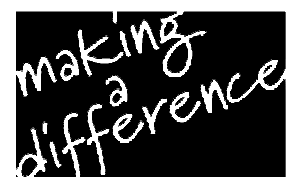


Overview and Scrutiny Committee

Monday, 2nd April, 2012
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
Overview and Scrutiny Support Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Ext. 3268 / 3267) Fax: (01527) 65216
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
michael.craggs@bromsgroveandredditch.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.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
 - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Overview and Scrutiny Committee

Monday, 2nd April, 2012

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Phil Mould (Chair)	Bill Hartnett
	Mark Shurmer	Gay Hopkins
	(Vice-Chair)	Brenda Quinney
	Peter Anderson	Alan Mason
	Andrew Brazier	Luke Stephens
	Simon Chalk	
	Andrew Fry	

<p>1. Apologies and named substitutes</p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p>3. Minutes (Pages 1 - 10)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p> <p>(No Specific Ward Relevance);</p>
<p>4. Portfolio Holder Annual Report - Portfolio for Community Leadership and Partnership - Councillor Carole Gandy (Pages 11 - 14) Councillor Carole Gandy, Leader of the Council</p>	<p>To receive the annual report from the Portfolio Holder for Community Leadership and Partnership.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>5. April - December (Quarter 3) Finance Monitoring Report 2011/12 (Pages 15 - 48) Head of Finance and Resources</p>	<p>To review an overview of the budget, including the achievement of approved savings as at the end of Quarter 3 2011/12.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

Monday, 2nd April, 2012

<p>6. Corporate Performance Report (Quarter 3) Period Ending 31st December 2011</p> <p>(Pages 49 - 64)</p> <p>R Dunne, Policy Manager</p>	<p>To consider the quarterly performance report, showing indicators that have improved, declined or remained static when compared to the same period in the previous financial year.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>7. Increasing Recycling Rates Review - Final Report</p> <p>Councillor Gay Hopkins, Deputy Mayor 2011/12</p>	<p>To consider the final report of the Increasing Recycling Rates Review and to determine whether to forward the group's recommendations for the consideration of the Executive Committee.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance);</p>
<p>8. Draft Overview and Scrutiny Annual Report 2011/12</p> <p>(Pages 65 - 118)</p> <p>Councillor Phil Mould</p>	<p>To consider the draft contents of the Overview and Scrutiny Annual Report 2011/12 and to determine whether to make any amendments to the content.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>9. West Midlands Regional Scrutiny Network - Update Report</p> <p>(Pages 119 - 120)</p> <p>Councillor Phil Mould</p>	<p>To receive an update on the outcome of the latest West Midlands Regional Scrutiny Network meeting and the implications, if any, for Overview and Scrutiny at Redditch Borough Council.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>10. Actions List</p> <p>(Pages 121 - 122)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>11. Executive Committee Minutes and Scrutiny of the Forward Plan</p> <p>(Pages 123 - 148)</p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Forward Plan are suitable for scrutiny.</p> <p>(Minutes attached and Forward Plan to follow).</p> <p>(No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

Monday, 2nd April, 2012

<p>12. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>(No Specific Ward Relevance);</p>
<p>13. Task and Finish Groups - Progress Reports</p> <p>Councillor Gay Hopkins, Councillor Simon Chalk, Councillor Alan Mason, Councillor Luke Stephens</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ul style="list-style-type: none">a) Access for Disabled People – Chair, Councillor Alan Mason;b) Increasing Recycling Rates – Chair, Councillor Gay Hopkins;c) Promoting Sporting Participation – Chair, Councillor Luke Stephens; andd) Youth Services Provision – Chair, Councillor Simon Chalk. <p>(Oral reports)</p> <p>(No Specific Ward Relevance);</p>
<p>14. Health Overview and Scrutiny Committee</p> <p>Councillor Brenda Quinney</p>	<p>To receive a verbal update on the recent work of the Worcestershire Health Overview and Scrutiny Committee.</p> <p>(Verbal report)</p> <p>(No Specific Ward Relevance);</p>
<p>15. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources.• <p>(No separate report).</p> <p>(No Specific Ward Relevance);</p>

Overview and Scrutiny

Committee

Monday, 2nd April, 2012

16. Work Programme

(Pages 149 - 152)

To consider the Committee's current Work Programme, and potential items for addition to the list arising from:

- The Forward Plan / Committee agendas
- External publications
- Other sources.

(Report attached)

(No Specific Ward Relevance);

17. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

"That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act".

These paragraphs are as follows:

Subject to the "public interest" test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

and may need to be considered as 'exempt'.



Overview and Scrutiny

Committee

6th March 2012

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor Mark Shurmer (Vice-Chair) and Councillors Peter Anderson, Andrew Brazier, Simon Chalk, Andrew Fry, Bill Hartnett, Gay Hopkins, Brenda Quinney and Luke Stephens

Also Present:

Councillor Jinny Pearce, Portfolio Holder – Planning, Regeneration, Economic Development & Transport
M Collins, Vice-Chair, Standards Committee
A Scarce, Committee Services, Bromsgrove District Council - Observer

Officers:

R Bamford, H Broughton, R Dunne, D Hancox, S Horrobin, G Revans and J Staniland

Committee Services Officer:

M Craggs and D Sunman

181. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Mason.

182. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

183. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 14th February 2012 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny

Committee

6th March 2012

184. PORTFOLIO HOLDER ANNUAL REPORT - PORTFOLIO FOR PLANNING, REGENERATION, ECONOMIC DEVELOPMENT AND TRANSPORT - COUNCILLOR JINNY PEARCE

Further to consideration of the Portfolio Holder for Planning, Regeneration, Economic Development and Public Transport written report at the meeting of the Overview and Scrutiny Committee on 14th February 2012 and Members' agreed questions to be put to the Portfolio Holder, Councillor Jinny Pearce, provided the following responses as part of her annual report.

- 1) What is elected Members' involvement in the governance arrangements of the North Worcestershire Economic Development Unit?

The North Worcestershire Client Management Group (CMG) whose membership includes a Cabinet Member / Portfolio Holder (or substitute) from each of the three North Worcestershire districts together with Chief Executives and Directors, is responsible for the oversight of the work of the North Worcestershire Economic Development and Regeneration Team. The Head of Economic Development and Regeneration makes quarterly reports to this group and also attends Economic Advisory Panel meetings. She also advised that regular status meetings had been arranged for her with the Head of Economic Development and Regeneration. A number of meetings had been facilitated by the team between the Leader of the Council and businesses in the area.

Members were informed that they could contact North Worcestershire Economic Development and Regeneration Team at their key office base in Redditch Town Hall.

- 2) What actions have been taken and what plans are in place to grown the night-time economy in Redditch?

The Committee was informed that the work being carried out by the Town Centre Partnership, including administering the Evening Economy Grant, would improve the town centre generally and help the night-time economy to expand.

Members suggested the types of businesses, particularly restaurants, which they would like to encourage to locate in the town centre.

Overview and Scrutiny

Committee

6th March 2012

- 3) How successful has the North Worcestershire Economic Development Unit been in creating new jobs in Redditch? What arrangements are in place of measure its effectiveness?

The Committee was informed that it was difficult to measure the correlation between the team's activities and job creation as other factors, such as the current economic climate, had to be taken into consideration. However, a monitoring sheet had been included in the Redditch Economic Development Strategy to assist in measuring this activity.

The team had been working with the NEW College and local schools to identify the skills required by local businesses and to encourage more people in Redditch to engage in higher education.

- 4) The written report for your portfolio, which was considered by the Overview and Scrutiny Committee on 14th February, stated that "Worcestershire County Council (WCC) funding cuts to bus services managed well and impact minimised in Redditch."

- a) In this context what is your view of the recent removal of the 57 and 58 bus services to the Alexandra Hospital?

The service 57 and 58 extension of the route to the Alexandra Hospital was not considered to be commercially viable by the two bus operators and the decision to stop the service was made on this basis. Officers have approached WCC to establish whether the route could be subsidised but, in the current financial climate, this has not been possible.

- b) What is being done to alleviate inconvenience to local residents?

The Committee was informed that following the recent withdrawal of the 68 bus route, the Council's Dial a Ride service had worked in partnership with WCC to pilot a new bus route, utilising a Section 22 permit under the Transport Act, to provide services to the new Abbey Stadium. The service would be reviewed after six month's operation and, if successful, an option to provide a similar Section 22 bus route to the Alexandra Hospital would be explored.

Overview and Scrutiny

Committee

6th March 2012

- 5) To what extent is the Portfolio Holder involved in assessing new commercial planning applications that could help create new jobs in Redditch?

Councillor Pearce said that she attended many pre-application discussions and reminded members that any Member who had undertaken planning training was welcome to attend pre-application discussions. Recently the Leader of the Council had attended a pre-application discussion with a local business representative.

- 6) What plans are in place to continue and develop the Organised Work Experience Awards programme in Redditch?

Members were informed that as long as schools continued to send students on work experience placements the Awards scheme would continue. However, there were no plans to develop the scheme and, in accordance with the recommendations of the Wolf Report, schools would no longer have to send students at Key Stage 4 out on work experience placements.

- 7) What is being done to fill empty retail units and office spaces in the Borough?

New promotional literature had been produced and an advertising campaign carried out during the summer and autumn of 2011. The advertising campaign had included adverts being placed in the Birmingham Post, the Birmingham & Solihull Chamber Magazine and The Insider (a regional business magazine). Commercial property searches are carried out, on request, to match people looking for properties to vacant units.

The Town Centre Partnership continues to work with the Kingfisher Shopping Centre because if the centre is busy it follows that the rest of the town benefits.

The Chair thanked Councillor Pearce for her Annual Report.

185. COMMUNICATIONS TASK AND FINISH GROUP - MONITORING UPDATE REPORT

The Committee received a monitoring update report on the implementation of recommendations proposed by the Communications Task and Finish Group in 2008.

Overview and Scrutiny

Committee

6th March 2012

Officers outlined changes in the Communications Team since publication of the Task and Finish Group final report and the changing emphasis on how the media require news to be sent to them. Members received updates on the seven subject themes of the final report.

Members were given a full account of the current service provided by the Communications Team. In particular, this included: the production of three copies of Redditch Matters a year; the production of five press releases each week; daily updating of the Council website; the production of a monthly communications plan; the production of a daily e-update for staff and a monthly newspapers; and working with the Leader and senior Members, including Portfolio Holders, to ensure the Council's corporate messages are promoted.

Officers were also pleased to report that the local BBC radio station had commended the team as the best Council media team in Worcestershire (May 2011).

Officers reported future work would include the production of: a joint media protocol; a joint brand and style guidelines; and of a joint communications strategy;

Members discussed the efficacy and cost effectiveness of the various methods of communication used by the Council when engaging with residents of Redditch, which included Redditch Website, Redditch Matters, Facebook and Twitter.

RESOLVED that

the report be noted.

186. GRITTING SHORT, SHARP REVIEW - MONITORING UPDATE REPORT

The Committee received a report which provided further information on the recommendations made in the final report of the Gritting, Short, Sharp Review (May 2011) and on progress that had been made by Officers working with colleagues from Worcestershire County Council (WCC) to improve gritting and snow clearance service in the Borough.

Members welcomed the positive response from WCC including their financial contribution to the provision of additional snow clearing equipment.

RESOLVED that

Overview and Scrutiny

Committee

6th March 2012

- 1) **Members note the content of the report and the partnership work with Worcestershire County Council to improve gritting and snow clearing services in the Borough; and**
- 2) **Members also note the feedback, attached at Appendix 1 of the report, to the recommendations made in the Gritting Short, Sharp Review that Overview and Scrutiny completed in 2011.**

187. PERFORMANCE REPORT FOR SERVICES WITHIN THE REMIT OF THE PORTFOLIO FOR COMMUNITY LEADERSHIP AND PARTNERSHIP

The Committee received a written report which detailed the performance of services within the remit of the Portfolio Holder for Leisure Community Leadership and Partnership, Councillor Carole Gandy.

On the basis of the information contained within the report Members requested that the following questions be addressed by the Portfolio Holder in her Annual Report to the Committee, which has been scheduled to be delivered on 27th March 2012:

- 1) As Portfolio Holder, what are you planning to do to help ensure that the Redditch Partnership remains adequately funded in future?
- 2) Are there any plans to widen the successful use of focus group exercises, such as the Budget Jury, to provide direct public feedback to other areas of Council policy?
- 3) Is there any flexibility for increasing the maximum size of a voluntary sector grant if, in particular instances, this increase could likely benefit a significant number of people?
- 4) Are there any plans to re-introduce the register of activities document which informs residents of what local community activities and events are to be held and whom they can contact to obtain more information?

RESOLVED that

the content of the written performance report be noted.

Overview and Scrutiny

Committee

6th March 2012

188. CENTRE FOR PUBLIC SCRUTINY (CFPS) PARLIAMENTARY SEMINAR SERIES TRAINING - FEEDBACK REPORT

Councillor Stephens gave an oral report on the Centre for Public Scrutiny (CfPS) Parliamentary Seminar Training session that he had attended on 14th February 2012. Whilst he did not return any specific implications for scrutiny in Redditch, he found the event to be extremely useful, especially the opportunity to witness a Select Committee session in action.

RESOLVED that

the report be noted.

189. ACTIONS LIST

The Chair reported that he had received a response to Item 5 on the Action List on the effect of a 5% rather than a 7% increase in actual rent in 2012/13. He had been advised that this would have reduced the funds for the Housing Revenue Account by £450,000.

RESOLVED that

subject to the amendments detailed in the preamble above, the actions list be noted.

190. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meetings that took place on 20th and 21st February 2012. The Chair reminded members that these minutes had been approved at the full Council meeting held on 5th March 2012.

Members considered the latest edition of the Forward Plan and were advised that Item 17 (Roxboro House – Disposal Options) had been removed because the Executive Committee at their meeting on 23rd August 2012 had declared the site surplus and had agreed the method of disposal.

RESOLVED that

- 1) **the minutes of the Executive Committee meetings held on 20th and 21st February be noted; and**
- 2) **subject to the amendments detailed in the preamble above, the Forward Plan be noted.**

Overview and Scrutiny

Committee

6th March 2012

191. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents for consideration.

192. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received the following reports in relation to current reviews:

a) Access for Disabled People – Chair, Councillor A Mason

The Committee was informed that the draft final report had been circulated to relevant officers for comment. The final version would be considered at the meeting of the Overview and Scrutiny Committee to be held on 17th April 2012.

b) Improving Recycling – Chair, Councillor Gay Hopkins

Councillor Hopkins reported that two more meetings had taken place and, in addition, the group had carried out a site visit to look at the process for 'Grey Bin' collections. Officers are consulting the Communications Team on ways to work with the press to further promote the importance of recycling. The final report would be considered by the Overview and Scrutiny Committee on 27th March 2012.

c) Promoting Sporting Participation – Chair, Councillor Luke Stephens

Councillor Stephens reported that a meeting had been held immediately preceding the Committee meeting to further develop the Group's ideas for final recommendations. These recommendations were expected to be drafted at the Group's next meeting on 14th March 2012.

d) Youth Service Provision

Councillor Simon Chalk reported that draft final report had been circulated to relevant officers for comment. The final version would be considered at the meeting of the Overview and Scrutiny Committee to be held on 17th April 2012.

193. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Quinney advised that she had nothing to report.

194. REFERRALS

There were no referrals.

Overview and Scrutiny

Committee

6th March 2012

195. WORK PROGRAMME

There were no changes to the Work Programme.

The Meeting commenced at 7.00 pm
and closed at 8.55 pm

.....
Chair



Overview & Scrutiny

No Direct Ward Relevance

Committee

27th March 2012

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR CAROLE GANDY, PORTFOLIO HOLDER FOR COMMUNITY LEADERSHIP AND PARTNERSHIP

The following questions have been suggested by Members of the Overview and Scrutiny Committee. These questions will be posed to Councillor Carole Gandy, Portfolio Holder for Community Leadership and Partnership at the Overview and Scrutiny Committee meeting on Tuesday 27th March 2012.

- 1) As Portfolio Holder, what are you planning to do to help ensure that the Redditch Partnership remains adequately funded in future?
- 2) Are there any plans to widen the successful use of focus group exercises, such as the Budget Jury, to provide direct public feedback to other areas of Council policy?
- 3) Is there any flexibility for increasing the maximum size of a voluntary sector grant if, in particular instances, this increase could likely benefit a significant number of people?
- 4) Are there any plans to re-introduce the register of activities document which informs residents of what local community activities and events are to be held and whom they can contact to obtain more information?

Overview & Scrutiny

Committee

27th March 2012

NB Note draft revision /Update – Page 2. S

REDDITCH BOROUGH COUNCIL **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the	

Overview & Scrutiny

Committee

27th March 2012

		Council, but not exclusively (other Members may also have this shared role) (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed. (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / 	

Overview & Scrutiny

Committee

27th March 2012

		<p>agenda preparation processes</p> <ul style="list-style-type: none"> • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

OVERVIEW AND SCRUTINY COMMITTEE

27th March 2012

APRIL – DECEMBER (QUARTER 3) - FINANCE MONITORING REPORT 2011/12

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report details the Council's financial position for the period April to December 2011 (Quarter 3 – 2011/12).

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the current financial position on Revenue and Capital be noted as detailed in the report.

3. KEY ISSUES

3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council.

Financial Implications

3.2 A separate finance report for each department plus a council summary is shown on the following pages.

3.3 The Council set a balanced budget in February 2011 for the financial year 2011/12. Within the budget were included savings of £927,000 which were not fully identified. These included savings relating to shared services, Transformation, vacancies with the Council and changes to Terms and Conditions.

**OVERVIEW AND SCRUTINY
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**Revenue Budget summary Quarter3 (April –December) 2011/12 –
Overall Council**

- 3.4 The current financial position for services delivered within the Borough is detailed in the table below.
- 3.5 Internal recharges have not been included in these figures to allow comparison from budget to actual.

Service Head	Budget 2011/12 £'000	Budget April - December £'000	Actual spend April – December £'000	Variance to date April - December £'000	Projected Variance £'000
Environmental Services	3,393	2,762	2,644	(118)	(106)
Community Services	1,991	1,484	1,463	(31)	(35)
Regulatory Services	1,322	997	1,002	5	-
Leisure & Cultural Services	3,393	2,491	3,435	70	42
Planning & Regeneration	2,029	1,515	1,422	(96)	(110)
Customer Services	921	682	657	(25)	(25)
Finance & Resources	5,780	3,991	4,042	98	(9)
Legal, Equalities & Democratic Services	1,314	995	932	(63)	(59)
Policy, Performance & Partnerships	589	453	399	(54)	(64)
Business Transformation	883	694	695	1	-
Head of Housing Services	1,053	790	731	(58)	-
Corporate Services	327	245	190	(55)	(63)
SERVICE TOTAL	22,995	17,099	17,612	(326)	(429)
OTHER SAVINGS					(37)
TRANSFER FROM HRA					(300)
TOTAL					(766)

OVERVIEW AND SCRUTINY COMMITTEE

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Financial Commentary

- 3.6 Owing to the additional number of staff who are now entitled to claim essential car user allowance together with the increase in the HMRC (Her Majesty's Revenue and Customs) mileage rate, there is a projected saving of £8,000 to be delivered against the anticipated saving of £115,000.
- 3.7 Other main variances on both anticipated savings and current underspends include:
- a) An additional £14,000 New Homes Bonus than budgeted;
 - b) External Funding to Waste collection of £101,000;
 - c) Various savings from Vacant Posts;
 - d) There is a £66,000 saving from the cost of Internal Audit following its transfer to WETT. This is now reflected in the Audit budget;
 - e) The Head of Environmental Services has identified a further £37,000 of savings which have been removed from his budgets, these are shown in the table above;
 - f) An amount of £300,000 has also been identified that is due to be paid from the HRA to the General Fund.
- 3.8 The Finance Team is working with Service Managers to identify further savings and underspends to deliver the required savings whilst ensuring that the quality of service delivered to the community is not affected.

Housing Revenue Account (HRA)

- 3.9 There is a predicted saving of £42,000 on the HRA at the end of the 3rd quarter, this is against a budget of £22 million. Any savings will be returned to balances at the end of the financial year.
- 3.10 The savings relate to the Home Support Service and other general expenses.

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**Capital Budget summary Quarter 3 (April - December) 2011/12 –
Overall Council**

Department	Budget 2011/12 £'000	Actual spend April – December £'000	Balance To 31st March 2011 £'000
Business Transformation	163	137	26
Environmental Services	3,542	1,524	2,018
Planning & Regeneration	47	25	22
Regulatory Services	152	47	105
Community Services	1,301	503	798
Leisure & Cultural Services	6,765	6,690	75
Finance & Resources	773	105	669
Head of Policy, Performance & Partnerships	180	180	-
Housing Services (inc HRA)	7,642	4,613	3,029
Total	20,565	13824	6,742

Financial Commentary:

- The major variances are due to the fact some capital projects have not yet been started during 2012.
- The Abbey Stadium Project completed January 2012.
- Finance Officers are working with Heads of Service to establish the timetable for major projects.

**OVERVIEW AND SCRUTINY
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Treasury Management

- 3.11 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance Prudential Indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

Credit Risk

- 3.12 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.
- 3.13 At 30th September 2011, short-term investments comprise:

	30 June 2011 £000	30 September 2011 £000	31 December 2011 £000
Deposits with Banks/Building Societies	10,500	15,800	18,500

Income from investments

- 3.14 An investment income target of £132,000 has been set for 2011/12 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.
- 3.15 In the 9 months to 31st December, the Council earned income from investments of £81,000. An additional £62,000 is expected when a number of investments mature in the final quarter, exceeding total budgeted income by £11,000.

OVERVIEW AND SCRUTINY COMMITTEE

27th March 2012

General Fund Balances

- 3.16 The General Fund Balance as at the 31st March 2011 is £1,564,495; the budget set in February 2011 included an estimated use of balance of £494,956. Further balances this year may be used if the savings included in the budget are not fully met.

Legal Implications

- 3.17 No Legal implications have been identified.

Service/Operational Implications

- 3.18 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

Customer / Equalities and Diversity Implications

- 3.19 Performance Improvement is a Council Objective.

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

Appendix 1	-	Environmental Services
Appendix 2	-	Community Services
Appendix 3	-	Regulatory Services
Appendix 4	-	Leisure & Cultural Services
Appendix 5	-	Planning & Regeneration
Appendix 6	-	Customer Services
Appendix 7	-	Finance & Resources
Appendix 8	-	Legal, Equalities & Democratic Services
Appendix 9	-	Policy, Performance & Partnerships
Appendix 10	-	Business Transformation
Appendix 11	-	Housing Services
Appendix 12	-	Corporate Services

6. BACKGROUND PAPERS

None.

OVERVIEW AND SCRUTINY COMMITTEE

27th March 2012

AUTHOR OF REPORT

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Tel: (01527) 64252 ext 3790.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE****Appendix 1**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Environment**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Environmental Services	500	371	365	(6)	500	0
Env. Services Man. (Depot)	509	380	373	(7)	509	0
Highways & Drainage	433	335	332	(3)	428	(5)
Manager Bereavement Services	(265)	(114)	(114)	-	(265)	0
Manager Lands. & Cleansing	30	129	140	11	30	0
Manager Supplies And Transport	102	77	69	(8)	102	0
Manager Waste Collection	1,171	877	774	(104)	1,070	(101)
Manager Waste Management	913	707	705	(2)	913	0
TOTAL	3,393	2,762	2,644	(118)	3,287	(106)

There is an £10,000 underachievement of Income on Car Parking from the part time pay and display car parks at the Town Hall and Trafford park. This has been offset by a £15K salary saving on Drainage. A grant for £100,000 has been received from WCC relating to the Waste minimisation/tonnage reduction agreement between the County Council and the District Councils which was not budgeted for this grant covers the years 2010/11 and 2011/12.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Environment****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Improved Parking Scheme	261	170	46	216	45
Vehicle Purchase - Cleansing	571	0	413	413	158
L'Scape Imp Programme	145	114	25	139	6
Recycling Project	90	0	-	-	90
Town Centre Landscape Scheme	465	10	5	15	450
Park Infrastructure	30	0	0	0	30
Liveability	4	0	2	2	2
Est Enhancement-Lodgepark	384	257	12	269	115
Est Enhancement-Woodrow	59	31	0	31	28
Est. Enhancement-Winyates	238	134	-	134	103
Brockhill Community Woodlands	5	0	0	0	5
L'Scaping Astwood Bank	4	0	3	3	1
Oakenshaw Spinney	8	6	-	6	2
Oakenshaw Woods	7	1	1	2	5
Greenlands Pub Open Space	7	2	-	2	5
Wirehill Woods	12	0	0	0	12
Crematorium Enhancement	758	0	0	0	758
Drainage Works Cemetery	14	3	6	9	5

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY****COMMITTEE****Appendix 1**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Environment**

Scheme	Budget £'000	YTD Actuals £'000	Commitmen ts £'000	Actual + Commitmen ts £'000	Balance £'000
Culvert & Ditch Pitcheroak Woods	40	0	0	0	40
Church Green (Tc) Enhancements	0	14	0	14	(14)
C'Hill Brook Culvert & F/Bridge	20	0	0	0	20
Foxlydiate Crescent Lighting	25	0	0	0	25
C'Hill Brook Footpath Imps	20	0	0	0	20
Flood Alleviation	44	0	0	0	44
Batchley Brook	0	(25)	0	(25)	25
Crossgate Depot Imps 2010	80	3	0	3	77
Crematorium Extension	35	2	10	12	23
Land Drain Works - Old Forge Dr	216	195	84	279	(62)
TOTAL	3,542	917	607	1,524	2,018

Town Centre – this project is being reviewed as to how it is best utilised.

Estate Enhancements – these works are not finished yet as we have been delayed by legal issues surrounding the bi stores in Winyates.

Wirehill Woods – this project is still being reviewed as to how it will be spent.

Crematorium Enhancement – this work will commence shortly

Crematorium extension - this has now received planning approval and should take place in the near future

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April- December 2011/12 Head of Community Service**

Service Head	Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Community Services	1,644	1,223	1,188	(35)	1,153	(35)
Control Centre Manager	293	220	235	15	293	0
Manager Care & Repair	54	41	40	(1)	54	0
TOTAL	1,991	1,484	1,463	(31)	1,500	(35)

The savings relate to salary savings from maternity leave and a part time vacant post, there is also £5,000 additional income which was not included in the budget.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April- December 2011/12 Head of Community Service****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
P/S Hsg Computer System	10	0	0	0	10
Small Area Improvements	100	48	-	48	52
Strat Hsg Research & Dev	90	76	0	76	14
Cctv/Lifeline Ss	34	20	12	31	3
Home Repairs Grant(Over 60'S)	228	0	39	39	189
Disabled Facilities Grant	798	278	0	278	520
Hmo Grants	26	30	0	30	(4)
Micro Gen Tech	2	1	0	1	1
Interim Man Orders	9	0	0	0	9
Private Sector Stock Survey	4	0	0	0	4
TOTAL	1,301	453	51	503	798

There has been a reduction in the number of applications for Disabled Facilities grants, there are no current waiting lists. This is partly grant funded and partly funded from borrowing the savings relating to this will be a saving to the General Fund budget.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Regulatory**

Service	Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Environmental Health	1,143	858	863	5	1,143	0
Manager Taxi Licensing	179	139	139	-	179	0
TOTAL	1,322	997	1,002	5	1,322	0

There are no variances predicted on this budget.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 3**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Regulatory****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Contaminated Land(Bdc)	52	47	0	47	5
Regulatory Shared Services	100	0	0	0	100
TOTAL	152	47	0	47	105

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 4**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Leisure & Cultural**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Business Development	27	1	9	8	37	10
Cultural Services	928	714	756	42	981	53
Leisure & Cultural Man	260	192	172	(20)	217	(43)
Parks & Green Spaces	919	666	672	6	925	6
Sports Services	1,259	918	952	34	1,275	16
TOTAL	3,393	2,491	2,561	70	3,435	42

The income on the Golf Course and Reddicard have not been achieved. There is also additional overspends on Community Centres and Forge Mill Museum, they have not achieved there target savings and income budgets. the Christmas Lights have cost an additional £10,000 due to the fact that the owners of the Kingfisher Centre have refused to contribute for 2010/11 and 2011/12, these savings have been offset by NNDR refunds at Arrow Valley Countryside Centre and the Golf Course as well as a saving following from the restructure of the Management in this service.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 4**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Leisure & Cultural**

Capital

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Abbey Stadium Consultation	6,746	6,496	175	6,671	75
Bmx Track	0	0	0	0	0
South Street S106 Fund	19	18	1	19	-
TOTAL	6,765	6,514	176	6,690	75

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 5**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head Of Planning & Regeneration**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Building Control	310	233	233	-	310	0
Economic Development	202	152	140	(12)	190	(12)
Head Of Planning & Regeneration	43	32	35	3	43	0
Planning Policy	1,474	1,098	1,014	(84)	1,376	(98)
TOTAL	2,029	1,515	1,422	(96)	1,919	(110)

There is a refund of NNDR on the Business Centres of £12,276.

**There is also salary savings of £63,000 and additional income in Planning Services.
Additional resources will be required in next financial year to backfill for
Transformation,**

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 5**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head Of Planning & Regeneration**

Capital

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Idox Uniform Software	22	0	0	0	22
Train Station Project	25	25	0	25	0
TOTAL	47	25	0	25	22

Work on Idox system will commence shortly.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Customer Services**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Customer Support Services	921	682	657	(25)	896	(25)
TOTAL	921	682	657	(25)	896	(25)

The savings relate a vacant post which is being deleted, £20K of this saving is required to implement a new queuing system during 2012/13.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Finance & Resources**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Asset Maint	1,020	686	781	95	1,025	5
Audit Services	107	81	80	(1)	108	0
Benefits	1,319	950	956	6	1,319	0
Corporate Management	1,091	789	789	-	1,091	0
Council Tax	1,000	743	708	(35)	965	(34)
Financial Services	673	459	471	11	665	(8)
Head Of Finance & Resources	43	32	36	4	43	0
Human Resources	492	369	389	20	492	0
Procurement	78	59	58	-	78	0
Property Management	(43)	(177)	(179)	(2)	(15)	28
	5,780	3,991	4,042	98	5,771	(9)

The savings in Council Tax relate to 2 vacant posts, there are also salary savings in Finance which relate to an officer being on Maternity leave. NNDR is now payable by RBC on the vacant unit in Threadneedle House which was not budgeted for there is also security costs for Crossgates Depot which are not budgeted for.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 7**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Finance & Resources****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Benefits Replacement System	13	13	0	13	-
Energy Manage/Measure	25	0	0	0	25
Public Building	309	41	13	54	256
Energy Management System 2010	100	0	0	0	100
Hewell Rd Pool Works	210	0	0	0	210
Energy & Efficiency Installs	116	17	20	38	78
TOTAL	773	71	33	105	669

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 8**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Legal, Equal, & Democ**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Civic Support	104	78	71	(7)	104	0
Democratic Services	569	416	390	(26)	543	(26)
Elections	246	205	205	-	246	0
Legal Services	395	296	266	(30)	362	(33)
TOTAL	1,314	995	932	(63)	1,255	(59)

Legal Services

The underspend relates to a combination of salary savings together with improved efficiencies in the procurement of books and publications.

Democratic Services

There is a small ongoing saving within the salary budget which will continue to the end of the financial year.

In addition there is the underspend relating to the savings realised from the Members' allowance budget. This is due to Members agreeing that the receipt of increased allowances was optional.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 9**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Policy Perf And Partnership**

Service Head	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Communications	235	176	128	(48)	182	(53)
Policy Performance & Part.	214	172	176	4	214	0
Print & Reprographic Services	140	105	95	(10)	129	(11)
TOTAL	589	453	399	(54)	525	(64)

The savings are a reduction in costs following the shared service

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 9**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Policy Perf And Partnership****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Solar Panels	180	180	0	180	0
TOTAL	180	180	0	180	0

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 10**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Business Transformation**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projecte d Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Business Transformation	708	532	532	-	708	0
Head Of Business Transformation	51	38	38	-	51	0
IT Licences Direct Services	124	124	125	1	124	0
TOTAL	883	694	695	1	883	0

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 10**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Business Transformation****Capital**

Scheme	Budget £'000	YTD Actual s £'000	Commitm ents £'000	Actual + Commitme nts £'000	Balance £'000
Members ICT Facilities	11	1	-	1	10
New Telephone System	90	90	0	90	-
It Replacement Programme	62	39	7	46	16
TOTAL	163	130	7	137	26

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 11**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Housing Services**

Service Head	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Housing General Fund	1,053	790	731	(58)	1,024	-
TOTAL	1,053	790	731	(58)	1,024	-

The variances on this service relate to a vacant post in Housing Capital, these savings are due to the HRA account not General Fund so not reflected in the outturn column

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 11**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Head of Housing Services****Capital**

Scheme	Budget £'000	YTD Actuals £'000	Commitments £'000	Actual + Commitments £'000	Balance £'000
Catch Up Rep- Bath Replacemts	635	474	84	558	76
Design & Supervision	699	13	-	13	686
Catch Up Rep- Kitchen Upgrades	2,053	1274	38	1,312	741
Catch Up Repairs	748	649	5	654	94
Asbestos General	238	120	42	161	77
Housing Management It System	100	0.00	0.00	0.00	100
General Roofing	134	151	0.00	151	(16)
Rewiring	632	387	77	463	168
Upgrade Of Ch Systems	707	375	277	652	55
Window Replacements	120	55	0.00	55	64
Roof Works - C/Hill & Wood	97	18	33	50	47
Disabled Adaptations	674	358	20	377	296
Security Door Entry Scheme	170	41	3	44	126
Housing Stock Improvements	50	31	0.00	31	19
Solid Wall Insulation	300	-	0.00	0.00	300
Repairs To Sheltered Hsg Stock	166	51	-	51	115
Winslow Close Heating	120	40	0.00	40	80
TOTAL	7,642	4,034	578	4,613	3029

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE Appendix 12**

27th March 2012

**Budget Summary Quarter 3
April – December 2011/12 – Ce Head Of Paid Service**

	Revised Budget 2011/12 £000	Profiled YTD Budget 2011/12 £000	Actual + Commitments 2011/12 £000	Variance to date 2011/12 £000	Projected Outturn 2011/12 £000	Projected Outturn Variance 2011/12 £000
Ce Head Of Paid Service	327	245	190	(55)	264	(63)
TOTAL	327	245	190	(55)	264	(63)

The savings are a contribution from BDC of PA's time.

OVERVIEW AND SCRUTINY COMMITTEE

27th March 2012

CORPORATE PERFORMANCE REPORT - QUARTER 3, PERIOD ENDING 31ST DECEMBER 2011

Relevant Portfolio Holder	Councillor Michael Braley, Corporate Management
Portfolio Holder Consulted	Yes – At Portfolio Holders' meeting
Relevant Head of Service	Kevin Dicks, Chief Executive
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report also provides Members with an opportunity to review the Council's performance for quarter 3 of the 2011/12 financial year and to comment upon it.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the update on key performance indicators for the period ending 31st December 2011 be considered and commented upon.

3. KEY ISSUES

Financial Implications

3.1 Poor financial performance will be detrimental to any Council assessment and overall performance. Specific financial indicators included in the 2011/12 set for quarter 3 are listed below:

- Time taken to process housing benefit / council tax benefit new claims and change events;
- Percentage of invoices paid by the Council within 30 days of receipt or within the agreed payment terms;

Legal Implications

3.2 The Government announced that the former National Indicator set was to be reduced. At present there is no legal requirement for the local authority to produce specific performance data.

**OVERVIEW AND SCRUTINY
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- 3.3 As the Council progresses with the transformation programme, Members and Senior Management Team may wish to challenge data requirements placed upon the Council by external organisations if it is felt that they do not contribute to the purposes of the organisation.

Service / Operational Implications

- 3.4 The current reduced number of indicators allows officers to focus on the areas that are of greatest importance and still require management for the remainder of the financial year.
- 3.5 The corporate performance report compares the year to date outturn with the same period last year and shows those indicators from the Council Plan which were agreed by CMT for corporate reporting for quarter 3 and quarter 4, 2011/12 and whether they have improved, declined or remained static in performance.
- a) In total, data has been provided for 18 indicators for quarter 3. Of these, 8 have improved in performance and 10 have declined compared with the same period last year.
 - b) Of those indicators which have declined, there is one which may require further analysis (see section 3.5d).
 - c) This report shows that of the 17 indicators reported this quarter, 44.4% have improved when compared to the same period last year (April to December). By way of example:
 - i) The time taken to process Housing Benefit / Council Tax Benefit new claims and change events has continued to demonstrate a positive direction of travel as the length of time to process the claims has reduced by 3.7 days when compared to the same period last year, falling from 12.30 days to 8.60 days;
 - ii) The amount of time lost to the organisation due to sickness absence has reduced from 7.84 days to 6.69 days. It is hoped that the current review of the sickness absence policy will result in continued improvement in this indicator;
 - iii) There has been a 13.78kg reduction (per household) in the amount of residual household waste collected. Falling from 432.49 kg, April – December in 2010/11 to 418.17kg for the same period in 2011/12;
 - iv) There continues to be a reduction in the amount of rent owing from Council tenants, falling from 3.63% of the rent roll for April – December in 2010/11 to 2.81% for the same period in 2011/12.

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- d) There are two indicators highlighted as showing relative concern:
- i) The number of households requiring temporary accommodation in the period April to December has increased from 9 households in 2010/11 to 11 households in 2011/12. Although the current quarter comparatively shows a small increase, there is concern this will continue with an upward trend due to changes in affordability and housing benefit entitlement. Some reasons for this are: there are fewer private properties available for rent as some private landlords have been forced to sell properties, and due to changes in housing benefit (which is now paid directly to the applicant and not the landlord); fewer private landlords are prepared to rent to people in receipt of benefits due to fear of non-payment.
 - ii) The number of invoices paid by the Council within 30 days of receipt has remained relatively static for the last 7 quarters with the average percentage of invoices being paid at 92.36% (this does not include disputed invoices). To address this matter, a message has been placed on Oracle reminding managers of their responsibility to return invoices in a timely manner. This will also be discussed the Managers Forum. A new automated ordering system which will reduce the length of time between receipt and payment of invoices is currently being rolled out. It is anticipated the roll out will be complete by the end of March 2012.
- 3.6 To maintain data quality, the Council uses an electronic data collection (EDC) spread sheet. This shows current and historic performance against selected performance indicators.
- 3.7 The Council's current Council Plan makes a clear commitment to improve the way in which priority actions are planned and to improve the way in which performance is managed. Appendix 1 reports on the 2011/12 performance indicators agreed for by CMT for corporate reporting in quarter 3. These indicators have been extracted from the Council Plan. The performance data contained in the attached report relates directly to the Council's priorities and objectives.
- 3.8 The performance indicator set includes one which reports on the number of working days / shifts lost to the local authority due to sickness absence per full time equivalent staff member. Quarter 3, 2011/12 shows a decrease in the amount of time lost due to sickness absence compared to the same period last year (April – December).

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27th March 2012

- 3.9 There are a total of 2 performance indicators that relate to air quality and climate change within the list of National Indicators all of which are included in the corporate set. These indicators are all reported annually.

Customer / Equalities and Diversity Implications

- 3.10 Customer service performance indicators included for 2011/12:
a) Percentage of complaints handled within the agreed time frames.
Performance for this indicator can be found in Appendix 1.
- 3.11 Enhanced performance will assist to improve customer satisfaction.
- 3.12 Information contained in the attached appendix will be communicated to both internal and external customers via the intranet/Internet following approval at committee.

4. RISK MANAGEMENT

Assessing the Council's performance forms part of the Council's approach to risk management.

5. APPENDICES

Appendix 1 – Quarter 3, 2011/12 Corporate Performance Report, period ending 31 December 2011

6. BACKGROUND PAPERS

The details to support the information provided within this report are held by the Policy Team and on the Electronic Data Collection (EDC) system.

AUTHORS OF REPORT

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Redditch Borough Council Corporate Performance Report
Quarter 3, 2011/12 - Period Ending December 2011

The following pages provide a report for all corporate performance indicators which are contained in the Council Plan, for which data was expected and provided in quarter 3 (October - December) 2011/12 and where there is comparative data available; the data relates to a year to date (April - December) comparison.

	Finance & Corporate Resources (FR)		Leisure, Environmental & Community Services (LEC)		Area of Highest Need (AOHN)		Policy, Performance & Partnerships (PPP)		Planning, Regeneration, Regulatory & Housing Srvs (PRRH)		Total	
		%		%		%		%		%		%
Total number of corporate performance indicators providing outturn data for quarter 3 where comparative data is available	3	%	9	%	0	%	0	%	6	%	18	%
Total number of indicators showing improvement compared to the same period last year ☺	2	66.7%	4	44.4%	NO COMPARABLE DATA AVAILABLE FOR THESE PIS		NO OUTTURNS EXPECTED THIS QUARTER		2	33.3%	8	44.4%
Total number of indicators showing a decline compared to the same period last year ☹	1	33.3%	5	55.6%					4	66.7%	10	55.6%
Total number of indicators showing no change compared to the same period last year ☹	0	0.0%	0	0.0%					0	0.0%	0	0.0%

Key Findings for Quarter 3

This report shows that of the 18 indicators reported this quarter, 44.4% have improved when compared to the same period last year. By way of example, the time taken to process Housing Benefit / Council Tax Benefit new claims and change events continues to improve, as the length of time to process the claims has reduced from 12.3 days to 8.6 days. Likewise, there has been a reduction of 13.78kgs of residual waste per household when compared to the same period last year. However there are also indicators which are of some concern, for example the amount of households requiring temporary accommodation has increased due to the difficulty in preventing them from becoming homeless.

The table below shows a key to terms and symbols used throughout this report.

<u>Key to Terms and Symbols</u>			
Improving performance compared to same period last year ☺		Positive Trend	+ve
Worsening performance compared to same period last year ☹		Negative Trend	-ve
No change in performance compared to same period last year ☹		To be confirmed	TBC
No data available for the period #		Worcestershire Viewpoint Survey	(WVP)
Not applicable for this indicator/period NA		Customer Service Centre	CSC
Data is provisional *		West Midlands	WM

Indicator Description	Current			History - Year End (where available)	
	1 Apr 2010 - 31 Dec 2010	1 Apr 2011 - 31 Dec 2011	Direction of Travel (where applicable)	2009/10	2010/11
Time taken to process Housing Benefit / Council Tax Benefit new claims and change events (days)	12.30	8.60	☺	13.40	11.35
% of invoices paid by the Council within 30 days of receipt	92.52%	92.28%	☹	93.55%	92.39%
Number of working days / shifts lost to the local authority due to sickness absence per FTE (full time equivalent) staff members (days)	7.84	6.69	☺	9.02	10.16
% of complaints handled within the agreed time frames	82.76%	71.62%	Contextual	NA	81.25%

Key to Terms and Symbols			
Improving performance compared to same period last year	☺	Positive Trend	+ve
Worsening performance compared to same period last year	☹	Negative Trend	-ve
No change in performance compared to same period last year	☹	To be confirmed	TBC
No data available for the period	#	Worcestershire Viewpoint Survey	(WVP)
Not applicable for this indicator/period	NA	Customer Service Centre	CSC

Data is provisional	*	West Midlands	WM
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Comments

Faster decision making on claims due to Officers deciding more claims while customer is present, also more automation of Department of Works and Pensions and Her Majesty's Revenues and Customs data. In addition fewer new claims have been made.

Slight increase in processing time (this does not include disputed invoices). As officers have been failing to sign invoices and return in a timely manner to accounts payable, a corporate message was recently sent out in Oracle to encourage officers to return invoices within 4 days. This matter will also be discussed at a forthcoming Managers Forum. A new automated ordering system which will reduce the length of time between receipt and payment of invoices is currently being rolled out. It is anticipated the roll out will be complete by the end of March 2012.

Whilst there has been an increase in sickness from the last quarter (2.70 days in Q3, 2.12 days in Q2), there has been a decrease in sickness compared with the same period last year. The review of the Sickness Absence policy is currently an HR priority and upon implementation we would expect to see an improvement in future figures.

2 complex cases still open. The number of complaints has increased in comparison to the same time last year as expected as we encourage staff to record feedback. However, this is a drop in the percentage of complaints dealt with within agreed timescales compared with the same period last year and Heads of Service are reminded to ensure timescales are met.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 Dec 2010	1 Apr 2011 - 31 Dec 2011	Direction of Travel (where applicable)	2009/10	2010/11	
Number of affordable homes delivered	79	18	Contextual	111	100	One mortgage rescue unit delivered; converted from market to rent. No schemes on site but large scheme in pipeline which may come forward in this financial year (Marlfield Farm at Church Hill). Low completion level.
Number of British Crime Survey comparator crimes reported	2,426	2,595	☹	3,469	3,241	The total of 799 BCS comparator crimes in Q3 is lower than Q2 (by 74 Offences) . However, Q3 offending this year is slightly higher than that of Q3 last year 2010/11 (up 2%), and the year to date total number of BCS crimes is up 7% on the 2010/11 figure. Despite these increases, performance is now in line with peers, ranking 9th out of 15 most similar areas - suggesting that other similar areas of the country are seeing greater increases in crime.
Number of people using the Dial-A-Ride service	26,002	25,497	☹	32,865	35,196	There has been a decrease in passenger numbers in quarter 3 (505 passengers) as to two vehicles were in the garage for major repairs, although this did not have an adverse effect on the number of people who were refused the service. However there has been an increase of 555 passengers when comparing December 2010 with December 2011. One vehicle remains off the road as it is uneconomical to repair. Two new vehicles have been ordered and it is expected that they will be in service during April. New promotional material has recently been distributed and it is hoped this will increase the usage of both Shopmobility and Dial-A-Ride.
Number of people using the Shopmobility service	12,279	12,942	☺	19,238	16,252	There continues to be a steady increase in customers using the Shopmobility service. Compared to the same year to date figures there has been an increase of 663 users. New promotional material has recently been distributed and it is hoped this will increase the usage of both Shopmobility and Dial-A-Ride.
Visitors to the Palace Theatre	44,183	41,222	☹	44,857	53,015	Exceeded box office cash record for the panto and usage is up compared to the same quarter for last year (Q3, 2010/11 12,142 and Q3, 2011/12 13,813). The overall short fall is due to reduced attendance at Society Theatre hire performances, however the management team are confident that attendance will meet in-service target of 53,015 by the year end. Within the theatres benchmarking group, audience figures are significantly down across all theatres but the Palace is remaining relatively stable whilst reducing running costs.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 Dec 2010	1 Apr 2011 - 31 Dec 2011	Direction of Travel (where applicable)	2009/10	2010/11	
Visitors to leisure centres	419,252	432,533	☺	565,157	569,187	There has been an increase of 13,281 compared with the same period last year. This has been due to increase in attendances at dual use sites; there has been higher usage in Arrow Vale's i-gym, Kingsley Squash Courts and some relocations from Abbey Stadium.
Visitors to Museum and Bordesley Abbey Visitors Centre	18,989	19,293	☺	15,068	21,347	Slight increase, due to additional attendance at the annual Christmas Fair.
Household waste collection (kg per head)	83.58	83.78	☹	86.59	90.19	Very minor change compared to the same period last year, slight improvement on previous quarter (Q2, 100.72kgs and Q3, 91.49kgs).
Residual waste per household (kgs)	432.49	418.71	☺	574.94	569.17	Improvement on previous quarter, and a reduction of 13.78kgs per household when compared to the same period last year.
% of household waste re-used, recycled or composted	27.79%	27.64%	☹	28.30%	28.73%*	Minimal decrease on the same period last year, however there is a small improvement of 0.5% when comparing Q3, 2010/11 with Q3, 2011/12

Key to Terms and Symbols

Improving performance compared to same period last year	☺	Positive Trend	+ve
Worsening performance compared to same period last year	☹	Negative Trend	-ve
No change in performance compared to same period last year	☹☺	To be confirmed	TBC
No data available for the period	#	Worcestershire Viewpoint Survey	(WVP)
Not applicable for this indicator/period	NA	Customer Service Centre	CSC
Data is provisional	*	West Midlands	WM

Indicator Description	Current			History - Year End (where available)	
	1 Apr 2010 - 31 Dec 2010	1 Apr 2011 - 31 Dec 2011	Direction of Travel (where applicable)	2009/10	2010/11
Number of households living in temporary accommodation (Snapshot)	9	11	☹	7	3
Average time taken to re-let local authority housing (days)	18.10	20.93	☹	22.92	19.55
Rent arrears as a percentage of rent roll	3.63%	2.81%	☺	3.57%	2.65%
Processing of major planning applications determined within 13 weeks	80.00%	75.00%	☹	100%	76.92%
Processing of minor planning applications determined within 8 weeks	100%	96.50%	☹	95.24%	100%
Processing of other planning applications determined within 8 weeks	95.49%	97.18%	☺	98.16%	95.40%

Key to Terms and Symbols

Improving performance compared to same period last year	☺	Positive Trend	+ve
Key Findings for Quarter 1	☹	Negative Trend	-ve
No change in performance compared to same period last year	☺	To be confirmed	TBC
No data available for the period	#	Worcestershire Viewpoint Survey	(WVP)
Not applicable for this indicator/period	NA	Customer Service Centre	CSC

Indicator Description	Current			History - Year End (where available)	
	1 Apr 2010 - 31 Dec 2010	1 Apr 2011 - 31 Dec 2011	Direction of Travel (where applicable)	2009/10	2010/11
Data is provisional	*	West Midlands			WM

Comments

Use of temporary accommodation has increased as prevention is becoming more difficult due to lack of properties in private sector and affordability due to changes to housing benefit entitlement.

The void performance continues to be well within the service target (25 days), although with the transformation work commencing in housing our performance has not been as good as in quarter 2 due to officers working with the transformation team. Extra support has been put in place to ensure the team performance is not disrupted in future quarters.

Our performance in comparison to the previous two year's is continually improving. In 2009/10 the year to date arrears were £831,640 (4.34%) and in 2010/11 they were £720,328 (3.63%). This has been achieved by amending our working practices to put more emphasis on preventing arrears.

5 major applications determined this quarter, which is the most we have dealt with in one quarter in the last 12 months. Out of the five applications, 1 was determined out of time giving us a performance rate of 80% for quarter 3 (the same as Q3 in 2010/11). The reason for this late decision was due to the section 106 agreement.

3 applications were determined out of time this quarter, which is the lowest performance level for this category. Two of the applications that were out of time had to be reported to committee.

Although 3 applications have been determined out of time, which is the lowest performance level since the first quarter last year, when compared to the same period last year there has been a slight improvement.

Comments



Overview & Scrutiny

Annual Report 2011/12

0312 BA0895

**Chair's
Foreword**



**Chair of the Committee:
Councillor Phil Mould**

Once again Overview and Scrutiny has made real progress in Redditch this year. This is in no short measure due to our very capable Officers, Jess Bayley and Michael Craggs.

The areas of weakness that were identified in last year's annual report have all been improved on this year. The Overview and Scrutiny Committee has become much more effective at pre-decision scrutiny and has been more inclusive when undertaking budget scrutiny during the year. As for petitions, which was also an area identified as in need of improvement, the Council's petitions scheme has been updated to provide the Committee with a more appropriate role.

Scrutiny is important, not only for holding the Executive Committee to account but also as a way to improve and develop policies. Through scrutiny Councillors can check what is working well as well as what is not working so well at both the Council and in the wider community.

I would like to thank all the members of the Overview and Scrutiny Committee and of the four Task Groups that were launched this year for their hard work and commitment. I would also like to thank all the Officers who have provided evidence during the year. I recognise that it has been a difficult year for many Officers, at a time of transformation, so the fact that many Officers worked hard to produce detailed, professional reports in this environment was very much appreciated.

Councillor Phil Mould, Chair of the Overview and Scrutiny Committee.

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Introduction

There is an annual requirement for the Overview and Scrutiny Committee to produce a report outlining its work and achievements during the previous year. The report also contains information about the reviews that have been undertaken by Task Groups, Short Sharp Review Groups, and the work of the Crime and Disorder Scrutiny Panel.





The Annual Report provides an opportunity for Members to consider future work programmes and to consider how the Overview and Scrutiny process could be further strengthened in future years.

It also reviews how successfully areas of weakness in the scrutiny process identified the previous year have been addressed, including more appropriate consideration of petitions and more effective pre-scrutiny of reports prior to consideration by the Executive Committee, and looks at how scrutiny of the budget has been made more inclusive. The report also monitors the recommendations that have been made by the Committee during the course of the year.

This report has been produced by Overview and Scrutiny Officers in consultation with the Chair of the Committee and the remaining ten Members.

Four Key Principles of Scrutiny

Members at Redditch Borough Council aim to ensure that the Overview and Scrutiny process complies with the four key principles of scrutiny identified by the Centre for Public Scrutiny (CfPS), the organisation set up to promote effective scrutiny in local government. The four key principles of effective scrutiny are:

-  to provide a critical friend challenge to executive policy-makers and decision-makers;
-  to enable the voice and concerns of the public and its communities;
-  for scrutiny to be carried out by independent minded governors who lead and own the scrutiny process; and
-  to drive improvement in public services.

These symbols will feature, where relevant, throughout the report to demonstrate how the Overview and Scrutiny process at Redditch Borough Council has complied with these four principles during the year 2009/10.

Overview and Scrutiny Committee

Membership 2011/12

Councillor Phil Mould (Chair)

Councillor Mark Shurmer (Vice-Chair)

Councillors Peter Anderson, Andrew Brazier, Simon Chalk, Andrew Fry, Bill Hartnett, Gay Hopkins, Alan Mason, Brenda Quinney, and Luke Stephens

Commissioning Body Role



The Overview and Scrutiny Committee at Redditch Borough Council is designed to act as a commissioning body. The Committee has the power to authorise policy reviews and to scrutinise issues of local interest in depth.

This year the Overview and Scrutiny Committee has commissioned a number of strategic reviews that have been conducted by Task Groups.

There are eleven members of the Overview and Scrutiny Committee. The Committee meets approximately every three weeks, convening a week before the meeting of the Executive Committee. This provides Members with an opportunity to pre-scrutinise the work of the Executive and to ensure that decision-making processes remain transparent and accountable.

Overview and Scrutiny Committee

Progress Since Last Year



In 2010/11 Members identified a number of areas of scrutiny which needed to be improved in Redditch. This included the Overview and Scrutiny Committee's approach to considering petitions; improvements that could be made to introduce more constructive pre-scrutiny; and ensuring that budget scrutiny became more inclusive at the Council. In 2011/12 progress has been made in relation to each of these areas of scrutiny as detailed over the following pages.

Petitions

A number of petitions were received by the Overview and Scrutiny Committee on a variety of subjects during the year. This included petitions on the following subjects:

- a) The location of the taxi rank on Unicorn Hill (24th May 2011):

The Committee received a petition, signed by 13 residents and business representatives, regarding the location of the taxi rank on Unicorn Hill. In particular, concerns were expressed about the impact of the taxi rank location on local businesses, particularly in relation to delivery points and customer access to retail units located on the street. The Committee referred the petition to the Council's Licensing Committee which made a decision on the matter in July 2011.

The petition was re-submitted for the Committee's consideration in November 2011. However, as this matter had already been the subject of formal discussions in recent months the petition was rejected.

Overview and Scrutiny Committee

Redditch War Memorial



Redditch war memorial was the subject of a petition in 2011.

The war memorial in the town centre is situated near St Stephens Church in Redditch Town Centre. This picture depicts the Service of Dedication that took place on Sunday 2nd April 1922 when the memorial was unveiled by Viscount Windsor of Hewell Grange.



© AiR Partnership website.

Petitions



- b) Petition on the War Memorial (18th October 2011)
A petition, signed by 169 local residents, was also received on the subject of the war memorial in Redditch town centre. Residents were particularly concerned about anti-social behaviour close to the memorial. To address this problem the Committee recommended that a number of actions be taken to deter inappropriate behaviour in the vicinity of the war memorial. A report, outlining the action that has been taken by the Council to address this issue is due to be considered by the Committee on 17th April 2012.
- c) Petition on Sexual Health Information Services (29th November 2011)
The Committee received a petition, signed by 159 local residents, on the subject of the Time 4 U Sexual Health Service for young people. There were concerns amongst residents that this service would be removed, reducing access for young people to independent sexual health services. The petition was eventually noted by the Committee, as the matter was also due to be considered in more detail by Worcestershire County Council.
- d) Petition on Short Stay Parking (24th January 2012)
The petition on short stay parking in Redditch town centre was originally received on 29th November 2011. Consideration of the subject was postponed until January 2012 to provide relevant public agencies with an opportunity to meet to discuss the subject. Following discussions of the petition it was proposed that relevant Officers from both Redditch Borough Council and Worcestershire County Council should meet with the lead petitioners to discuss the matter in further detail.

Petitions

e) Save Brockhill Green Belt – Petition Review (8th November 2011)

The Committee also received a request from local residents to review a decision that had been made by full Council in September 2011 on a petition calling to save Brockhill green belt. However, in advance of the Committee's consideration of this matter a decision was taken by the petitioners to withdraw their request for a review.

Changes to the Council's Petitions Process

The majority of the petitions received by the Committee required Councillors to review the procedure that had been followed by Officers and relevant partner agencies in relation to the subject of the petition. Increasingly the Councillors found this process frustrating as the Committee lacked the power to make decisions or to take constructive action in response to the petitions.

These problems with the Council's petitions process were recognised during the year. On 16th January 2012 the Council's Petitions Scheme was altered. As a consequence the Overview and Scrutiny Committee is no longer required to consider petitions where the number of signatures does not meet the Council's threshold for consideration by full Council. In future the Committee will only be required to consider two forms of petition. This will include requests from petitioners to review a decision on a petition made by full Council and consideration of petitions requesting the attendance of a senior Officer or elected Councillor to give evidence at a public meeting. This second category will only apply in cases where the petition has secured 1,000 or more signatures.

Overview and Scrutiny Committee

Pre-Decision Scrutiny



In 2011/12 the Overview and Scrutiny Committee was much more selective when identifying topics for pre-decision scrutiny than during the previous year. This process of pre-decision scrutiny has also been more constructive than in previous years as on each occasion when pre-decision scrutiny was undertaken recommendations were made to the Executive Committee. By February 2012 every recommendation made by Councillors following pre-decision scrutiny had been approved by the Council's Executive Committee.

The decision to schedule Overview and Scrutiny Committee meetings a week before meetings of the Executive Committee contributed to this improvement to pre-decision scrutiny. By contrast to 2010/11 the Committee was able to access finalised reports and could therefore make recommendations on the basis of all relevant evidence pertaining to the subject matter.

The following subjects were pre-scrutinised by the Committee during the year:

- Staff Volunteering Policy (16th August 2011);
- Gritting and Snow Clearance Report (8th November 2011);
- Housing Revenue Account Review (14th February 2012); and
- Street Naming and Numbering Policy (14th February 2012).

The Committee has requested an opportunity to consider two further reports detailed on the Council's Forward Plan for pre-decision scrutiny. The reports are:

- Housing Allocations Policy Review; and
- Highway Impact Assessment Monitoring Report.

Overview and Scrutiny Committee

Monitoring Responses to Task Group Recommendations



The Overview and Scrutiny Committee is responsible for monitoring the implementation of approved scrutiny recommendations. During the course of 2011/12 the Committee monitored implementation of recommendations that had been made by six separate Task Groups between 2005 and 2010.

a) Third Sector Funding (24th May 2011)

The majority of the Third Sector Funding group's recommendations had been implemented by May 2011. The group had proposed that the Shopping, Investing and Giving (SIG) model of grant funding should be introduced by the Council. This would involve a mixture of commissioning or shopping for services from the Voluntary and Community Sector (VCS); investing in the skills base of the VCS; and giving grants to VCS organisations meeting specific funding criteria.

The Investing and Giving processes have already been implemented. However, the Committee learned that the shopping element of this funding process would take longer to implement due to the complexity of the process and the significant investment required. It was anticipated, however, that this part of the SIG funding process would be fully operational by 2012/13.

b) Council Flat Communal Cleaning (16th August 2011)

Following the review of the Council's communal cleaning process in Council flats a new cleaning contract had been issued to an external contractor, Maid Marions. The

**Overview and
Scrutiny
Committee**

**Monitoring Responses
to Task Group
Recommendations –
Council Flat
Communal Cleaning**



Overview and Scrutiny Committee

Monitoring Responses to Task Group Recommendations



fees charged for the cleaning service had remained relatively stable and a monitoring process had been introduced to enable the Council to monitor delivery of cleaning work within the flats.

As requested by Councillors new lighting had been introduced at the three storey flats located in Stratton House, Batchley. Similarly, as suggested by the group the contractor was required to utilise graffiti wipes on appropriate surfaces.

c) Local Strategic Partnership (8th November 2011)

The majority of the Local Strategic Partnership Task Group's recommendations had been implemented by November 2011. However, no action had been taken to convene a "We are Redditch" meeting in 2011 as no changes had been made to the Redditch Sustainable Community Strategy that would have required this type of consultation event. As requested by Councillors the first monitoring report, outlining the partnership's performance in relation to the Sustainable Community Strategy, was also received by the Committee in November 2011.

d) Preventing Homelessness – Housing Trailblazers (29th November 2011)

A number of changes had been introduced to improve homelessness prevention services at Redditch Borough Council following a scrutiny review in 2006. These changes were recognised as good practice by the Department of Communities and

Overview and Scrutiny Committee

Monitoring Responses to Task Group Recommendations – External Refurbishment of Housing Stock



Overview and Scrutiny Committee

Monitoring Responses to Task Group Recommendations



Local Government, which had awarded funding to the Council. This funding had successfully been utilised to deliver the Enhanced Housing Options Trailblazer Scheme which had had a beneficial impact on rates of homelessness in the Borough.

e) External Refurbishment of Housing Stock

A number of update reports were considered by the Overview and Scrutiny Committee in relation to the External Refurbishment of Housing Stock Short, Sharp Review. The Executive Committee had requested in January 2011 that further exploratory work be undertaken by Officers in relation to three of the group's recommendations before a decision could be taken on those recommendations.

Officers initially presented a number of suggestions on this subject to the Overview and Scrutiny Committee in May 2011. Further information was requested in relation to the costs involved in delivering the proposed actions and the timeframes for delivering actions in the Council's capital programme, which were provided for Members' consideration in August 2011.

Implementation of the group's full set of proposals took place in January 2012, a year after the review had concluded. The Committee learned that the majority of recommendations had been implemented, though in some cases plans were in place to deliver suggestions in 2012.

Overview and Scrutiny Committee

Monitoring Responses to Task Group Recommendations



f) Communications (6th March 2012)

A number of changes had been made to the Council's Communications Team since the Communications Task and Finish review concluded in 2008. Many of the actions proposed by the group had been addressed and further progress had been made to improve communications at the Council. This included publishing three editions of Redditch Matters a year, producing at least five press releases each week, and working closely with senior Officers and Portfolio Holders to ensure that the Council's corporate messages were promoted. The local BBC radio station had commended the service as the best Council media team in Worcestershire. However, the team did not remain complacent and would be producing a joint media protocol, joint branding and a joint Communications Strategy with Bromsgrove District Council.

g) Gritting Short, Sharp Review (6th March 2012)

The Overview and Scrutiny Committee welcomed a positive response from Worcestershire County Council to the Gritting Short, Sharp Review Group's final report. Members were advised that progress had been made since 2010/11 to improve gritting and snow clearance services in Redditch. Worcestershire County Council had also made a financial contribution to additional snow clearing equipment which could be used in the Borough.

Overview and Scrutiny Committee

**Monitoring Responses
to Task Group –
Recommendations –
Communications
Review**



Overview and Scrutiny Committee

Monitoring Responses - Committee Recommendations



This year a monitoring report framework was also introduced to enable Councillors to track the implementation of recommendations that had been made by the parent Overview and Scrutiny Committee. The majority of these recommendations were made in 2011/12 as a result of pre-decision scrutiny or following receipt of a petition by the Committee.

The first of these tracking reports was received by the Committee on 14th February 2012 and covered the period 24th May 2011 – 1st January 2012. Councillors were advised that during this period 20 recommendations had been made by the Committee, of which 16 recommendations had been approved by the Executive Committee, one recommendation had been rejected and three remained to be considered by the Executive Committee.

A further monitoring report, detailing the outcome of recommendations proposed in the second half of the year, is due to be received by the Overview and Scrutiny Committee in June 2012. Approved recommendations will continue to be monitored until action has been taken to implement the proposals.

Overview and Scrutiny Committee

Portfolio Holder Annual Reports



The Portfolio Holders Annual Report process has again been an integral part of Overview and Scrutiny in Redditch. For the fifth year running, the six Portfolio Holders have each been invited to appear before the Committee to discuss their performance in the previous twelve months.

The Portfolio Holder Annual Report process for 2011/12 has been very similar to that of the previous year. The Annual Report is effectively delivered in two stages. Firstly, the Committee receives a written report which comprehensively details the performance of the services within the Portfolio Holder's remit during the previous year. This enables Members to propose a number of informed questions for the Portfolio Holder to address when they appear before the Committee in person.

This year it was agreed that the Committee would pose no more than six questions for any Portfolio Holder's consideration. This was introduced to give each Portfolio Holder an opportunity to provide a more detailed response to each question. It has also helped to ensure that the Committee holds the Portfolio Holder to account by focusing their questions on the most salient aspects of the written report.

Moving forward, the Committee will continue evaluating the Portfolio Holder Annual Report process to ensure it remains a robust element of Overview and Scrutiny in Redditch.

Overview and Scrutiny Committee

Portfolio Holder Annual Reports



Councillor Jinny Pearce, Portfolio Holder for Planning, Regeneration, Economic Development and Transport, delivered her Annual Report for the consideration of the Overview and Scrutiny Committee in March 2012. Seated at the table during the course of this presentation are (from left to right) Sue Horrobin (Waste Management Manager), Councillor Jinny Pearce and Ruth Bamford, Head of Planning and Regeneration.

Overview and Scrutiny Committee

Budget scrutiny



The Overview and Scrutiny Committee enjoyed another successful year in terms of budget scrutiny. The Committee's participation in a budget setting session was a key component of this, with Members receiving a presentation on all of the budget bids that had been submitted for 2012/13 at a session that was open for all elected Councillors to attend. Members had the opportunity to seek further information about any of the bids and about how these bids had been prioritised by senior officers.

The Committee continued to receive quarterly budget and performance monitoring reports from each of the Council's six directorates for its consideration, and reviewed the position of the Council's Medium Term Financial Plan 2012-15. The Committee also considered a report which detailed the Council's fees and charges policies and further information about the Housing Revenue Account for the Council's housing stock.

It is very much expected that the Committee will continue to play an integral role in the Council's budget process during 2012/13 and beyond.



Overview and Scrutiny Committee

Health Overview and Scrutiny



Redditch representative on the Worcestershire HOSC, Councillor Brenda Quinney

In May 2011, Councillor Brenda Quinney was appointed as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC). District Councils are invited to appoint representatives to HOSC to ensure that the interests of the district in relation to health are taken into account. Representatives from district Councils must be members of a district Overview and Scrutiny Committee.

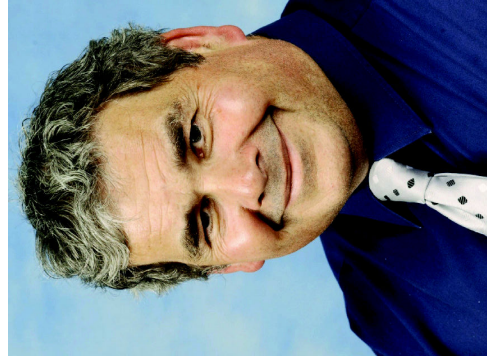
Since her appointment, Councillor Quinney has provided the Overview and Scrutiny Committee with regular updates on the work of the HOSC. In particular, Members have been informed of the following issues:

- Proposals of the West Midlands Ambulance Service NHS Trust as part of the Worcestershire Make Ready initiative to introduce a central ambulance hub within the county.
- The introduction of new processes at the Alexandra Hospital to improve the quality of care for elderly patients.
- The start of a review to identify the most appropriate location for a new Stroke Unit in Worcestershire.



Crime and Disorder Scrutiny Panel

Chair's Foreword



**Chair of the Panel:
Councillor Bill Hartnett**

In its second year, the Panel has continued to make good progress in its core function of holding the Redditch Community Safety Partnership, the local Crime and Disorder Reduction Partnership, to account. This has been made possible through the development of robust processes to scrutinise the partnership, combined with Panel Members' unshakeable determination that Redditch remains a safe place to live.

The introduction of the Community Safety Partnership's bespoke Performance Management Framework has been a crucial factor in enabling the Panel to accurately assess the extent of crime in Redditch and to receive information on what projects and programmes are in place to reduce these levels of crime. We were also provided with a presentation from a member of the local police force on this matter.

Panel meetings have again been well attended by its core members and co-opted member representatives. We are particularly grateful to members of the local media for regularly attending our meetings and in publicising what is being done to keep the Borough safe for its residents.

Moving forward, the Panel will need to adapt to new crime and disorder governance arrangements, most notably through the introduction of Police and Crime Commissioners in place of Police Authorities in November 2012 and the creation of a merged North Worcestershire Community Safety Partnership to cover Redditch, Bromsgrove and Wyre Forest, to ensure that it retains an important role in supporting community safety.

I would like to conclude by thanking fellow Members of the Panel for their attendance and support this year; and Officers for their hard work and professional advice.
Councillor Bill Hartnett, Chair of the Crime and Disorder Scrutiny Panel.

Membership 2011/12

Councillor W Hartnett (Chair)

Councillors R Blake, A Clayton, R Hill, W King.



The Police and Justice Act 2006 required every local authority in England and Wales from April 2009 to have a designated Committee with the responsibility for scrutinising the work of the local Crime and Disorder Reduction Partnership (CDRP). This legislation was designed to provide local Councillors with a more enhanced role in relation to the work of CDRPs. CDRPs are statutory bodies which have a significant remit covering: crime and disorder matters; anti-social behaviour and community safety.

The Overview and Scrutiny Committee considered possible arrangements for scrutinising the Redditch Community Safety Partnership, the local CDRP, in 2009. The Committee agreed that it would not be appropriate for this work to be undertaken by them because the Committee's Work Programme was already extensive and would not provide Members with an opportunity to devote sufficient time and resources to crime and disorder scrutiny. The Crime and Disorder Scrutiny Panel was therefore established as a sub-committee of the Overview and Scrutiny Committee and meets on a quarterly basis.

Crime and Disorder Scrutiny Panel

Terms of Reference



The Crime and Disorder Scrutiny Panel has a number of roles and responsibilities which include:

- commissioning policy reviews from Task Groups;
- scrutinising the performance of the partnership and recommending actions for improvement;
- acting as a critical friend to the partnership;
- identifying and promoting areas of good practice; and
- helping to promote examples of positive work undertaken by the Redditch Community Safety Partnership.

Work Programme



This year the Panel has considered the following items:

- the new Redditch Community Safety Partnership Framework;
- the Chair of Redditch Community Safety Partnership's Annual Report;
- a presentation on performance statistics in relation to community safety in the Borough;
- minutes from meetings of the Redditch Community Safety Partnership's Strategic Board.



Task Groups

Task Groups - Introduction



Task Group reviews are one of the most popular forms of scrutiny at Redditch Borough Council amongst elected members. These policy reviews provide elected Councillors with an opportunity to investigate topics in detail over a period of time and provide Scrutiny Members with an opportunity to make a positive contribution to service development at the Council.

This year four Task Group reviews were commissioned by the Overview and Scrutiny Committee. Each group was chaired by a member of the Committee and the reviews were undertaken in accordance with terms of reference provided by the Committee. A further review of Redditch market has also been approved by the Committee. This review will be launched in 2012/13.

Task Groups review subjects in detail and often scrutinise documentation, interview expert witnesses and undertaken site visits to observe practices in action. These reviews provide non-executive Councillors, who have not been appointed to the Overview and Scrutiny Committee, with an opportunity to participate in the scrutiny process.

Many of the Task Group reviews undertaken this year are scheduled to be completed in spring 2012. Each of the reviews currently remains on track to report by the deadlines set by the Overview and Scrutiny Committee.

Task Groups



This year elected Members have participated in scrutiny in a variety of ways and gathered evidence from a many different sources . As part of this process the members of the Increasing Recycling Rates Short Sharp Review Group inspected a newly introduced recycling site adjacent to Lock Close and Cardy Close, Batchley, in January 2012.

Task Groups

**Councillor Peter Anderson (Chair).
Councillors Andrew Brazier (from January 2011) Andy Fry, William Norton
(Until January 2011) and Mark Shurmer.**

**Work Experience
Opportunities:
Completed May 2011**



The Work Experience Opportunities Task Group review was completed in May 2011. The review was born out of concern that Redditch possessed a disproportionately high number of young people who were neither in education, employment, nor training (NEET). It was thought that by giving students greater opportunities to participate in work-related learning, young people would develop a clearer idea of what they wanted to do in future and could make themselves more employable in the process.

During the course of its investigations, the group became particularly impressed by the work of the Worcestershire Education Business Partnership to facilitate these placements. The partnership's work was greatly valued by the lead work experience teachers at each of the four high schools in Redditch. Upon learning that that funding for the Partnership was to be withdrawn, the group highlighted its excellent work in their final report and recommended that the Council support the partnership's continued function. This recommendation was endorsed by the Executive Committee.

All but one of the Group's other recommendations were also endorsed, including the proposal that work experience placements continue to be provided locally for students at Key Stage 4 following the Government's announced intention to remove this compulsory requirement.

Task Groups

**Work Experience
Review – Completed
May 2011**



Task Groups

Increasing Rates of Recycling: Completed 27th March 2012



**Councillor Gay Hopkins (Chair),
Councillors Peter Anderson, Andrew Fry, Roger Hill and Phil Mould.**

The Increasing Rates of Recycling Short, Sharp Review was launched in November 2011 in an attempt to arrest a recent slide in the Council's recycling rates. The review was completed in March 2012.

The group undertook a comprehensive review of recycling in the Borough, interviewing a number of Council Officers about existing practices for collecting procedures, and how recycling was being promoted in Redditch. Members also interviewed Councillor Anthony Blagg, County Council Portfolio Holder with responsibility for the Environment and Waste Management, for information on recycling across the county and invited his thoughts on how the process might be improved in Redditch.

Members of the group had the opportunity to see how the recycling process operated in practice. As part of this, a site visit to the EnviroSort Materials Reclamation Facility in Norton took place towards the start of the review to give elected Members a first hand perspective of how waste collected for recycling were processed. The group also went out on a tour of recycling sites that had recently been introduced as part of the *100% Project* to provide all residents in the Borough with a recycling collection service.

Task Groups

***Increasing Rates of
Recycling:
Completed 27th
March 2012***



The group inspecting a newly introduced recycling site adjacent to Lock Close and Cardy Close, Batchley, in January 2012



Councillors Phil Mould, Peter Anderson, and Roger Hill during the group's visit to EnviroSort, Norton, in November 2011.

Task Groups

Access for Disabled People – Due to be completed 17th April 2012



**Councillor Alan Mason (Chair)
Councillors Anita Clayton, Andy Fry, Bill Hartnett and Brenda Quinney**

A review of access for people with disabilities to Redditch town centre was launched in September 2011. The review focused specifically on access for people with all types of disabilities to Redditch on public transport (buses) and by taxi as well as on provision of disabled parking spaces in the town centre.

The Councillors appointed to the group agreed to allocate responsibility for addressing particular objectives to individual members. This helped the group to progress through the review relatively quickly.

A variety of expert witnesses were consulted including: representatives of bus companies; representatives of local taxi firms; and Council Officers. Local residents were also consulted by the group. A number of residents completed a questionnaire, though residents were also consulted at meetings of the Redditch Access for Disabled Group and Redditch Older Peoples' Forum.

The review is on target to be completed by 17th April 2012. The group has agreed to present thirteen recommendations which will be designed to improve access arrangements for people with disabilities in Redditch in future years.

Task Groups

**Access for Disabled
People –
Due to be completed
17th April 2012**



Task Groups

Promoting Sporting Participation: Due to be completed 22nd May 2012



**Councillor Luke Stephens (Chair),
Councillors David Bush, Simon Chalk, Adam Griffin, and Mark Shurmer**

The Promoting Sporting Participation Task Group review was launched in August 2011 in an attempt to use London's staging of the Olympic Games as a spring board to increase levels of sporting participation in Redditch. It had also been precipitated by concern that the number of people taking part in sport in Redditch had steadily declined in recent years.

The review has focused predominantly on how sporting provision in Redditch has been marketed and promoted, especially through websites and social networks. The group have met with providers of sport in the Borough to discuss how the activities can be better promoted to help increase participation rates.

The group has looked at how disabled sporting provision could be increased, as well as volunteering opportunities in sport. It has also met with Officers at a County level to discuss what is being done around the Olympics to boost participation.

The final report of the review is due to be considered by the Overview and Scrutiny Committee on 22nd May 2012.



Task Groups

Promoting Sporting Participation



Sport Relief, Redditch

Task Groups

Youth Services Provision – Due to be completed 17th April 2012



**Councillor Simon Chalk (Chair)
Councillors Rebecca Blake, Andrew Brazier, Gay Hopkins, Phil Mould and Luke Stephens**

A review of the youth services delivered in Redditch was launched in July 2011. At the time that the review was launched the Councillors were concerned that there were limited opportunities available for young people to participate in positive youth activities. However, during the course of the review the Councillors have discovered that there are many services available but often youth activities are not effectively promoted to young people.

The review coincided with a wider review by Worcestershire County Council of youth service provision within the county. Following extensive consultation the County Council decided to introduce a commissioning framework for the delivery of youth services. As part of this process the County Councillors representing the local district will be tasked with commissioning youth services from local voluntary, public and private sector organisations.

Many of the actions that the group are proposing are designed to assist the Commissioning Group. The Councillors are aiming to contribute to an effective transition to the new framework to ensure that the youth activities that are delivered in Redditch in future years meet the needs of local young people.

Task Groups

**Youth Services
Provision –
Due to be completed
17th April 2012**



Members of the Youth Services Provision Task Group visited The Lounge in Alvechurch, Worcestershire in December 2011. Featured are (from left to right) Councillors Phil Mould, Gay Hopkins and Simon Chalk.

Market Review

**- Due to be launched
May 2012**



Councillors Quinney and Mason

In November 2011 the Overview and Scrutiny Committee received a request to review Redditch market. The Committee agreed that a review of Redditch market would make a valuable contribution to the local community. However, as a number of reviews were already being undertaken the launch of this review was postponed until May 2012.

The Committee agreed that preparatory work could usefully be undertaken prior to the start of the review. In this context Councillors Mason and Quinney were tasked with doing some initial research on the subject of the market. As part of this process they have interviewed relevant Council Officers and formulated a detailed plan of action for the review process.

The review will focus on the operational and management arrangements for the market, existing problems with the market and opportunities for development. As part of the review process representatives of the market will be consulted and the operation of successful markets in other parts of the country will be assessed with a view to identifying practices that could be applied in Redditch.

The review is due to conclude in January 2013.

Engaging the Community

Involving the Public and Press



The Committee has continued to engage the public and press in the Overview and Scrutiny process during 2011/12. A press tracker has been introduced which monitors coverage of the Committee in the local media. Up until the date of publication, the Committee and its work has been referred to in twenty-four articles in the local press during the course of the year, covering both the work of the four Task Groups and also the work of the parent Overview and Scrutiny Committee. This is in no small part due to the regular press attendance at meetings of the Committee. The articles have highlighted how the work of a non-executive body can have a real impact in the local community.

There has also been regular public participation in the Committee's work during the year. This has been most evident in the work of the Task Groups which have actively sought input from members of the public to inform their reviews.

The Committee has continued to welcome public participation at its meetings. This has been most evident when members of the public have been invited to present and speak to the petitions which the Committee has considered.



Member Development and Training



- Councillors and Officers have attended the following scrutiny related training courses and conferences in 2011/12.
- Overview and Scrutiny Briefing - delivered by Officers (24th May 2011) – attended by Councillors Fry, Hartnett, Hopkins, Mason, Mould and Shurmer.
 - Overview and Scrutiny Training – delivered by Frances Taylor, Centre for Public Scrutiny (CfPS) (13th June 2011) – attended by Councillors Braley, Bush, M Chalk, S Chalk, A Clayton, Fry, Hartnett, Hill, Hopkins, R King, Mason, Shurmer, Stephens and (Mr) D Taylor.
 - Overview and Scrutiny Committee: Introductory Training – delivered by Officers (23rd June 2011) – attended by Councillor S Chalk and Stephens.
 - West Midlands Scrutiny Network, University of Birmingham, (16th June 2011, 17th November 2011 and 8th March 2012) – attended by councillor Mould.
 - CfPS Parliamentary Seminar Series, Local Government House, London
-(14th February 2012) – Councillor Stephens.
-(20th March 2012) - Councillor Mould.

Performance

Outcome of Recommendations 2011/12



During the course of the 2011/12 year (up to and including its meeting on 14th February 2012), the Overview and Scrutiny Committee made thirty-six recommendations to the Executive Committee. Thirty recommendations were approved and six declined.

Three reviews are due to be completed in March and April 2012. In total these reviews are proposing thirty recommendations. The Executive Committee's response to these recommendations will be detailed in the Overview and Scrutiny Committee's recommendation tracking report, which is due to be considered by the Committee in June 2012.



Conclusion

Scrutiny in the future



This year the Overview and Scrutiny Committee has undertaken some thorough reviews and has made a significant number of recommendations. The Committee is becoming more effective at: policy reviews and contributing to policy development; holding partners to account; and undertaking pre-decision scrutiny. However, the Committee recognises that there are still areas of scrutiny that could be developed and improved.

During the coming year, Members and Officers have identified that the following areas need to be addressed in the Overview and Scrutiny process in 2012/13.

- There should be greater selectivity in identifying topics for policy review, to ensure that there is both Member and Officer capacity to participate in reviews and that the reviews address the key concerns of the local community.
- The written report template for the Portfolio Holder Annual Report should be simplified to ensure that the content is clear and that preparation of the report is not overly time consuming.

The Committee is aware that from 1st April 2012 the Overview and Scrutiny Committee will be supported by a shared Democratic Service for Redditch Borough Council and Bromsgrove District Council. Three Officers in this services will assume the lead for supporting Overview and Scrutiny at both Councils. This may have implications for scrutiny in Redditch in future years.

Membership Gallery

Chair and Vice-Chair of the Overview and Scrutiny Committee



**Councillor Phil Mould, Chair of
the Overview and Scrutiny
Committee**



**Councillor Mark Shurmer,
Vice-Chair of the Overview and
Scrutiny Committee**

**Membership
Gallery**



**Councillor Peter
Anderson**



**Councillor Andrew
Brazier**



**Councillor Simon
Chalk**



**Councillor Andy
Fry**



**Councillor Bill
Hartnett**

**Membership
Gallery**



**Councillor Gay
Hopkins**



**Councillor Alan
Mason**



**Councillor Brenda
Quinney**



**Councillor Luke
Stephens**

Expressions of Gratitude

Expert Witnesses

A number of Officers have been particularly supportive of the Overview and Scrutiny process in 2011/12. Although it is not possible to acknowledge all Officers in this report the following individuals deserve recognition for their outstanding contributions to the scrutiny process this year.

Anne Marie Darroch (Communications Manager)

Rebecca Dunne (Policy Manager)

John Godwin (Head of Leisure and Cultural Services)

Lyndsey Hadley (Policy Officer)

Sue Horrobin (Waste Management Manager)

Bev Houghton (Community Safety Manager)

Guy Revans (Head of Environmental Services)

Denise Sunman (Committee Services Officer)

Liz Tompkin (Head of Housing)

The Overview and Scrutiny Committee would also like to thank the Council's Print Unit for all their hard work and support during the year.

Local Press

The Committee would like to thank Ms Harriet Ernstsons from the Redditch Standard for attending a number of meetings of the Overview and Scrutiny Committee during the year and for helping to raise the public profile of scrutiny activities.

Overview and Scrutiny Contact Details

For additional copies of this report, or to find out more about Overview and Scrutiny at Redditch Borough Council please contact:

Jess Bayley, Overview and Scrutiny Support Officer
jess.bayley@bromsgroveandredditch.gov.uk 01527 64252 (ext.3268)

Michael Craggs, Overview and Scrutiny Support Officer
michael.craggs@bromsgroveandredditch.gov.uk 01527 64252 (ext.3267)

Further information about the Overview and Scrutiny process at Redditch Borough Council can also be found on the Council's dedicated web pages. To access these web pages please use the web address attached here and then follow the links:

<http://redditch.whub.org.uk/cms/council-and-democracy/councillors-and-committees/overview-and-scrutiny.aspx>

Overview and Scrutiny
Member and Committee Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

**Regional Scrutiny Network Meeting – Thursday 8th March 2012,
Muirhead Tower, University of Birmingham
Briefing Note for the Chair of the Overview and Scrutiny Committee**

Attendees from Redditch Borough Council: Councillor Mould

Topics Discussed:

- 1) Police and Social Responsibility Act - Jacky Courtney, West Midlands Police Authority.
 - 2) Health and Social Care – Jason Evans, NHS Black Country
 - 3) Health and Wellbeing Boards and Regional Health Scrutiny Networks
 - 4) Localism Act – National and Local Issues - John Cade, INLOGOV
- 1) Police and Social Responsibility Act
 - A £5000 deposit will be required for each candidate
 - There is poor awareness amongst of the public of this. The election of Police and Crime Commissioners (PCCs) is to be held in conjunction with the Mayoral elections in November 2012 in all areas apart from London.
 - The newly elected PCC will take up office a week after their election
 - It will take 70 days to setting precept from taking up office
 - All staff posts will be politically restricted
 - Police and Crime Panels will have 15 political members (at least 1 from each local authority) and 2 independent members.
 - 2) Health and Social Care (presentation handout to be circulated during the meeting).
 - Three clinical commissioning groups will be established in Worcestershire: Bromsgrove and Redditch; Wyre Forest; and South Worcestershire.
 - By 2016 the Commissioning Support Service will be a non NHS body.
 - Responsibility for Public Health will transfer from local NHS to the County Council.
 - The Localism Act gives health scrutiny powers to counties and districts.
 - GP led commissioning groups will hold the risk for their own budgets.

The Overview and Scrutiny will therefore need to consider how it will scrutinise health.

- 3) Localism Act – John Cade, INLOGOV
 - Around 40 Councils are considering returning back to the Committees system. Almost all of these councils are Unitary or County Councils in the South East
 - This year, Brighton & Hove, the London Borough of Sutton, and Nottinghamshire will all be returning to the old Committees system.
 - Nottinghamshire will not retain a specific scrutiny body.
 - Hybrid models, such as Kent, are also expected to be created. In this system, a Cabinet Member who chairs a committee will make a decision after the committee itself has pre-scrutinised an item.

General Matters

Councillor Mike Morgan, Malvern Hills DC, was elected as West Midlands Network Chairman for 2012/13.

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
24th January 2012 1	Officers to report back to the Committee at a later date on the outcomes of transformation and the implications for the recommendations detailed in the final report of the External Refurbishment of Housing Stock Short Sharp Review.	Officers to schedule a date for this update to be presented for the consideration of the Committee. TO BE DONE
14th February 2012 2	Members commented that the proposed concession rates increase for use of the Abbey Stadium and Arrow Vale Sports Centres appeared to be disproportionate to that of the proposed increase in the Reddicard charge.	Relevant Officers to provide written clarification on this matter and to circulate to Members TO BE DONE
6th March 2012 3	Members developed a list of questions to be addressed by Councillor Gandy during delivery of her Portfolio Holder Annual Report for the consideration of the Committee on 27th March 2012.	Officers to record and circulate for the consideration of the Portfolio Holder and relevant Officers. (Questions sent by email on 8 March 2012) DONE
6th March 2012 4	Members requested a full list of the restaurant / cafe chains that the North Worcestershire Economic Development Unit had contacted about setting up new outlets in Redditch.	Officers to provide the list as requested and to invite Members suggestions on which other chairs could be contacted. TO BE DONE



Executive Committee

13th March 2012

MINUTES

Present:

Councillor Michael Braley (Chair) and Councillors Juliet Brunner, Greg Chance, Malcolm Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

Also Present:

Councillor Andrew Brazier

Officers:

M Bough, J Cochrane, R Dunne, C Flanagan, S Hanley, A Heighway, T Kristunas, S Morgan, J Pickering, D Taylor and A de Warr

Committee Services Officer:

I Westmore

182. APOLOGIES

Apologies for absence were received on behalf of Councillors Brandon Clayton and Carole Gandy.

183. DECLARATIONS OF INTEREST

There were no declarations of interest.

184. LEADER'S ANNOUNCEMENTS

The Chair commenced by referring to the recent sad death of Councillor Robin King. The meeting rose and observed a minute's silence as a mark of respect to Councillor King.

The Chair advised that the following item of business, scheduled on the Forward Plan to be dealt with at this meeting, had been rescheduled to a later meeting of the Committee:

- Tenancy Strategy and Policy 2012 – 2014

.....
Chair

He also advised that he had accepted the following item as Urgent Business:

- Redditch Borough Council / Choose How You Move in Redditch Co-Promotional Agreement

(Not on the Forward Plan and not meeting the publication deadline)

185. MINUTES

RESOLVED that

the minutes of the meetings of the Executive Committee held on 20th and 21st February 2012 be confirmed as correct records and signed by the Chair.

186. REDDITCH BOROUGH COUNCIL / CHOOSE HOW YOU MOVE IN REDDITCH CO-PROMOTIONAL AGREEMENT

Officers reported that an opportunity had arisen during the previous week to gain a substantial sum of sponsorship money through the Choose How You Move programme, a programme funded by the Department for Transport. The additional funding stream was linked to the Council's co-promotion of the Halfords Tour Series national cycle race in the town on 24th May and would supplement existing budgets for the provision of public information about and the promotion and marketing of the Council's events programme.

It was noted that the Choose How You Move initiative was focussed on changing people's habits and behaviours over a period of time with the funding spanning a period of three years. Officers suggested that the new promotional tools could be used to support the Voluntary and Third Sector in the leisure and cultural arenas.

RESOLVED that

- 1) the agreement proposal be noted and agreed; and**
- 2) the Council be requested to note that £70,000 will be received from Worcestershire County Council in advance for inclusion to the Arts and Events budgets for the above proposal over the next three financial years.**

(This report had been accepted as a matter of Urgent Business – not having met the publication deadline and not on the Forward Plan – and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree

to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the report needed to be considered at the current meeting in order to formally notify Members of the securing of, and to seek agreement for the receipt of, a significant amount of programme funding prior to its incorporation into the Council's budget for the coming financial year).

187. PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

The Committee considered a report regarding a draft Private Sector Housing Enforcement Policy which set out the legal responsibilities, principles and priorities that the Private Sector Housing Service would follow when enforcing legislation to demonstrate compliance with national regulatory requirements.

Members welcomed the Policy, recognising that it would enable the Council to assist those in private sector accommodation, both owner-occupiers and those in private rented accommodation, in part through the support it would provide to responsible private landlords. Officers stated that, as with any new Policy, the Council would periodically review the provisions put in place to demonstrate that they were operating effectively.

There was some surprise expressed at the numbers of properties within the Borough which had failed to reach the Decent Homes standard as measured by the Building Research Establishment. Officers confirmed that the numbers were correct, but that the proportion was in line with, and even slightly better than, the national average.

RESOLVED that

the Private Sector Housing Enforcement Policy attached at Appendix 1 to the report be approved and adopted.

188. CORPORATE PERFORMANCE REPORT - QUARTER 3, PERIOD ENDING 31ST DECEMBER 2011

Members received the latest quarterly monitoring report setting out the Council's performance over a range of services and against a number of measures.

The areas where the Council was performing particularly well were highlighted as were several areas of current concern. Members raised a number of matters. There was some doubt expressed as to the value in recording the numbers of British Crime Survey

comparator crimes reported as these, by their very nature, failed to include any crimes that were not reported, thereby rendering the data somewhat subjective. Officers reported that there was currently a national trend of increasing levels of acquisitive crime. In response to the suggestion that decreasing the funding for the Police Service would not assist in tackling an upsurge in crime, it was noted that the West Mercia Police Force was unusual in still recruiting Officers at the present time.

There was some concern expressed that the pricing structure for performances at the Palace Theatre might preclude any improvement in visitor numbers at that facility. The relevant Portfolio Holder responded that bench-marking exercises had demonstrated that the Palace was performing better than the majority of its competitors in attracting audiences. However, he did undertake to investigate the pricing structures for shows at the Theatre and report back to Councillor Hall.

The Benefits Service was commended for continuing to achieve a reduction in the time taken to process claims from those in receipt of benefits.

RESOLVED that

the update on key performance indicators for the period ending 31st December 2011 be noted.

189. APRIL - DECEMBER (QUARTER 3) - FINANCE MONITORING REPORT 2011/12

The Committee received a monitoring report detailing the Council's financial position at the end of the third quarter of 2011/12. Officers reported that the Council was on course to achieve the savings included within the budget agreed in February 2011, including savings relating to shared services, Transformation, vacancy management and changes to Terms and Conditions.

RESOLVED that

the current financial position on Revenue and Capital be noted as detailed in the report.

190. BENEFITS IMPROVEMENT PLAN - QUARTERLY MONITORING - OCTOBER - DECEMBER 2011

A report was received setting out information relating to the performance of the Benefits service and on a number of major changes arising from forthcoming legislation which were due to impact on the service over coming months and years.

The meeting was provided with an update on the major implications of the Welfare Reform Bill, key amongst which was the proposal to introduce a Universal Credit in place of a range of existing benefits, intended to simplify the system of claiming benefits and encourage and reward employment.

Concern was expressed that there may be unintended consequences from the legislation, with measures such as the size restrictions in social tenancies and Council Tax Benefit replacement leading to increasing levels of homelessness within the Borough and more widely. A question was also asked concerning the low numbers of prosecutions and cautions resulting from the large volume of investigations carried out. Officers explained that the majority of cases were generated by either data matching or referrals from official sources, including other members of Council staff.

RESOLVED that

the report be noted.

191. QUARTERLY MONITORING OF WRITE OFFS - 1ST APRIL - 31ST DECEMBER 2011

The Committee received a report demonstrating the action taken by Officers with respect to the write-off of debts in the first three quarters of the financial year and the profile of the outstanding debt to the Council. It was noted that the level of debt written off to date was within the limits for bad debt provision as agreed by the Council.

RESOLVED that

the contents of the report be noted.

192. MAKING EXPERIENCES COUNT - QUARTERLY CUSTOMER SERVICE REPORT

The Committee considered the quarterly monitoring report on customer service. The report provided Members with a breakdown of the numbers of complaints and compliments recorded across the Council. Officers informed the Committee that further steps were being introduced to gain a fuller picture of failure demand and to receive feedback from customers and complainants.

Members noted that the report listed the numbers of justified and unjustified complaints as assessed by the Council and there was some concern that the assessment was somewhat subjective. It

was conceded that this may be true to an extent and Officers undertook to add a number of 'unjustified' complaints to future reports for Members' information.

RESOLVED that

the update for the period 1st October 2011 – 31st December 2011 be noted.

193. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 31ST DECEMBER 2011

Officers presented a report detailing sickness absence performance across the Council up until the end of the third quarter of 2011/12.

Generally, the Council was exceeding its target and was headed for a decrease of 2.41 days in the projected outturn figure for 2011/12 compared to the previous year. It was noted that Housing services were going against this overall trend.

Further comparative information was being sought to contextualise the performance in Redditch. It was also reported that the Council was struggling to fill the joint post with Bromsgrove District Council of Occupational Health advisor at the present time.

Members expressed some disquiet that a lot of work was being devoted to the preparation of this information. It was suggested that the data for future reports might be tailored to allow its use more readily as a management tool for Officers and Members.

RESOLVED that

subject to the comments noted, above, the contents of the report be noted.

194. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 14th February 2012. It was noted that the recommendations contained therein had been considered at previous meetings of the Executive Committee.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee on 26th January 2012 be received and noted.

195. SHARED SERVICES BOARD

The Committee considered the minutes of the meeting of the Shared Services Board held on 26th January 2012.

RESOLVED that

the minutes be noted.

196. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals to consider under this item.

197. ADVISORY PANELS - UPDATE REPORT

Members considered the latest version of the report on the activity of the Council's Advisory Panels and similar bodies. It was noted that the next meeting of the Planning Advisory Panel would be taking place on 3rd April and that the most recent meeting of the Grants Panel had been held on 8th March. Officers reported that the operation of the Procurement Group would be held in abeyance whilst work on Transformation was progressed.

198. ACTION MONITORING

Members considered the most recent version of the Committee's action monitoring report. It was noted that the report on concessionary rents for voluntary sector organisations had been deferred to a meeting at the end of May.

199. EXCLUSION OF THE PUBLIC**RESOLVED that**

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Item 18 – Property for Compulsory Purchase – Property A; and

Item 19 – Property for Compulsory Purchase – Property B.

200. PROPERTY FOR COMPULSORY PURCHASE - PROPERTY A

The Committee received a report recommending the compulsory purchase of a property which had been empty since 2007 and was currently uninhabitable. The property was considered to be a blight on the neighbourhood and the former tenant had failed to prove legal right to the property.

It was questioned whether the Council had a strategy for identifying properties which might be subject to such action in a systematic manner. Officers disclosed that there were only a very small number of such properties that had been empty for five years or more and, of those, only two which met the Council's current criteria for compulsory purchase.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual, which would identify an individual and relating to the financial or business affairs of a particular person (including the authority holding that information).)

201. PROPERTY FOR COMPULSORY PURCHASE - PROPERTY B

Further to the previous item, the Committee was requested to consider the compulsory purchase of a property which had been empty since 2001. It was reported that the Council would look to bring this property back into the Council's housing stock should the purchase be agreed, given the nature and location of the property.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual, which would identify an individual and relating to the financial or business affairs of a particular person (including the authority holding that information).)

The Meeting commenced at 7.00 pm
and closed at 8.09 pm

.....
Chair

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

EXECUTIVE COMMITTEE LEADER'S FORWARD PLAN

1 April 2012 to 31 July 2012

(published as at 15th March 2012)

This Plan gives details of items on which key decisions are likely to be taken in the coming four months by the Borough Council's Executive Committee.

(NB: There may be occasions when the Executive Committee may make recommendations to Council for a final decision.
e.g. to approve a new policy or variation to the approved budget.)



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This Plan gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months.

“Key Decisions” are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or**
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;**
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).**

The Forward Plan is available for inspection free of charge at the Town Hall, Walter Stranz Square, Redditch, B98 8AH from: 9am to 5pm Mondays to Fridays; or on the Council's website (www.redditchbc.gov.uk).

If you wish, you can see or obtain copies of any documents, detailed in the plan, provided they are not confidential, and be kept informed of any additional supporting documents as they become available. You can also arrange to have copies of additional supporting documents. Please ask the Town Hall receptionist to call one of the Committee Services Team on ext: 3269. There is a charge per side of A4. If you wish to make any representations they should be made in writing addressed to the Officer whose name is given as the contact for the relevant item.

The Executive Committee's meetings are normally held every three weeks at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Committee Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Committee Services Officers will be happy to advise you.

The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Carole Gandy	Leader of the Council and Portfolio Holder for Community Leadership & Partnership
Councillor Michael Braley	Deputy Leader and Portfolio Holder for Corporate Management
Councillor Juliet Brunner	Portfolio Holder for Community Safety & Regulatory Services
Councillor Brandon Clayton	Portfolio Holder for Housing, Local Environment & Health
Councillor J Pearce	Portfolio Holder for Planning, Regeneration, Economic Development & Transport
Councillor Derek Taylor	Portfolio Holder for Leisure & Tourism
Councillor G Chance	
Councillor M Hall	
Councillor Debbie Taylor	

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person / organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: denise.sunman@bromsgroveandredditch.gov.uk

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Council	11 Jun 2012	12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	Key	Councillor Brandon Clayton Councillor Jinny Pearce	*Executive Committee will make recommendations to Council following its meeting on 24th April 2012
2	Executive	24 Apr 2012		Worcestershire Extra Care Housing Strategy 2011 - 2026	Key	Councillor Brandon Clayton	
3	Executive	29 May 2012	3 Apr 2012	Concessionary Rents Policy	Non-Key	Councillor Michael Braley	
4	Executive	29 May 2012		Gating Order - Grabbs Cross Lane	Non-Key	Councillor Juliet Brunner	
5	Council	11 Jun 2012		Redditch Borough Council's Response to Stratford-on-Avon's Core Strategy	Key	Councillor Jinny Pearce	*Executive Committee will make recommendations to Council following its meeting on 29th May 2012
6	Council	11 Jun 2012		Redditch Borough Council - Growth Options Consultation	Key	Councillor Jinny Pearce	*Executive Committee will make recommendations to Council following its meeting on 29th May 2012

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
7	Executive	29 May 2012		Sickness Policy - Review	Non-Key	Councillor Michael Braley	
8	Executive	24 Jul 2012		Alcohol and Drugs Policy - Review	Non-Key	Councillor Michael Braley	
9	Executive	21 Aug 2012		Adverse Weather Policy - Review	Non-Key	Councillor Michael Braley	
10	Executive		21 Feb 2012	Highway Impact and Accessibility Modelling Report - Worcestershire County Council (Halcrow) May 2011	Non-Key	Councillor Jinny Pearce	*Awaiting new date Page 139
11	Executive		4 Oct 2011	Housing Allocations Policy - Review	Key	Councillor Brandon Clayton	*Awaiting new date
12	Executive		13 Mar 2012	Tenancy Strategy and Policy 2012 - 2014	Key	Councillor Brandon Clayton	*Awaiting new date

KEY DECISION

Proposed to be made by the Executive on 24 Apr 2012

<p>LEAD MEMBER / PORTFOLIO HOLDER Councillor Brandon Clayton, Councillor Jinny Pearce</p>	<p>ITEM Town Centre Landscape Improvements (including Church Green)</p>	<p>WARDS AFFECTED (Abbey Ward);</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Background Papers: none specified</p> <p>REPORT AUTHOR C Walker, L Hadley Landscape and Countryside Services Manager, Planning Officer</p>	<p>SUMMARY To consider a report detailing proposed options for Town Centre Landscape Improvements (including Church Green).</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p>
<p>CONSULTATION DETAILS</p>	<p>Method of Consultation Relevant Officers.</p>	<p>Consultation Period or Dates</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Item No. 2

KEY DECISION

Proposed to be made by the Executive on **24 Apr 2012**

LEAD MEMBER / PORTFOLIO HOLDER Councillor Brandon Clayton	ITEM Worcestershire Extra Care Housing Strategy 2011 - 2026	WARDS AFFECTED All Wards;
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Community Services</p> <p>REPORT AUTHOR M Bough Housing Policy and Performance Manager</p>	<p>SUMMARY Worcestershire County Council with District and Borough Councils support has developed a strategy setting out a framework for the development of Extra Care Housing that covers all areas of Worcestershire.</p> <p>The strategy estimates that an additional 4,651 units of extra care housing will be required across Worcestershire by 2026 to reflect the growing population of older people and the desire for people to continue to live in their own homes rather than residential care.</p> <p>The strategy which aims to make Extra Care Housing an increasingly well known and chosen form of accommodation for people that want to buy or rent, identifies local authorities as taking the leading role in encouraging</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

	providers from the social, charitable and private sectors to deliver the Extra Care Housing required across Worcestershire.	
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates

DECISIONS TO BE MADE IN PARTNERSHIP WITH
 Worcestershire County Council and all six local authorities in Worcestershire

Item No. 5

KEY DECISION

Proposed to be made by the Executive on 29 May 2012

<p>LEAD MEMBER / PORTFOLIO HOLDER</p> <p>Councillor Jinny Pearce</p>	<p>ITEM</p> <p>Redditch Borough Council's Response to Stratford-on-Avon's Core Strategy</p>	<p>WARDS AFFECTED</p> <p>All Wards;</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning and Regeneration</p> <p>REPORT AUTHOR</p> <p>Louise Jones Planning Officer</p>	<p>SUMMARY</p> <p>To seek approval for Redditch Borough Council's Response to Stratford-on-Avon's Core Strategy.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The content of neighbouring authorities Core Strategy can influence Local Plan Progress</p>
<p>CONSULTATION DETAILS</p> <p>Through Planning Advisory Panel</p>	<p>Method of Consultation</p>	<p>Consultation Period or Dates</p> <p>Planning Advisory Panel on 24th April 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

Item No. 6

KEY DECISION

Proposed to be made by the Executive on **29 May 2012**

<p>LEAD MEMBER / PORTFOLIO HOLDER</p> <p>Councillor Jinny Pearce</p>	<p>ITEM</p> <p>Redditch Borough Council - Growth Options Consultation</p>	<p>WARDS AFFECTED</p> <p>All Wards;</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>Report of the Head of Planning and Regeneration</p> <p>REPORT AUTHOR</p> <p>E Baker Acting Development Plans Manager</p>	<p>SUMMARY</p> <p>To seek approval of Redditch Borough Council's Growth Options Consultation document for the purposes of a six week public consultation.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The consultation document forms an important part of Local Plan preparation</p>
<p>CONSULTATION DETAILS</p> <p>Consultation document prepared in consultation with Members through the Planning Advisory Panel.</p>	<p>Method of Consultation</p>	<p>Consultation Period or Dates</p> <p>Planning Advisory Panel on 24th April 2012. Public Consultation 12th June - 24th July 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

KEY DECISION

Proposed to be made by the Executive on (date to be identified)

LEAD MEMBER / PORTFOLIO HOLDER Portfolio Holder Housing and Health, Councillor Brandon Clayton	ITEM Housing Allocations Policy - Review	WARDS AFFECTED (No Specific Ward Relevance);
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER None. REPORT AUTHOR L Tompkin, Head of Housing	SUMMARY To consider a review of the Housing Allocations Policy.	REASONS FOR BEING ON THE FORWARD PLAN
CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Item No. 12

KEY DECISION

Proposed to be made by the Executive on (date to be identified)

LEAD MEMBER / PORTFOLIO HOLDER Councillor Brandon Clayton	ITEM Tenancy Strategy and Policy 2012 - 2014	WARDS AFFECTED All Wards;
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Joint report of the Head of Community Services and Head of Housing REPORT AUTHOR M Bough Housing Policy and Performance Manager	SUMMARY The report will present a Tenancy Strategy and Policy which sets out the considerations for individual social landlords to have regard to in their own policies on the granting and re-issuing of tenancies relating to; <ul style="list-style-type: none"> • The kinds of tenancies that they grant; • The circumstances in which they will grant a tenancy of a particular kind; • Where they grant tenancies for a fixed term, the length of the term; • The circumstances in which they will grant a further tenancy on the ending of the existing one. 	REASONS FOR BEING ON THE FORWARD PLAN The Council is required by the Localism Act 2011 to implement a Tenancy Strategy

CONSULTATION DETAILS	Method of Consultation	Consultation Period or Dates
Consultation Events	Stakeholders District Councils Registered Local Landlords Adult and Community Services Voluntary and Community Sector	Ongoing since December 2009

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable



Overview and Scrutiny

No Direct Ward Relevance

Committee

27th March 2012

WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task Groups / Short, Sharp Review Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Annual Update on the Implementation of the Civil Parking Enforcement Scheme	Chief Executive Chief Executive Relevant Lead Heads of Service

Overview and Scrutiny

Committee

27th March 2012

	<p>REGULAR ITEMS</p> <p>Update on fly tipping and progress with the Worth It campaign</p> <p>Update on the work of the Crime and Disorder Scrutiny Panel.</p> <p>Updates on the work of the Worcestershire Health Overview and Scrutiny Committee</p> <p>Updates on the outcome of quarterly meetings of the Leader and Chair of the Overview and Scrutiny Committee</p> <p>Petitions (as and when received)</p> <p>Bi-Annual Recommendation Tracker Reports – Scrutiny Committee</p> <p>Bi-Annual Recommendation Tracker Reports - Petition Recommendations</p>	<p>Relevant Lead Head(s) of Service</p> <p>Chair of the Crime and Disorder Scrutiny Panel</p> <p>Redditch Borough Council representative on the Health Overview and Scrutiny Committee</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p>
<p>OTHER ITEMS - DATE FIXED</p>		
<p>27th March 2012</p>	<p>Portfolio Holder Annual Report – Portfolio for Community Leadership and Partnership, Councillor Gandy</p>	<p>Councillor Gandy</p>
<p>27th March 2012</p>	<p>Improving Recycling Rates Short, Sharp Review – Final Report</p>	<p>Councillor Hopkins</p>
<p>27th March 2012</p>	<p>Overview and Scrutiny Annual Report 2011/12 – Consideration of Draft Report</p>	<p>Councillor Mould</p>

Overview and Scrutiny

Committee

27th March 2012

27th March 2012	Quarterly Budget Report – Quarter 3 – October – December 2011	Relevant Lead Head of Service
27th March 2012	Quarterly Performance Report – Quarter 3 – October – December 2011	Relevant Lead Head of Service
17th April 2012	Access for Disabled People Task Group – Final Report	Councillor Mason
17th April 2012	Youth Services Provision Task Group – Final Report	Councillor S Chalk
17th April 2012	War Memorial Petition - Monitoring Report	Relevant Lead Head of Service
17th April 2012	Annual Update on the Implementation of the Civil Parking Enforcement Scheme	Relevant Lead Head of Service
22nd May 2012	Promoting Sporting Participation Task Group – Final Report	Councillor Stephens
22nd May 2012	Work Experience Task Group – Monitoring Report	Relevant Lead Head of Service
22nd May 2012	Youth Employment at Redditch Borough Council – Update Report	Relevant Lead Head of Service
19th June 2012	Overview and Scrutiny Recommendation Tracker – Year End Report 2011/12	Relevant Lead Head of Service

Overview and Scrutiny

Committee

27th March 2012

August 2012	Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Head of Service
OTHER ITEMS – DATE NOT FIXED		
	Energy Consumption – Submission of a Scoping Document	Councillor Anderson
	Equalities and Diversity – Submission of a Scoping Document	Councillor Fry
	Highway Impact and Accessibility Modelling Report – Worcestershire County Council (Halcrow) – May 2011 – Pre – Scrutiny	Relevant Lead Head of Service
	Housing Allocations Policy Review – Pre-Scrutiny	Relevant Lead Head of Service
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service
	Worcestershire Supporting People Strategy	Relevant Lead Head of Service