy Task Group Review	To check the implementation and outcomes of the agreed O&S recommendations/Cabinet decisions	<i>Claire Felton – Head of Legal, Equalities and Democratic Services</i>	The Cabinet 30 th June 2010 Cllr Geoff Denaro – Portfolio Holder for Democratic Services Cllr Roger Smith – Portfolio Holder for One Community	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.