

Overview and Scrutiny Recommendation Tracker –July 2018

Recommendations from Pre-decision Scrutiny (most recent first)

Pre-decision Scrutiny Topic & Date	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Medium Term Financial Planning 13 Feb 2018	The format of MTF Plans be amended in future years to reflect cumulative savings and pressures over the four year period.	Completed	<u>May 2018 Update</u> The report will be amended to show the cumulative savings and pressures. <u>Executive - 19 Feb 2018</u> Members noted that the recommendation...had been considered and approved.	
Local Discretionary Relief Scheme 26 Oct 2017	The criteria for allocation of Discretionary Revaluation support as appended to the report at appendix 1 are adopted;	Completed	<u>May 2018 Update</u> This was implemented in November 2017 and there is no further review required. <u>Executive – 31 Oct 2017</u> This was approved.	
Seasonal Garden Waste Collection 7 September 2017	1) From March 2018 Redditch Borough Council will introduce, and Bromsgrove District Council will run as part of the shared services agreement for Environmental Services, a seasonal (March to November inclusive) garden waste service on behalf of Redditch Borough Council.	Completed	<u>June 2018 Update</u> The scheme has been up and running since 27 February 2018 and to date 1284 bins have been issued. <u>Executive – 12 Sept 17</u> It was noted that the Overview and Scrutiny Committee had pre-scrutinised this report on 7th September 2017 and had unanimously endorsed all of the report recommendations.	
	2) The charge will be £45 for the initial season to be increased in line with fees and charges as appropriate;	Completed		
	3) A set-up fee of £20 per customer is charged in the first year of service and for new customers in each following year;	Completed		

Pre-decision Scrutiny Topic & Date	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Seasonal Garden Waste Collection continued...	4) An introductory offer of a £10 set-up fee will be used to encourage early sign up before 31st January 2018;	Completed		
	5) The Head of Environmental Services, in consultation with the designated Portfolio Holder, has authority to temporarily reduce or remove the set-up fee as promotional tool to increase and encourage subscriptions;	Completed		
	6) Should the Recommended Option be pursued, a capital commitment for the next four years of £31,000 in year 1 and £15,000 in years 2 to 4 is to be included in the capital programme;	Completed		
	7) Once the maximum number of customers has been approached a customer waiting list will be employed. Officers will bring a further report and business case with options for extending the service should it be required;	Completed		
	8) The chargeable Orange Sack Service is formally retired as part of the new service charges; and	Completed		
	9) A communication plan is devised and implemented to advise residents of the changes to RBC waste collection service and the requirement to use brown bins only for garden waste.	Completed		

Pre-decision Scrutiny Topic & Date	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Bereavement Services Fees and Charges 8 December 2015	<p>The following capital works were proposed for Redditch Crematorium :</p> <ol style="list-style-type: none"> 1) facility and heating improvements; 2) £344k of funding be allocated to enable capital works in the crematorium in 2016; and 3) A proportion of the income from the increased fees to be allocated to covering the capital works costs. 	Completed	<p><u>May 2018 update:</u> The project was completed late November 2017 and works have been well received. There was a small underspend on budget due to provisions being made for Asbestos removal which was unnecessary following further investigations. The 12 month approval period before the 5% retention is paid out will end in October 2018 during which any defects or fix issues will be resolved by the contractor.</p> <p><u>June 2017 update:</u> Place Partnership have issued tender documents and are in the process of evaluating the returns with a view to appointing a suitable contractor if appropriate. Consultation with all parties and key stakeholders with regards to alternative working arrangements during the works period is ongoing.</p> <p><u>September 2016 Update:</u> Consultation with key stakeholders with regards to the Chapel closure during works is ongoing and options for how the business will operate during the works is being investigated. Early indications are that some limited provision will remain. Place Partnership and Jacobs (Architects) are finalising details with regards to the works (to ensure that we achieve the best long term outcome from the investment) which will allow for the relevant</p>	

Pre-decision Scrutiny Topic & Date	Recommendation	Rejected In Progress Completed Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Bereavement Services Fees and Charges continued...			procurement processes to be followed. <u>April 2016 Update.</u> Considerable work has taken place to look at providing an alternative chapel location for when the current chapel has to close to facilitate the works. Due to various issues this is not currently considered as being feasible and so alternative working arrangement are being sought with our partners. The Place Partnership architect will be working to finalise the detail of the scheme and the timing of the project will be considered in terms of complying with procurement processes, availability of contractors as well as limiting the impact on partners and customers.	

Recommendations from Task and Finish Groups/ Short Sharps Reviews and Working Groups (most recent first)

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Civil Contingencies Short Sharp Review 5 March 2018	The content of the Council's emergency plan should be reviewed on an annual basis. The Overview and Scrutiny Committee should receive an annual update in respect of the Council's emergency planning arrangements.	In Progress	<u>May 2018 Update</u> This item is on the Overview and Scrutiny Committee Work Programme to come to the Committee on the 3 January 2019. <u>Executive – 6 March 2018</u> This recommendation was agreed and the proposal for the Overview and Scrutiny Committee to receive an annual update noted.	
Performance Scrutiny Working Group 7 September 2017	An after Care Social Worker should be provided with a base to work in the Housing Options team's office at Redditch Town Hall in order to work with care leavers in Redditch.	In progress	<u>May 2018 Update</u> Worcestershire County Council has confirmed that the proposals are still under consideration. From the Redditch Borough Council (Housing Options Team) position there is sufficient space to enable an After Care Social Worker and or Personal Advisors to Care Leavers in the Redditch area to be based in the Housing Options Office. <u>Executive – 31 October</u> RECOMMENDED to Worcestershire County Council that an After Care Social Worker should be provided with a base to work in the Housing Options team's office at Redditch Town Hall in order to work with care leavers in Redditch.	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Homelessness Short Sharp Review 7 September 2017	1) Redditch Borough Council should take part in any opportunity to deliver Housing First in properties in the Borough. This should include applying to participate in any Housing first pilot schemes operated by the West Midlands Combined Authority (WMCA);	In Progress	<u>May 2018 Update</u> Officers are to chase progress through the WMCA. <u>Executive – 31 October 2018</u> This recommendation was approved.	
	2) the Leader of the Council should write to the Secretary of State for Work and pensions, the Rt. Hon. David Gauke MP, urging him to end the freeze on Local housing Allowance (LHA) rates;	Completed	<u>May 2018 Update</u> The Leader wrote to the Secretary of State on the 14 November 2017 and received a reply dated the 11 December 2017 from Caroline Dinenage, Minister for Family Support, Housing and Child Maintenance. The reply referred to the creation of Targeted Affordability Funding (TAF) which was being used to increase rates in areas where local rents had diverged the most. Officers investigated and it was confirmed that Redditch was not eligible for the TAF. The letter also made reference to Discretionary Housing Payments which could be paid to those in receipt of Housing Benefit who were in need of further financial assistance with their housing costs. <u>Executive – 31 October 2018</u> This recommendation was approved.	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Homelessness Short Sharp review Continued...	3) The Council's Communications and Arts and Events teams should notify the CAB of any forthcoming events in Redditch which they could attend to promote their services and heighten awareness of their services in the Borough.	Completed	<u>May 2018 Update</u> This has been completed and the CAB have been notified of all forthcoming events. <u>Executive – 31 October 2017</u> This recommendation was approved.	
Homelessness Short Sharp Review 4 July 2017	The draft Redditch Borough Council Housing Allocations Policy be adopted by the Council.	Completed	<u>Overview and Scrutiny Committee – 7 Sept 2017</u> The Committee NOTED that the draft Redditch Borough Council Housing Allocations Policy has been adopted by the Council	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Mental Health Services for Young People 28 March 2017	<p>Senior officers, following consultation with the Portfolio Holders for Corporate Management and Housing respectively, should review the implications for Council Services of the following actions detailed in the West Midlands Combined Authority (WMCA) Mental Health Commission's Thrive West Midlands Action Plan:</p> <p>a) Action 4: the proposal to evaluate a financial incentive to encourage companies to demonstrate their commitment to mental health and wellbeing.</p> <p>b) Action 5: the proposal to help people to gain housing and work (including potentially supported accommodation). The outcomes of this work should be reported for the consideration of the Executive Committee.</p>	In Progress	<p><u>May 2018 Update</u> Officers to chase progress through WMCA</p> <p><u>Previous Update</u> It is too early to have made much progress on this given that the WMCA Mental Health Commission only relatively recently concluded its work however positive discussions have been held with the WMCA Mental Health lead, Redditch and Bromsgrove CCG and Worcestershire Health and Care Trust – both of whom also signed up in principal to the Mental Health concordat.</p> <p>The discussions focussed on the Housing First and primary care mental health. With regard to Housing First the WMCA have commissioned external support to design their approach and they are considering Redditch as a prospective site for the proof of concept pilot.</p> <p>With regard to primary care mental health WMCA will seek to work with the lead GP commissioner to ensure we get the proof of concept product working in Redditch.</p> <p>In relation to the work place agenda WMCA are pushing now with the fiscal incentive work at pace and have identified £7m for the Midlands Engine which gives the opportunity to do some work across the whole midlands region.</p>	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Performance Scrutiny Working Group 6 December 2016	The Head of Community Services be mandated to explore how the Lifeline Service can incorporate a resource within the service and produce a marketing strategy, in co-operation with the Communications Team to. a) better market Lifeline Services to residents; and b) develop new business opportunities to subsidise the Service.	In Progress	<u>May 2018 Update</u> Management time has been dedicated to support the corporate commercialism action plan which includes exploring a marketing resource for the Council. A marketing plan is in place for the Lifeline service and is being implemented. New products have been launched for customers eg. a tracker devise. In addition new business opportunities are being developed through active partnership working. This includes a falls response pilot and a COPD telehealth trial.	
	A measure should be introduced on the Corporate Dashboard to monitor Members' attendance at training sessions.	Abandoned	<u>May 2018 Update</u> This recommendation was considered by the Member Support steering Group. Members of that group concluded that the proposed measure was unnecessary. However, they did issue a survey to all Members which was designed to find out why some Members don't attend training and action that could be taken to encourage an increase in the turnout.	
Budget Scrutiny Working Group	A review of the recharge process be undertaken to ensure that these are accurately recorded in future.	Completed	<u>May 2018 Update</u> A calculation has now been made in relation to overhead apportionment.	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Access for Disabled People to Redditch Taxis Short, Sharp Review 12 April 2016	The Hackney Carriage Vehicle Licensing Policy and the Private Hire Vehicle Licensing Policy should be amended: 1.1) to allow applications for new hackney carriages to be made for vehicles that are less than six years old, meet European M1 safety standards and have facilities for carrying a disabled person in a wheelchair within the vehicle. (This relates to the Hackney Carriage Vehicle Licensing Policy only); and 1.2) to require drivers to display stickers in their vehicles that provide information about how to report complaints; 1.3) the Driver Licence Policy – Application for a Hackney Carriage and / or Private Hire Vehicle Driver's Licence – should be amended to require that refresher training should be provided on driving standards and disability awareness to taxi drivers every three years; 2.1) there should be a media campaign to guide disabled people and taxi drivers when travelling by taxi about their rights and responsibilities; 2.2) WRS should publish a list of drivers who currently operate licensed wheelchair accessible vehicles on the WRS and	Completed	<u>May 2018 Update</u> The outcomes with the recommendations made by this group have been reported on an ongoing basis to the Licensing Committee throughout 2017 and it is therefore suggested that the Overview and Scrutiny Committee no longer need to monitor this.	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Access for Disabled People to Redditch Taxis Short, Sharp Review continued...	Redditch Borough Council websites in a similar format to Brighton and Hove City Council and Eden District Council; 3.1) WRS should undertake a review of the conditions attached to taxi operators' licences; and 3.2) The Licensing Committee should review the effectiveness of the disability awareness training provided to taxi drivers.			
Voluntary and Community Sector July 2014	REC 4 - The Council to consider employing an apprentice to support the work of the Grants Officer.	Abandoned	<u>September 2017 update:</u> The Grants Officer has been in post for 5 months. As the Redditch Partnership Manager has taken on management responsibilities of the VCS Grants process in the same timeframe, it has become apparent that with the levels of staffing for the service back up to their full complement, an apprentice is no longer required in this service area. Having two officers actively involved in the day to day running of the process has covered the work adequately so the tasks available for an apprentice would be limited and we would not be able to offer a quality learning and work experience opportunity. <u>June 2017 update:</u> The Council has recruited Grants Officer to co-ordinate the Council's Grants programme in spring 2017. Following on from this Officer are aiming to recruit an apprentice to support both the Grants	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Voluntary and Community Sector continued...			<p>Programme and Policy Team in the summer / autumn 2017.</p> <p><u>September 2016:</u> During the summer a job description for the Grants Apprentice has been drafted up. The apprentice is to be shared between VCS Grants Team, Redditch Partnership and the Policy Team and as such is officially known as the Support Services Apprentice (Grants, Policy and Partnerships). The job description is currently being tweaked by the Policy Team and it is envisaged that as soon as this is complete the advert will be sent to the College for recruitment.</p> <p><u>April 2016 update:</u> Officers have started the process to recruit an Apprentice to be in post as soon as possible.</p> <p><u>January 2016 update:</u> The post of Grants and Voluntary Sector Co-ordinator is now vacant and is currently being reviewed. An apprentice will be recruited once this review has taken place and it is anticipated to be at the start of the new financial year.</p> <p><u>June and September 2015 update:</u> A decision has been taken to postpone recruiting to this post until autumn 2015 due to long-term staff absence.</p> <p><u>Initial update:</u> There has been a delay in</p>	

Task and Finish Group/ Short Sharp Review/ Working Group	Recommendation	-Rejected -In Progress -Completed -Abandoned	Progress Update (Most recent first)	Board Agree to Remove from Tracker Yes/No?
Voluntary and Community Sector continued...			recruiting to this post, partly due to long-term staff sickness absence. Officers are hoping to recruit to an apprentice post, to be shared between Community Services and the Policy team, early in the New Year.	