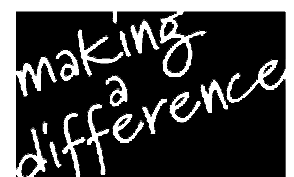


Overview and Scrutiny Committee

Tuesday, 8th January,
2013
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

**Jess Bayley and Michael Craggs
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
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michael.craggs@bromsgrove.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.



Overview and Scrutiny

Committee

Tuesday, 8th January, 2013

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Juliet Brunner (Chair)	Andrew Fry Pattie Hill
	Simon Chalk (Vice- Chair)	Gay Hopkins Pat Witherspoon
	Andrew Brazier	
	David Bush	
	John Fisher	

6. Actions List (Pages 1 - 2)

To note the contents of the Overview and Scrutiny Actions List.

(Report attached)

(No Specific Ward Relevance);

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
11th September 2012 1	Officers were asked to provide further clarification regarding arrangements for PAT testing PCs issued to Councillors as well as details about the process for monitoring the implementation of PAT testing.	The information remains to be provided. Lead Officer, Head of Finance and Resources, estimated completion date, unspecified. TO BE COMPLETED.
11th December 2012 2	Officers have been asked to provide an update on what was being planned to maximise the benefits of parks and green spaces in Redditch by introducing more opportunities for informal sporting activity, in particular table tennis.	Further information on this subject has been provided in the Overview and Scrutiny recommendation tracker, presented for Members' consideration at this meeting. COMPLETED.
11th December 2012 3	The Committee agreed to discontinue the Portfolio Holder Annual Report process. Officers were asked to advise all Portfolio Holders and relevant Officers accordingly.	All Portfolio Holders and Relevant senior Officers were informed of this decision accordingly by email on 12th December. COMPLETED.
11th December 2012 4	Members requested training on the subject of service transformation, as part of the Committee's new focus on scrutinising transformation and shared service.	Relevant Officers have been asked to organise a training session focusing on transformation in early 2013. Dates remained to be confirmed at the time of writing. TO BE COMPLETED.

