

## **OVERVIEW BOARD WORK PROGRAMME AND MEETING SCHEDULE 2010/11**

***Updated: September 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

**3. RECOMMENDATIONS**

- 3.1 That the Board notes the Work Programme and Meeting Schedule 2010/11 and agrees to the removal of any topics which have been completed and notes that the Young Peoples' Task Group has been discontinued.

Appendix 1 - Schedule of meetings and agenda items

<b>2010/2011 MUNICIPAL YEAR</b>				
<b>2nd November 2010</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<b>Bromsgrove Railway Station Development</b>	An update on the status of the proposed Bromsgrove Railway Station Development	<p><b>Lead Officer:</b> John Staniland, Planning &amp; Regeneration, Regulatory, Housing Services</p> <p><b>Portfolio Holder:</b> Cllr Mrs J Dyer – Cabinet Member for Planning and Regeneration</p> <p><b>Executive Director:</b> John Staniland, Planning &amp; Regeneration, Regulatory, Housing Services</p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p>		
<b>Implementation of the Civil Parking Enforcement proposals1</b>  UPDATE	To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council	<p><b>Lead Officer:</b> Guy Revans, Head of Environment</p> <p><b>Portfolio Holder:</b> Cllr M. Webb – Portfolio Holder for Community Services (incl car parking)</p> <p><b>Executive Director:</b> Sue Hanley – Leisure, Environmental and Community Services</p> <p><b>Head of Dept:</b> Guy Revans, Head of Environment</p>		The Cabinet

		<b>External Witnesses:</b>		
<b>Garden Waste Services – Future Developments</b>	To review the take up, performance and value for money of the Garden Waste Service and the proposals for future developments.	<p><b>Lead Officer:</b> Guy Revans – Head of Environmental Services</p> <p><b>Portfolio Holder:</b> Cllr Mike Webb – Portfolio Holder for Community</p> <p><b>Executive Director:</b> Sue Hanley – Leisure, Environmental and Community Services</p> <p><b>Head of Dept:</b> Guy Revans – Head of Environmental Services</p> <p><b>External Witnesses:</b></p>	A report of Head of Environmental Services	The Cabinet 4 <sup>th</sup> August 2010
<b>Recommendation Tracker</b> - Permanent Item -  Quarterly	A quarterly report monitoring the implementation of overview recommendations	<p><b>Lead Officer:</b></p> <p><b>Portfolio Holder:</b></p> <p><b>Executive Director:</b></p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p> <p>Head of Legal, Equalities &amp; Democratic Services &amp; Service Head(s) of relevant department(s)</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
<b>Local Food Economy Task Group</b>	Elect Chairman  Agree Terms of Reference and			

	Membership			
<b>The Forward Plan</b>	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><b>Lead Officer:</b></p> <p><b>Portfolio Holder:</b></p> <p><b>Executive Director:</b></p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p>		The Cabinet
<b>4th Jan 2011</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<b>Implementation of the Civil Parking Enforcement proposals<sup>2</sup></b>  (written report)	To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council	<p><b>Lead Officer:</b> Guy Revans, Head of Environment</p> <p><b>Portfolio Holder:</b> Cllr Mike Webb, Portfolio Holder for Community Services (inc car parking)</p> <p><b>Executive Director:</b> Sue Hanley, Leisure, Environmental &amp; Community Services</p> <p><b>Head of Dept:</b> Guy Revans, Head of Environment</p> <p><b>External Witnesses:</b></p>	A report of the Head of Environmental Services	The Cabinet
<b>Local Food Economy Task Group Update</b>		Cllr Les Turner – Chairman of the Task Group		
<b>Recommendation Tracker</b> - <i>Permanent Item</i> -	A quarterly report monitoring the implementation of overview	<p><b>Lead Officer:</b></p> <p><b>Portfolio Holder:</b></p> <p><b>Executive Director:</b></p>		A recommendation may be deemed implemented and

<i>Quarterly</i>	recommendations	<p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p> <p><i>Head of Legal, Equalities &amp; Democratic Services &amp; Service Head(s) of relevant department(s)</i></p>		“case closed” or not implemented and referred to a future meeting of the OB for review or referred back to the decision maker
<b>The Forward Plan</b>	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><b>Lead Officer:</b></p> <p><b>Portfolio Holder:</b></p> <p><b>Executive Director:</b></p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p>		The Cabinet
<b>1st Feb 2011</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<p><b>Young People 1</b> (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>	Elect Chairman and agree Terms of Reference and membership.	<p><b>Lead Officer:</b> <i>Rebecca Dunne - Senior Corporate Policy &amp; Performance Officer</i></p> <p><b>Portfolio Holder:</b> <i>Cllr. M. Sherrey, Cabinet Member for Older People, the Young and Vulnerable People</i></p> <p><b>Executive Director:</b> <i>Hugh Bennett - Director Policy, Performance &amp; Partnerships</i></p> <p><b>Head of Dept:</b> <i>Hugh Bennett - Director Policy, Performance &amp; Partnerships</i></p>		

<b>Task Group</b>		<b>External Witnesses:</b>		
<b>The Forward Plan</b>	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	<b>Lead Officer:</b> <b>Portfolio Holder:</b> <b>Executive Director:</b> <b>Head of Dept:</b> <b>External Witnesses:</b>		The Cabinet
<b>Local Food Economy Task Group Update</b>				
<b>5th April 2011</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<b>Older People Task Group Implementation Review</b>	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	<b>Lead Officer:</b> <i>Hugh Bennett, Director of Policy, Performance &amp; Partnerships</i> <b>Portfolio Holder:</b> <i>Cllr Mrs M. A. Sherrey Portfolio Holder for Children and Young People, Older People and the Vulnerable</i>  <b>Executive Director:</b> <b>Head of Dept:</b>  <b>External Witnesses:</b>		The Cabinet 3 <sup>rd</sup> March 2010

<b>Local Food Economy Task Group update</b>	Update by the Chairman of the Task Group			
<b>Young People Task Group Update</b>	Update by the Chairman of the Task Group			
<b>The Forward Plan</b>	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	<b>Lead Officer:</b> <b>Portfolio Holder:</b> <b>Executive Director:</b> <b>Head of Dept:</b>  <b>External Witnesses:</b>	<b>The Cabinet</b>	
<b>26th April 2011</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<b>The Play Strategy</b>	Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised.	<b>Lead Officer:</b> John Godwin – Head of Leisure and Cultural Services <b>Portfolio Holder:</b> Cllr Mike Webb – Portfolio Holder for Community <b>Executive Director:</b> Sue Hanley – Executive Director for Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>	A report from the Head of Leisure and Cultural Services	



<p><b>Recommendation Tracker</b> - <i>Permanent Item - Quarterly</i></p>	<p>A quarterly report monitoring the implementation of overview recommendations</p>	<p><b>Lead Officer:</b>  <b>Portfolio Holder:</b> <b>Executive Director:</b> <b>Head of Dept:</b>  <b>External Witnesses:</b>  <i>Head of Legal, Equalities &amp; Democratic Services &amp; Service Head(s) of relevant department(s)</i></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><b>Local Food Economy Task Group Report and Recommendations</b></p>	<p>To agree Task Group report and recommendations</p>			
<p><b>Young People 2 Task Group Report and Recommendations</b></p>	<p>To agree Task Group report and recommendations</p>	<p><b>Lead Officer:</b> <i>Rebecca Dunne - Senior Corporate Policy &amp; Performance Officer</i>  <b>Portfolio Holder:</b> <i>Cllr. M. Sherrey, Cabinet Member for Children and Young People, Older People and the Vulnerable</i>  <b>Executive Director:</b> <i>Hugh Bennett - Director Policy, Performance &amp; Partnerships</i>  <b>Head of Dept:</b> <i>Hugh Bennett - Director Policy, Performance &amp; Partnerships</i>  <b>External Witnesses:</b> <i>Peter Sugg – Community Capacity Manager, Children’s Services, Worcester County Council</i></p>		

<b>Community Involvement in Local Democracy Task Group Review</b>	To check the implementation and outcomes of the agreed O&S recommendations/Cabinet decisions	<p><b>Lead Officer:</b> Claire Felton - Head of Legal, Equalities and Democratic Services</p> <p><b>Portfolio Holder:</b> Geoff Denaro – Portfolio Holder for Finance and Resources</p> <p><b>Executive Director:</b></p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p>		
<b>The Forward Plan</b>	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><b>Lead Officer:</b></p> <p><b>Portfolio Holder:</b></p> <p><b>Executive Director:</b></p> <p><b>Head of Dept:</b></p> <p><b>External Witnesses:</b></p>		The Cabinet
<b>2011 - 2012</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>

## Appendix 2a - Current Overview Board Task Groups

Current Task Groups	Date Report Due	Terms of Reference
Local Food Economy	26 <sup>th</sup> April 2011	
Young People	26 <sup>th</sup> April 2011	

## 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 &amp; 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 <sup>th</sup> 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.

