

## **OVERVIEW AND SCRUTINY COMMITTEE**

**21st October 2014**

### **QUARTERLY MONITORING RECOMMENDATIONS TRACKER**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	No
Relevant Head of Service	Claire Felton, Head of Legal, Equalities, and Democratic Services
Ward(s) Affected	No specific ward relevance.
Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

This report provides an update on the action that has been taken to implement recommendations made through the scrutiny process.

#### **2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**  
  
**the report be noted.**

#### **3. KEY ISSUES**

##### **Background**

- 3.1 At a meeting of the Overview and Scrutiny Committee on 4th June 2013 Members considered the Committee's current approach to monitoring the implementation of recommendations that have been made through the scrutiny process. At that time progress with the implementation of Task Group recommendations was reported 12 months after a review had been completed. Interim updates, including on the implementation of recommendations made by the Overview and Scrutiny Committee, were made every six months. Members expressed concerns that this process did not enable the Committee to identify areas of concerns where there was slow progress. In addition, there were concerns that this approach was too time consuming and diverted the Committee from considering other key matters during meetings.
- 3.2 For these reasons the Committee agreed to receive updates on action taken to implement all recommendations on a quarterly basis. Information about implemented recommendations is now only reported back to the Committee once to ensure that Members can focus on encouraging action to be taken in cases where recommendations have not yet been implemented.

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- 3.3 The Committee considered the first Quarterly Monitoring Recommendation Tracker report for 2014/15 at a meeting on the 22nd July. During this meeting Members expressed concerns that the template that had been used was confusing and lengthy. Officers were therefore asked to review the report template.
- 3.4 This quarterly update has therefore been produced using a new template (Appendix 1). This template was developed following consultation with the Chair of the Committee and consideration of reporting templates used at other local authorities. Officers would welcome any suggestions about further changes that could be made to improve the recommendation tracker report.
- 3.5 Wherever possible, as requested by Members, an estimated date for the final implementation of outstanding recommendations has been provided.
- 3.6 The Committee will be aware that there are some recommendations where it would be reasonable for Officers to require further time to implement. For example, Officers would require some time to implement recommendations made at a recent meeting of the Committee. Where possible an explanation has been provided for the delay to implementation.
- 3.7 Members are invited to consider the updates provided regarding these recommendations and to identify whether any further action is required to facilitate the implementation of any of these recommendations.

**Financial Implications**

- 3.8 There are no direct financial implications directly relating to this report.

**Legal Implications**

- 3.9 There are no legal implications directly relating to this report.

**Service / Operational Implications**

- 3.10 There are no direct service or operational implications that have been identified for this report.

**Customer / Equalities and Diversity Implications**

- 3.11 No direct customer or equality and diversity implications have been identified for this report.

**4. RISK MANAGEMENT**

No risks have been identified.

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**5. APPENDICES**

Appendix 1 – Recommendations Tracker.

**AUTHOR OF REPORT**

Name: Jess Bayley, Democratic Services Officer  
Email: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk)  
Tel.: (01527) 64252 Ext: 3268