

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

***Updated: September 2010***

### **The Scrutiny Board**

The role of the Scrutiny Board is to scrutinise decisions or actions taken and where necessary to examine particular decisions or services in detail. It takes a post-decision role and therefore concentrates on current practices and decisions already taken by the Cabinet. The Scrutiny Board also reviews Cabinet Decisions subject to Call In by Members of the Council.

#### **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.

- 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 Scrutiny Board Task Group recommendations agreed by the Cabinet, considered by the reconvened Task Group.

See Appendix 2b – Scrutiny Board 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.

## Appendix 1 - Schedule of meetings and agenda items

2010/2011 MUNICIPAL YEAR				
28th September 2010				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
<b>The Future of Bromsgrove Urban and Rural Transport (BURT)1</b>	To consider the value for money of BURT and explore any potential savings, alternative options and improvements.	<b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable. <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services <b>Head of Dept:</b> Angie Heighway – Head of Community Services <b>External Witnesses:</b>	Answers to key questions on budget and take up of the BURT service.	The Cabinet
<b>Travel Concessions</b>	To receive an update from the Head of Community Services.	<b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable. <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services <b>Head of Dept:</b> Angie Heighway – Head of Community Services <b>External Witnesses:</b>		
<b>Proposal: Bus Passes Early Morning Availability. A proposal by Cllr Chris Scurrall .</b>	To consider a proposal for scrutiny by Cllr Chris Scurrall.	<b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable. <b>Executive Director:</b> Sue Hanley – Executive	Proposal form.	Scrutiny Board 28 <sup>th</sup> September 2010

		<p><i>Director Leisure, Environmental and Community Services</i>  <b>Head of Dept:</b> Angie Heighway – Head of Community Services  <b>External Witnesses:</b></p>		
<p><b>Proposal: The effectiveness of planning enforcement. A proposal by Cllr Chris Scurrall .</b></p>	<p>To consider a proposal for scrutiny by Cllr Chris Scurrall.</p>	<p><b>Lead Officer:</b> Ruth Bamford – Head of Planning and Regeneration  <b>Portfolio Holder:</b> Cllr Mrs J. Dyer – Cabinet Member for Planning and Regeneration  <b>Executive Director:</b> John Staniland – Planning and Regeneration, Housing Services  <b>Head of Dept:</b> Ruth Bamford – Head of Planning and Regeneration  <b>External Witnesses:</b></p>	<p>Proposal form</p>	<p>Scrutiny Board 28<sup>th</sup> September 2010</p>
<p><b>Cabinet Response to the Improving Residents’ Satisfaction Task Group Report</b></p>		<p><b>Lead Officer:</b> Hugh Bennett – Director of Policy, Performance and Partnerships  <b>Portfolio Holder:</b> Cllr Roger Smith – Portfolio Holder for One Community  <b>Executive Director:</b> Hugh Bennett – Director of Policy, Performance and Partnerships</p>	<p>Cabinet Response</p>	
<p><b>Scrutiny Board Work Programme</b></p>	<p>To agree the Scrutiny Board Work Programme.</p>	<p><b>Lead Officer:</b> Michael Carr – Scrutiny Officer  <b>Portfolio Holder:</b> N/A  <b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources  <b>Head of Dept:</b> Claire Felton – Head of Legal, Equalities and Democratic Services  <b>External Witnesses:</b></p>	<p>Scrutiny Board Work Programme</p>	<p>Scrutiny Board 28<sup>th</sup> September 2010</p>
<p><b>Questions to Witnesses 26<sup>th</sup> October 2010</b></p>	<p>To define advance questions to witnesses attending the next meeting of the Board</p>			

<p><b>Recommendation Tracker</b> - Permanent Item -  Quarterly</p>	<p>A quarterly report monitoring the implementation of overview recommendations</p>	<p><b>Lead Officer:</b> Michael Carr – Scrutiny Officer <b>Portfolio Holder:</b> N/A <b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources <b>Head of Dept:</b> Claire Felton – Head of Legal, Equalities and Democratic Services <b>External Witnesses:</b></p>	<p>Quarterly report monitoring the implementation of overview recommendations</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>
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**26th October 2010**

Agenda Item / Topic	Terms of Reference	<p><b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i></p>	Documents	Decision Maker(s) / Decision Date
<p><b>Street Trading Consent Policy</b></p>		<p><b>Lead Officer:</b> Steve Jordan – Head of Regulatory Services <b>Portfolio Holder:</b> Cllr Peter Whittaker – Portfolio Holder for Regulation, Strategic Housing and Climate Change <b>Executive Director:</b> John Staniland – Executive Director Planning, Regeneration, Regulatory and Housing Services. <b>Head of Dept:</b> Steve Jordan – Head of Regulatory Services <b>External Witnesses:</b></p>	<p>A report from the Head of Regulatory Services</p>	<p>The Cabinet</p>
<p><b>Sports Provision1</b></p>	<p>To consider the value for money of sports provision and explore any potential savings,</p>	<p><b>Lead Officer:</b> John Godwin – Head of Leisure and Cultural Services <b>Portfolio Holder:</b> Cllr Mike Webb – Portfolio Holder for Community.</p>	<p>A report from the Head of Leisure and Cultural Services</p>	<p>The Cabinet</p>

	alternative options and improvements.	<b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>		
<b>Alternative Arrangements for the Place Survey</b>	To consider the alternative arrangements in place for the Place Survey. Possible scope to widen topic to include Performance Management post abolition of CAA and Place Survey.	<b>Lead Officer:</b> Hugh Bennett - Director of Policy, Performance & Partnerships <b>Portfolio Holder:</b> Cllr Roger Hollingworth – Leader of the Council <b>Head of Dept:</b> Hugh Bennett - Director of Policy, Performance & Partnerships <b>External Witnesses:</b>		The Cabinet
<b>The Future of Bromsgrove Urban and Rural Transport (BURT)2</b>	To consider the value for money of BURT and explore any potential savings, alternative options and improvements and make any recommendations to the Cabinet and / or the JOSB as part of the Budget setting process.	<b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable. <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services <b>Head of Dept:</b> Angie Heighway – Head of Community Services <b>External Witnesses:</b>		The Cabinet
<b>Questions to Witnesses 25<sup>th</sup> January 2011</b>	To define advance questions to witnesses attending the next meeting of the Board			
<b>25th January 2011</b>				
<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b>	<b>Documents</b>	<b>Decision</b>

		<i>Department and Lead Officers Community Partners etc</i>		<b>Maker(s) / Decision Date</b>
<b>The Annual Bonfire Event1</b>	To consider the value for money of The Annual Bonfire Event and explore any potential savings, alternative options and improvements.	<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 Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>		The Cabinet
<b>Sports Provision2</b>	To consider the value for money of sports provision and explore any potential savings, alternative options and improvements.	<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 Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>		The Cabinet
<b>Hot Food Takeaways Investigation</b>	To review the implementation of the Hot Food Takeaways Investigation report and recommendations	<b>Lead Officer:</b> Mike Dunphy - Strategic Planning Manager <b>Portfolio Holder:</b> Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration	Cabinet Response to the Hot Food Takeaways Report	Cabinet January 2010
<b>Scrutiny Board Work Programme</b>	To agree the Scrutiny Board Work Programme.	<b>Lead Officer:</b> Michael Carr – Scrutiny Officer <b>Portfolio Holder:</b> N/A <b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources <b>Head of Dept:</b> Claire Felton – Head of Legal, Equalities and Democratic Services	Scrutiny Board Work Programme	Scrutiny Board 25 <sup>th</sup> January 2011

		<b>External Witnesses:</b>		
<b>Questions to Witnesses 24<sup>th</sup> February 2011</b>	To define advance questions to witnesses attending the next meeting of the Board			
<b>24th February 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 Annual Bonfire Event2</b>	To consider the value for money of The Annual Bonfire Event and explore any potential savings, alternative options and improvements.	<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 Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>	A report by Head of Leisure and Cultural Services	The Cabinet
<b>Sports Provision3</b>	To consider the value for money of sports provision and explore any potential savings, alternative options and improvements and make any recommendations to Cabinet.	<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 Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b>	Head of Leisure and Cultural Services	The Cabinet
<b>Recommendation</b>	A quarterly report	<b>Lead Officer:</b> Michael Carr – Scrutiny Officer	Quarterly report	A

<p><b>Tracker</b> - Permanent Item -  Quarterly</p>	<p>monitoring the implementation of overview recommendations</p>	<p><b>Portfolio Holder:</b> N/A <b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources <b>Head of Dept:</b> Claire Felton – Head of Legal, Equalities and Democratic Services <b>External Witnesses:</b></p>	<p>monitoring the implementation of overview recommendations</p>	<p>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>Questions to Witnesses</b> 22<sup>nd</sup> March 2011</p>	<p>To define advance questions to witnesses attending the next meeting of the Board</p>			
<b>22nd March 2011</b>				
<p><b>Agenda Item / Topic</b></p>	<p><b>Terms of Reference</b></p>	<p><b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i></p>	<p><b>Documents</b></p>	<p><b>Decision Maker(s) / Decision Date</b></p>
<p><b>The Annual Bonfire Event3</b></p>	<p>To consider the value for money of The Annual Bonfire Event and explore any potential savings, alternative options and improvements and make any recommendations to Cabinet.</p>	<p><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 Leisure, Environmental and Community Services <b>Head of Dept:</b> John Godwin – Head of Leisure and Cultural Services <b>External Witnesses:</b></p>		<p>The Cabinet</p>
<p><b>The Corporate Safeguarding Policy</b></p>		<p><b>Lead Officer:</b> Angie Heighway – Head of Community Services</p>		

<b>(Children and Vulnerable Adults)1</b>		<p><b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable.</p> <p><b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services</p> <p><b>Head of Dept:</b> Angie Heighway – Head of Community Services</p> <p><b>External Witnesses:</b></p>		
<b>Scrutiny Board Work Programme</b>	To agree the Scrutiny Board Work Programme.	<p><b>Lead Officer:</b> Michael Carr – Scrutiny Officer</p> <p><b>Portfolio Holder:</b> N/A</p> <p><b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources</p> <p><b>Head of Dept:</b> Claire Felton – Head of Legal, Equalities and Democratic Services</p> <p><b>External Witnesses:</b></p>	Scrutiny Board Work Programme	Scrutiny Board 22 <sup>nd</sup> March 2011 2010
<b>Questions to Witnesses 19<sup>th</sup> April 2011</b>	To define advance questions to witnesses attending the next meeting of the Board			
<b>19th 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>Shared Services1</b>		<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>		
<b>The Corporate</b>		<b>Lead Officer:</b> Angie Heighway – Head of		

<b>Safeguarding Policy (Children and Vulnerable Adults)2</b>		<p><i>Community Services</i>  <b>Portfolio Holder:</b> Cllr Margaret Sherrey – Portfolio Holder for Children and Young People, Older People and the Vulnerable.  <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental and Community Services  <b>Head of Dept:</b> Angie Heighway – Head of Community Services  <b>External Witnesses:</b></p>		
<b>Improving Residents' Satisfaction Task Group Review</b>	The review the implementation of the Task Group recommendations agreed by Cabinet 28 <sup>th</sup> June 2010	<p><b>Lead Officer:</b> Hugh Bennett – Director of Policy, Performance and Partnerships  <b>Portfolio Holder:</b> Cllr Roger Smith – Portfolio Holder for One Community  <b>Executive Director:</b> Hugh Bennett – Director of Policy, Performance and Partnerships</p>	Cabinet Response to the Improving Residents' Satisfaction Task Group Report	Cabinet 28 <sup>th</sup> June 2010
<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>
Shared Services2/3/4		<p><b>Lead Officer:</b>  <b>Portfolio Holder:</b>  <b>Executive Director:</b>  <b>Head of Dept:</b>  <b>External Witnesses:</b></p>		

## Appendix 2a - Current Scrutiny Board Task Groups

Current Task Groups	Date Report Due	Terms of Reference

## Appendix 2b – Scrutiny Board Task Group Reviews

Date	Decision Maker(s) / Decision Date	Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents
25 <sup>th</sup> January 2011	Cabinet January 2010	Hot Food Takeaways Investigation	To review the implementation of the Hot Food Takeaways Investigation report and recommendations	<b>Lead Officer:</b> Mike Dunphy - Strategic Planning Manager <b>Portfolio Holder:</b> Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration	Cabinet Response to the Hot Food Takeaways Report
19 <sup>th</sup> April 2010	Cabinet 28 <sup>th</sup> June 2010	Improving Residents' Satisfaction Task Group Review	The review the implementation of the Task Group recommendations agreed by Cabinet 28 <sup>th</sup> June 2010	<b>Lead Officer:</b> Hugh Bennett – Director of Policy, Performance and Partnerships <b>Portfolio Holder:</b> Cllr Roger Smith – Portfolio Holder for One Community	Cabinet Response to the Improving Residents' Satisfaction Task Group Report