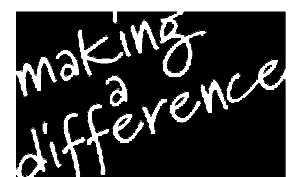


Overview and Scrutiny Committee

Tuesday, 17th July, 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
Democratic Services 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

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

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

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.



Overview and Scrutiny Committee

Tuesday, 17th July, 2012

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

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

<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 - 16)</p>	<p>To confirm the minutes of the meetings of the Overview and Scrutiny Committee held on Tuesday 19th June 2012 and Monday 25th June 2012 as correct records.</p> <p>(Minutes attached)</p> <p>(No Specific Ward Relevance);</p>
<p>4. External Refurbishment of Housing Stock - Transformation Update Report</p> <p>L Tompkin, Head of Housing</p>	<p>To receive a presentation on the impact of the Council's transformation process on refurbishment of the Council's housing stock, particularly in relation to houses located in Woodrow which was scrutinised by the External Refurbishment of Housing Stock Short, Sharp Review Group in 2010.</p> <p>(Presentation to follow).</p> <p>(Greenlands Ward);</p>

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Committee

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<p>5. Co-Location of the One Stop Shop at Woodrow Library - Pre-decision Scrutiny</p> <p>A de Warr, Head of Customer Services</p>	<p>To consider a proposal to move the One Stop Shop into Woodrow Library together with associated costs and benefits.</p> <p>(Report and presentation to follow)</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to</p> <ul style="list-style-type: none">• The financial or business affairs of any particular person (including the authority holding that information; and• Any consultations or negotiations, or contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority. <p>In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p>(Greenlands Ward);</p>
<p>6. Corporate Performance Report - Quarter 4, period ending 31st March 2012</p> <p>(Pages 17 - 28)</p> <p>D Poole, Head of Business Transformation</p>	<p>To consider the quarterly performance report, showing indicators which 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. Actions List</p> <p>(Pages 29 - 32)</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>8. Executive Committee Minutes and Scrutiny of the Forward Plan</p> <p>(Pages 33 - 42)</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 Forward Plan to follow).</p> <p>(No Specific Ward Relevance);</p>

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<p>9. Task & Finish Reviews - Draft Scoping Documents</p> <p>Councillor Gay Hopkins</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>The following Scoping Documents have been submitted for consideration:</p> <ul style="list-style-type: none">• Arts Centre Review – Councillor Proposing the item, Councillor Gay Hopkins. <p>(Draft scoping document circulated separately)</p> <p>(No Specific Ward Relevance);</p>
<p>10. Task and Finish Groups - Progress Reports</p> <p>Councillor Andrew Fry, Councillor Andrew Brazier</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> <ol style="list-style-type: none">a) Access for Disabled People – Chair, Councillor Andy Fry;b) Redditch Market – Chair, Councillor Andrew Brazier. <p>(Oral reports)</p> <p>(No Specific Ward Relevance);</p>
<p>11. Health Overview and Scrutiny Committee</p> <p>Councillor Pat Witherspoon</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>12. Crime and Disorder Scrutiny Panel - Chair's Update</p> <p>Councillor Andrew Brazier</p>	<p>To receive a report from the Chair of the Crime and Disorder Scrutiny Panel on any further developments in the work of the Panel that may have occurred since the previous meeting of the Committee.</p> <p>(Report to follow).</p> <p>(No Specific Ward Relevance);</p>

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<p>13. West Midlands Regional Scrutiny Network - Feedback Report (Pages 43 - 48) Councillor Pat Witherspoon</p>	<p>To receive feedback from the recent West Midlands Regional Scrutiny Network Meeting, that took place in Stok-on-Trent on Friday 22nd June 2012, and to note the implications, if any, for Overview and Scrutiny in Redditch.</p> <p>(Verbal report).</p> <p>(No Specific Ward Relevance);</p>
<p>14. 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>15. Work Programme (Pages 49 - 56)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>

16. 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

Tuesday, 19th June, 2012

MINUTES

Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Andrew Brazier, David Bush, John Fisher, Andrew Fry, Pattie Hill, Gay Hopkins and Pat Witherspoon

Officers:

T Kristunas, J Pickering and P Smith

Democratic Services Officers:

J Bayley and A Scarce

15. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies.

16. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

17. MINUTES

Members were advised that a minor amendment needed to be made to the minutes to recognise that the Council's Director of Finance and Corporate Resources had attended the previous meeting of the Committee.

RESOLVED that

subject to the amendment detailed in the preamble above, the minutes of the meeting of the Overview and Scrutiny Committee held on Thursday 31st May 2012 be approved as a true and correct record of the meeting and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 19th June, 2012

18. WORK EXPERIENCE OPPORTUNITIES TASK AND FINISH GROUP - MONITORING UPDATE REPORT

Officers introduced the report, provided background information on the Task and Finish group and the recommendations which were endorsed by the Executive Committee on 21st June 2011.

Members were informed that from May 2011 the Government no longer provided funding for Education Business Partnerships (EPB) to support work experience placements for school pupils at Key Stage 4(KS4). However, the Worcestershire EPB had established itself as an independent Company Limited by Guarantee and was focussing on arranging work experience placements. It had retained its schools base and database of employers in order to allow schools to provide 10 days work related training for KS4 pupils, as this continued to be a statutory requirement. The Committee were informed that the recommendations from the Woolf report might remove this requirement in due course.

Officers provided the Committee with updates on the current position of the four recommendations and the following areas were discussed in detail:

- Any indication of when the recommendations from the Woolf report would be implemented and the rise in the participating age for work experience.
- The importance of engaging employers in the scheme in order to provide young people with the opportunity to experience life in the work place.
- The possibility of providing young people with a second opportunity of work experience at a later stage in school life in order to provided a further view of life outside of the school environment.
- The need to match young people with the appropriate placement to ensure the experience was successful.
- The role and relationship between the school co-ordinator and Worcestershire EPB.
- Worcestershire EPB's role in respect of schools with academy status.

Members asked to be provided with example copies of the paperwork provided to employers by Worcestershire EBP regarding work experience placements and the number of local organisation registered for work experience.

RESOLVED that

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the Work Experience Opportunities Task and Finish Review Monitoring Report be noted.

19. MEDIUM TERM FINANCIAL PLAN - PRE-SCRUTINY

The Committee considered the *Revisions to the Medium Term Financial Plan 2012-13 and 2014/15* report. Officers informed Members that they had been requested to assess the funding implications of a number of changes to the original budget as currently approved and to advise Members of the financial implications of these changes.

As part of this process Officers had reviewed the potential of granting free swimming for under 16's and over 60's and the benefits of such a scheme to those eligible. The Committee was reminded that a similar scheme had been funded through a Central Government initiative which had covered a 16 month period. The current annual cost to the Council of such a scheme would be £71,000, however, for the purpose of this exercise the figure of £47,000 had been provided on a pro rata basis (and included loss of income and additional costs to the Council).

Officers had been requested to review the option of providing pre 9.30 a.m. concessionary travel. The estimated cost of this enhanced provision was £86,000 per annum, with a pro rata cost of £43,000. The contract for concessionary travel was held with Worcestershire County Council and Officers were currently in discussions with colleagues at the County Council to identify the necessary arrangements that would need to be in place to implement this enhanced provision.

The Committee was informed that it was proposed that as part of the revised budget a further apprentice post be created to undertake PAT electrical testing at the Council, following relevant training. This apprentice would work alongside and be supervised by a qualified electrician employed by the Council's Housing Department. The estimated cost of this new post would be £8,000 per annum.

Officers provided Members with details of a number of budgets which would be reduced in order to provide the funding required for these additional services. This included a reduction in the consultancy budget of £89,000, the removal of the budget for Leisure options appraisal of £15,000 and a reduction in the advertising budget for events and leisure facilities of £10,000. A reduction of £50,000 for the funding of capital repairs to public buildings, as well as a reduction in spending on security fencing at

Overview and Scrutiny Committee

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the depot and the patching of the footpath at Morton Stanley Park, had also been proposed.

Officers also provided Members with information on the impact of the proposed revisions to the Medium Term Financial Plan for 2012/13 - 2014/15 and the reduction in the current requirement for a transfer from balances of £259,000 to £192,000. In addition, details were provided of the savings which would need to be delivered over the three year period and the expected further 5 per cent cut in Government Grant. The Council continued to be committed to making savings through the transformation programme over the next three years.

Following the presentation, Officers responded to Members' questions and concerns and the following areas were discussed in detail:

- Questions were raised as to whether any additional passes would be needed to ensure the pre 9.30 a.m. concession was used only by Redditch residents, whether the use of services before 9.30 a.m. would be monitored and if so, how this monitoring would be carried out.
- The reduction in consultancy fees and the £65,000 which related to the local plan enquiry. It was confirmed that if funds were needed for this purpose at a later date it would need to be taken from balances.
- The net return to balances for 2012/13 of £67,000 which would increase in the following two years to £80,000.
- Members raised concerns as to how the free swimming for under 16's and over 60's would be implemented and monitored.
- The Committee was also concerned that there would be an increase in demand for use of the facilities, which could lead to over capacity of the pool and therefore to a reduction in income received (including an effect on income received from vending machines).
- The reduction in the advertising budget was also discussed and Members raised concerns that this followed identification of poor advertising of events as a problem at the Council during recent Task and Finish reviews.
- Questions were raised as to whether a risk assessment had been completed of the impact of a reduction of capital schemes on capital repairs, and the effect that resulting delays to work would have on the condition of public buildings in the long-term.

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- The consequences of the removal of the leisure option appraisals funding and what, if any, of this work could be undertaken in house.
- Members were concerned that the expense of a trained electrician's time had not been taken into account when calculating the cost of the additional apprentice post. Concerns were also raised that there was a lack of clarity as to whether there would be a permanent position for the apprentice on completion of the training. Clarification was also requested in respect of the current contract for PAT Testing and any cancellation charges that the Council would incur as a result of introducing this apprenticeship.
- In respect of *Redditch Matters*, Members were concerned that by only making it available online, some residents would be unable to access the information about public services that were provided in the publication.

The Committee put forward further questions which related to operational issues and requested detailed information before reaching any conclusions on the subject.

RESOLVED that

- 1) **Officers provide responses to the questions raised for Members' consideration; and**
- 2) **a special meeting of the Overview and Scrutiny Committee be arranged as soon as possible to consider the additional information provided in Officers' responses and to provide the Committee with an opportunity to make recommendations to the Executive Committee on this subject by 26th June 2012.**

20. FINANCIAL BORROWING REPORT

The Committee considered a report and received a presentation which set out the Council's current position with regard to borrowing.

Officers provided Members with details of the Council's total borrowing, both long term and short term, as detailed at Appendix 1 of the report. Members were informed that short term borrowing referred to items up to 1 year and long term borrowing were for items over 1 year.

Members were provided with information on the reasons for borrowing, the interest rates and what the Council had the authority

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to fund through borrowing. Officers informed the Committee that the Council was no longer able to borrow to fund the Housing Capital Programme due to the debt cap imposed as part of self-financing.

Officers responded to Member questions and discussed the following in more detail:

- It was confirmed that short term interest rates were overnight rates.
- The Barclays capital borrowing was discussed and whether there was a provision to reduce or pay back this loan.
- The cap on borrowing and the “knock on” effect on repairs and maintenance in the future was debated.

Members requested that a copy of the presentation be provided.

RESOLVED that

the Council’s Current Borrowing Position report be noted.

21. ACTIONS LIST

Officers provided the following updates to the Committee’s Action List:

a) Outcomes of Transformation

The committee was advised that a presentation would be received 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 on 17th July 2012.

b) Worcestershire Hub Scrutiny

A letter had been sent on behalf of the Committee to the Chair of the Worcestershire Overview and Scrutiny Performance Board regarding the Worcestershire Hub.

c) Monitoring Update Report: ASB

Due to changes in legislation a monitoring update report on the impact of the ASB review recommendations was not due to be received until later in the year.

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d) Dog Fouling Campaign

A request had been sent to relevant Officers for a presentation to be delivered on the subject of the dog fouling campaign and the impact this had had locally.

e) Civil Parking Enforcement

A briefing note was provided to Members in respect of a report on civil parking enforcement and Members confirmed that no further action was necessary.

f) Roundabouts

The Committee received a briefing note in respect of the proposed plans for advertising on roundabouts located in Redditch and Members confirmed that no further action was necessary.

g) Sales of vehicles on grass verges

The Committee was advised that Members would receive a presentation on the current policy for sales of vehicles on grass verges at the meeting on 17th July 2012.

RESOLVED that

the Committee's Action List be noted.

22. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meeting held on 29th May 2012 and considered the latest edition of the Forward Plan.

Members noted that reports on the subjects of Co-location of the One Stop Shop at Woodrow Library, the Adverse Weather Policy Review, the Tenancy Strategy and Policy 2012-14, the Sickness Policy Review and Fees and Charges 2013/14 were scheduled to be presented for the Executive Committee's consideration during forthcoming meetings. Members agreed that these reports were suitable for pre-scrutiny.

Overview and Scrutiny Committee

Tuesday, 19th June, 2012

RESOLVED that

- 1) the report on the Co-location of the One Stop Shop at Woodrow Library be added onto the Committee's Work Programme for its meeting on 17th July 2012 for pre-scrutiny;
- 2) the report on Adverse Weather Policy Review be added onto the Committee's Work Programme for its meeting on 14th August 2012;
- 3) the report on the Tenancy Strategy and Policy 2012-14 be added onto the Committee's Work Programme for its meeting on 11th September 2012;
- 4) the report on the Sickness Policy Review be added onto the Committee's Work Programme for its meeting on 11th September 2012; and
- 5) the report on the Fees and Charges 2013/14 be added onto the Committee's Work Programme for its meeting on 8th January 2013.

23. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

24. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

- a) Access for Disabled People Task Group – Chair, Councillor Andrew Fry

Members were advised that the next meeting of the group would be taking place in early July 2012 and that the group was also due to visit the Shopmobility service's base in the town centre.

- b) Redditch Market – Chair, Councillor Andrew Brazier

The Chair advised that the first meeting of the group was due to take place on Monday 25th June 2012.

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RESOLVED that

the update reports be noted.

25. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon had been unable to attend the Worcestershire Health Overview and Scrutiny Committee (HOSC) meeting held on 19th June 2012. However, Councillor Yvonne Smith had attended on her behalf and had provided her with a brief update.

It was understood that the Ambulance Trust had now agreed to introduce a second hub which would be located either in Redditch or north Bromsgrove. Councillor Witherspoon had received no further information on the Alexandra Hospital as the work of the consultation groups was still being carried out.

RESOLVED that

the update report be noted.

26. REFERRALS

There were no referrals.

27. WORK PROGRAMME

The Committee was advised that Councillor Witherspoon had volunteered to attend the following meeting of the West Midlands Regional Scrutiny Network on Friday 22nd June 2012 on behalf of the Committee.

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.15 pm



Overview and Scrutiny Committee

Monday, 25th June, 2012

MINUTES

Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Joe Baker (substituting for Councillor Andrew Fry), Andrew Brazier, David Bush, John Fisher, Pattie Hill, Gay Hopkins and Pat Witherspoon.

Also Present:

Councillors Michael Braley, Carole Gandy, Yvonne Smith and Derek Taylor.

Officers:

J Godwin, T Kristunas, J Pickering and J Willis

Democratic Services Officers:

J Bayley and M Craggs

28. APOLOGIES AND NAMED SUBSTITUTES

An apology was received on behalf of Councillor Fry and Councillor Joe Baker was confirmed as his substitute.

29. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

30. MEDIUM TERM FINANCIAL PLAN - PRE-SCRUTINY

The Overview and Scrutiny Committee pre-scrutinised the proposed *Revisions to the Medium Term Financial Plan 2012/13 – 2014/15*, completing a scrutiny process that had been launched during the previous meeting of the Committee. As part of this process written responses to questions that had been proposed on this subject by the Committee were provided for Members' consideration (Appendix A). In addition, the Committee noted the budget

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Chair

Overview and Scrutiny Committee

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settlement that had been agreed by the Executive Committee on 20th February 2012, as detailed in the *Initial Estimates Report 2012/13, 2013/14 and 2014/15*, for comparative purposes.

The following issues were considered during discussions about the proposed revision to the Medium Term Financial Plan:

- Officers had met with representatives of Worcestershire County Council that day to discuss the proposed introduction of pre 09.30 concessionary bus travel. During this meeting it had been confirmed that new card passes and reader equipment on vehicles would not be required in order to enable eligible passengers to pay concessionary rates as had originally been envisaged. Instead, stickers would be devised that could be displayed on existing passes, at a limited financial cost.
- Questions were raised about what actions would be taken to ensure that these stickers could not be easily duplicated for use by people who were not eligible for concessionary travel. It was suggested that consideration should be given to stamping the stickers using a distinctive mark.
- Access to concessionary travel and the remit of the system was also discussed. Officers advised that eligibility would apply only to journeys departing from Redditch prior to 09:30, though could involve accessing destinations outside the Borough. However, eligibility would not extend to individuals living outside the Borough.
- Currently Worcestershire County Council estimated that there were 15,000 – 20,000 card holders resident in Redditch who would be eligible to receive pre 09.30 travel concessions. Eligible residents could apply for a bus pass throughout the year, and these cards were updated every five years. Following introduction of the concessionary scheme consideration would need to be given to how to ensure that existing card holders could update their cards to demonstrate proof of eligibility.
- Members were advised that the final arrangements for the operation of the pre 09:30 concessionary travel system would be subject to the outcomes of ongoing negotiations with Worcestershire County Council and the bus companies that operated services in the Borough. A final deadline had not been established for completing these negotiations, though it was estimated that the system could become operational by January 2013.
- Officers noted that originally it had been anticipated that it might be possible to implement the scheme from September 2012. For this reason it had been estimated in the report that

Overview and Scrutiny Committee

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the cost for delivering the concessionary travel scheme in 2012/13 would be £43,000 for a six month period.

- Different options were being considered to support bus operators with the introduction and delivery of pre 09.30 concessionary travel. This included the potential to pay bus operators a specific fee for each journey that was undertaken by an eligible passenger using the concession, though there was also the option to pay the bus companies a single sum each year to support the process. As part of the negotiations arrangements that were in place in other parts of the country where concessionary travel was already available would be considered by Officers.
- The implementation of pre 09:30 concessionary travel would be monitored every 12 months. There was the possibility that the contract(s) with bus operators would be reviewed as part of this process, together with the impact, if any, of pre 09:30 concessionary travel on other journeys.
- A further report would be presented to the Executive Committee in due course outlining the outcomes of negotiations with the bus companies and Worcestershire County Council and the implications for the Borough Council.
- Officers advised that an additional category would be added to the Reddicard to enable people aged under 16 and over 60 years to access free swimming opportunities in the Borough. Residents would be required to provide identification demonstrating proof of their eligibility in order to access free swimming using a Reddicard.
- Concerns were expressed about the capacity of swimming pools at the Abbey Stadium and Kingsley Sport Centre to accommodate an increase in the number of swimmers that might occur as a result of an offer of free swimming to eligible residents. However, Officers noted that the swimming pools were not currently utilised at maximum capacity and would have the potential to accommodate an increase in demand. Furthermore, residents of different ages tended to utilise the swimming pool at different times of the day.
- The potential for customers to be provided with arm wrist bands to regulate use of the swimming pool facilities was discussed by the Committee. It was noted that through using these bands Officers could manage demand, though there would need to be careful supervision of the system to ensure that it operated effectively. One Member suggested that free swimming could be confined to a single sports centre, though it was acknowledged that there were numerous alternative options that could be implemented to restrict demand.
- The impact of free swimming on gym membership was also discussed. Officers noted that it was not anticipated that free

Overview and Scrutiny Committee

Monday, 25th June, 2012

swimming would have a detrimental impact on gym membership. In fact, Members were advised that there was the possibility that an increase in people participating in swimming could have a positive impact on awareness of and participation in other sporting activities provided by the Council.

- The Reddicard could be utilised to monitor the level of demand for free swimming. However, the system would not enable the Council to identify how many different people were taking advantage of the opportunity to participate in free swimming.
- The training that would be provided for the new apprenticeship position was discussed. Additional information was requested about the type of training that would be made available to the apprentice and it was noted that training costs had not been incorporated into the estimated figure for the cost of supporting the new position. The cost of pension contributions and insurance cover for the apprenticeship had, however, been taken into account.
- Questions were raised about the opportunity that would be made available to an individual through the apprenticeship placement. There was the possibility that the apprenticeship could be for three years to enable an apprentice to train to become a qualified electrician, though there was also the possibility that an apprentice would be trained for one year in PAT testing.
- The apprentice was due to be supervised by a qualified electrician. The Council employed a number of electricians who could assume this responsibility. However, the Property Services team would retain oversight of specific requirements for PAT testing.
- Concerns were raised about the reduction in the budget that would be allocated to installing security fencing at Crossgates depot. However, Members were advised that this reduction had occurred following an internal review of the budget by Officers and it was anticipated that the works could be completed despite the reduction in funding.
- Members questioned the capacity of the Communications Team to support changing approaches to communications following reductions to the advertising budget. Officers explained, however, that it was likely that internal working groups would be established to enable Officers to share understanding of best practice and to maintain effective communications.

During concluding remarks concerns were expressed in particular about the potential risks involved with the proposed reduction to the budget allocated to capital repairs in 2012/13. Some Members

Overview and Scrutiny Committee

Monday, 25th June, 2012

noted that this could, in the long-term, have a detrimental impact on the ongoing maintenance of public buildings in the Borough and have a knock on effect on expenditure in future years.

Furthermore, there were a number of concerns about the timing of a decision being made about pre 09.30 concessionary bus travel at a stage when negotiations with bus operators remained ongoing.

Under these circumstances the majority of Members concluded that additional time was needed to enable Officers to produce a comprehensive financial statement for the proposed revisions to the budget.

Members therefore determined that it was not possible at this stage for the Committee to endorse the five recommendations outlined in the report: *Revisions to the Medium Term Financial Plan 2012/13 – 2014/15*. However, it was noted that this decision did not receive unanimous support from all members of the Committee.

RECOMMENDED that

- 1) **the £50,000 of funding for the capital repairs of public buildings, identified as a potential saving to fund the revised budget proposals as detailed in 3.7.1 of the report, be retained as part of the capital programme; and**
- 2) **further time be allocated to developing a comprehensive financial statement on the proposals to revise the Medium Term Financial Plan 2012/13 – 2014/14 prior to any decision being made on the subject.**

The Meeting commenced at 6.33 pm
and closed at 8.03 pm

**OVERVIEW AND SCRUTINY
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**CORPORATE PERFORMANCE REPORT -
QUARTER 4, PERIOD ENDING 31ST MARCH 2012**

Relevant Portfolio Holder	Councillor Phil Mould, 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 4 of the 2011/12 financial year and to comment upon it.

2. RECOMMENDATIONS

The Overview and Scrutiny Committee is asked to RESOLVE that the update on key performance indicators for the period ending 31st March 2012 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:
- a) Time taken to process Housing Benefit / Council Tax Benefit new claims and change events;
 - b) 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.

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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, 11 have improved in performance and 7 have declined compared with the same period last year.
- b) Of those indicators which have declined, there are two which may require further analysis (see section 3.5.4).
- c) This report shows that of the 18 indicators reported this quarter, 61.1% have improved when compared to the same period last year (April to March). By way of example:
 - i. The time taken to process Housing Benefit / Council Tax Benefit new claims and change events continues to demonstrate a positive direction of travel as the length of time to process the claims has reduced by 3.15 days when compared to the same period last year, falling from 11.35 days to 8.20 days;
 - ii. The amount of time lost to the organisation due to sickness absence has reduced from 9.68 days to 7.95 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 approximately 15kg reduction (per household) in the amount of residual household waste collected. Falling from 569.17 kgs, April – March in 2010/11 to 554kgs 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 2.65% of the rent roll for April – March in 2010/11 to 2.37% 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 March has increased from 3 households in 2010/11 to 14 households in 2011/12. With the exception of quarter 2 (Jul – Sep) each quarter throughout 2011/12 has seen a comparative increase in the number of households requiring temporary accommodation; 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 8 quarters with the average percentage of invoices being paid at 92.16% (this does not include disputed invoices). Works is being undertaken with Heads of Service to target areas where prompt return of invoices continues to be a particular issue; support will be provided if necessary.
- 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 4. 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 4, 2011/12 shows a decrease in the amount of time lost due to sickness absence compared to the same period last year (April – March).
- 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.

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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.
 - b) 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 4, 2011/12 Corporate Performance Report, period ending 31 March 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.

AUTHOR OF REPORT

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Redditch Borough Council Corporate Performance Report
Quarter 4, 2011/12 - Period Ending March 2012

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 4 (January - March) 2011/12 and where there is comparative data available; the data relates to a year to date (April - March) comparison.

	Finance & Corporate Resources (FR)		Leisure, Environmental & Community Services (LEC)		Planning, Regeneration, Regulatory & Housing Srvs (PRRH)		Total	
Total number of corporate performance indicators providing outturn data for quarter 4 where comparative data is available	3	%	9	%	6	%	18	%
Total number of indicators showing improvement compared to the same period last year ☺	2	66.7%	6	66.7%	3	50.0%	11	61.1%
Total number of indicators showing a decline compared to the same period last year ☹	1	33.3%	3	33.3%	3	50.0%	7	38.9%
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 4

This report shows that of the 18 indicators reported this quarter, 61.1% 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 (days) has continued to improve with the number of days taken falling from 11.35 days to just 8.2 days. Likewise, the amount of household waste collected (kilograms per head) has fallen from 90.19kgs to 84.55kgs showing a drop of 5.64 kilograms per head. There has also been an increase of over 30,000 people using leisure centres in the town. However there are indicators which give rise to some concern; for example, the number of households living in temporary accommodation has increased from 3 in 2010/11 to 14 for 2011/12 (this is a snap shot taken on 31 March each year).

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)		Comments
	1 Apr 2010 - 31 March 2011	1 Apr 2011 - 31 March 2012	Direction of Travel (where applicable)	2009/10	2010/11	
Time taken to process Housing Benefit / Council Tax Benefit new claims and change events (days)	11.35	8.20	☺	13.40	11.35	More claims decided while the customer is in the Town Hall has resulted in faster claim processing. There is also an increase in the automation of external agency (Dept. of Works and Pensions and HM Revenues & Customs) data - data excludes end of year batch processing.
% of invoices paid by the Council within 30 days of receipt	92.39%	92.16%	☹	93.55%	92.39%	There has been an increase in processing time due to a delay in officers signing invoices and returning them in a timely manner to accounts payable. Officers are being asked to return invoices more promptly and work is being undertaken with Heads of Service to target areas where this is a particular issue so the matter can be addressed and support provided if necessary.
Number of working days / shifts lost to the local authority due to sickness absence per FTE (full time equivalent) staff members (days)	9.68	7.95	☺	9.02	9.68	There has been a decrease in sickness absence over the 12 months to March 2012 compared to the same period in 2010/11, falling from 9.68 days to 7.95 days. A review of the sickness absence policy is a priority for Human Resources in the coming months. The implementation of shared services has impacted on the comparative data.
% of complaints handled within the agreed time frames	81.25%	72.55%	Contextual	NA	81.25%	The number of complaints recorded has increased in comparison to the same time last year, and we are seeing a general upward trend. This does not necessarily reflect that customers are less happy with our service but that we are getting our message across about ensuring complaints are logged and making it easy for customer to make a complaint if they need to. There is a drop in the percentage of complaints dealt with within agreed timescales compared with the same period last year but these cases were complex and the customers were kept informed of the need to take a little longer to complete investigations.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 March 2011	1 Apr 2011 - 31 March 2012	Direction of Travel (where applicable)	2009/10	2010/11	
Number of affordable homes delivered	100	24	Contextual	111	100	5 flats delivered via Kickstart at Windsor Heights plus an additional mortgage rescue under reported from quarter two.
Number of British Crime Survey comparator crimes reported	3,241	3,296	☹	3,469	3,241	The number of BCS crimes in Redditch has decreased this quarter compared to Q3, however, the end of year outturn is up 2% (55 crimes) compared to 2010/11. This increase is mainly due to a slight spike in offending in the beginning of the year (Apr 2011) around dwelling burglary offences and violence against the person. After this the level of offending has been generally decreasing.
Number of people using the Dial-A-Ride service	35,196	34,720	☹	32,865	35,196	There has been a decrease in year end figures of 476 which is due to unplanned maintenance and downtime of vehicles, however new registrations are up by 10% on last years figures and it is anticipated that this will be reflected in an increase in next quarter 1 figures.
Number of people using the Shopmobility service	16,252	16,844	☺	19,238	16,252	A good end to the year with an increase of 592 customers when compared to the end of last year.
Visitors to the Palace Theatre	53,015	53,060	☺	44,857	53,015	Due to an increase in the number of performances hosted at the Palace Theatre, the number of visitors in the 4th quarter also increased, up by 3,006 when compared to same period of previous year.
Visitors to leisure centres	569,187	599,207	☺	565,157	569,187	There has been an increase of over 30,000 visitors when compared to the same period last year. This is due to the opening of the new Abbey Stadium. Increase in Health & Fitness Usage due to new equipment, increased advertising, large scale events, new exercise to music programme delivered through consultation and competitor analysis. In addition, there has been an increase in swimming lessons due to due to advertising, successful/well managed transfer of lessons from other sites, re-organisation of lessons through consultation and benchmarking. Likewise, there has been an increase in public swimming due to new programme delivery, through consultation and benchmarking.
Visitors to Museum and Bordesley Abbey Visitors Centre	21,347	21,562	☺	15,068	21,347	Although the venue was closed during January, there has been an increase in the number of visitors over the year. The wedding fayre in March increased the number of visitors in quarter 4 (Jan-Mar).
Household waste collection (kg per head)	90.19	84.55	☺	86.59	90.19	There has been a small decrease in the amount of waste collected over the 2011/12 period - reducing by 5.64 kg per head. This is an improvement when compared to the last 2 years.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 March 2011	1 Apr 2011 - 31 March 2012	Direction of Travel (where applicable)	2009/10	2010/11	
Residual waste per household (kgs)	569.17	*554.00	☺	574.94	569.17	There has been a reduction in the amount of residual household waste of more than 15kg per household when compared to the same period last year. A final audited figure from Waste Data Flow is expected within 6 months of the year end.
% of household waste re-used, recycled or composted	28.73%	*28.69%	☹	28.30%	28.73%	There appears to be a minimal reduction in the amount of household waste re-used, recycled or composted. A final audited figure from Waste Data Flow is expected within 6 months of the year end.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 March 2011	1 Apr 2011 - 31 March 2012	Direction of Travel (where applicable)	2009/10	2010/11	
Number of households living in temporary accommodation (Snapshot)	3	14	☹	7	3	The use of temporary accommodation continues to increase due to private rented sector becoming more difficult to obtain and subsequently sustain due to affordability.
Average time taken to re-let local authority housing (days)	19.55	21.33	☹	22.92	19.55	Quarter 4 (Jan-Mar) showed the length of time taken to re-let local authority housing was 23.44 days which was considerably higher than quarter 3 (Oct-Dec) which was 20.75 days. This increase in re-let time was as a result of high maintenance in January due to a particularly heavy workload and staff shortages. Although the annual figure of 21.33 days shows re-let times have increased, they are still within the in-service target of 25 days.
Rent arrears as a percentage of rent roll	2.65%	2.37%	☺	3.57%	2.65%	There has been a reduction in the amount of arrears owing at the year end due to the emphasis changing to prevention rather than enforcement. Due to this shift in emphasis, there has been a reduction in the number of cases being referred to court which has in turn allowed staff the time to concentrate on prevention.
Processing of major planning applications determined within 13 weeks	76.92%	77.78%	☺	100%	76.92%	There was only 1 major application in quarter 4 (Jan-Mar) and this was determined within the designated time frame. In 2011/12 a total of 9 major applications were received of which 7 were determined within time resulting in a slight improvement in performance when compared with the same period last year. Staff in planning are currently involved in transformation and there is a more relaxed approach to targets with a view to improving customer service in the round. The role of targets in the planning system will be considered as part of the transformation process.
Processing of minor planning applications determined within 8 weeks	100%	95.76%	☹	95.24%	100%	Of the 22 applications received in quarter 4 (Jan-Mar), 2 were determined out of time, which is lower than the same period last year. The number of actual applications received and determined has increased over the past 12 months, however the number of applications determined within the designated time frame has fallen slightly. The slightly lower outturn is as a result of a combination of factors including staff involved in transformation and a more relaxed approach to targets with a view to improving customer service in the round. The role of targets in the planning system will be considered as part of the transformation process.

Indicator Description	Current			History - Year End (where available)		Comments
	1 Apr 2010 - 31 March 2011	1 Apr 2011 - 31 March 2012	Direction of Travel (where applicable)	2009/10	2010/11	
Processing of other planning applications determined within 8 weeks	95.40%	96.55%	☺	98.16%	95.40%	Of the 174 applications received in 2011/12 a total of 168 were determined in time, equating to 96.55%, a slight increase when compared to 2010/11. In quarter 4 specifically, a total of 2 applications were determined out of time (the same as Q4, 2010/11). Staff in planning are currently involved in transformation and there is a more relaxed approach to targets with a view to improving customer service in the round. The role of targets in the planning system will be considered as part of the transformation process.

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
31st May 2012 1	The Committee agreed to invite Officers to deliver a monitoring update report to the Committee outlining the impact of recommendations made by a Scrutiny Group that reviewed ASB (completed in 2006).	Officers are due to deliver a Monitoring Update report relating to the Anti-Social Behaviour Task and Finish Group's recommendations at a meeting of the Committee on 6th November 2012. COMPLETED
31st May 2012 2	The Committee agreed to receive further information about the outcomes of the recent campaign relating to dog fouling with a view to identifying whether additional scrutiny work into this issue might be required.	A briefing note was circulated on the subject of the recent dog fouling campaign on 26th June by email. COMPLETED.
31st May 2012 3	Members requested a briefing at a forthcoming meeting of the Committee on the subject of taxi vehicles' road worthiness with a view to identifying whether aspects of this subject would be a suitable topic for a scrutiny review.	A briefing note is due to be completed on this subject and will be circulated for Members consideration shortly. TO BE COMPLETED
19th June 2012 4	Officers were asked to provide example copies of the paperwork provided to employers and pupils by the Worcestershire Education Business Partnership (EBP).	The information is due to be provided in the early autumn. Lead Officer, North Worcestershire Regeneration Manager. TO BE COMPLETED

<p>19th June 2012</p> <p>5</p>	<p>Officers were asked to clarify the number of local organisations registered with the Worcestershire EBP.</p>	<p>The information is due to be provided in the early autumn. Lead Officer, North Worcestershire Regeneration Manager.</p> <p>TO BE COMPLETED</p>
<p>19th June 2012</p> <p>6</p>	<p>Members requested that an additional meeting of the Overview and Scrutiny Committee be held prior to the Executive Committee meeting on 26th June to provide the Committee with an opportunity to complete pre-scrutiny of the Revisions to the Medium Term Financial Plan 2012/13 -2014/15 and to obtain answers to a series of questions proposed on the subject.</p>	<p>An additional meeting of the committee was held n Monday 25th June 2012 when Members completed pre-scrutiny of the item.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>7</p>	<p>Members requested that copies of the presentation delivered on the subject of the Medium Term Financial Plan be circulated for Members' consideration.</p>	<p>Copies were circulated by email and on paper where requested on Wednesday 20th June.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>8</p>	<p>Members requested that copies of the presentation that had been delivered by Officers on the subject of financial borrowing be circulated for Members' consideration.</p>	<p>Copies were circulated by email and on paper where requested on Wednesday 20th June.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>9</p>	<p>Members requested that arrangements be made for the report on the Co-location of the One Stop Shop at Woodrow Library listed in the Forward Plan to be submitted to a meeting of the Committee for pre-scrutiny.</p>	<p>A report and presentation on this subject are due to be considered during this meeting and the Committee's Work Programme has been altered accordingly.</p> <p>COMPLETED</p>

<p>19th June 2012</p> <p>10</p>	<p>Members requested that arrangements be made for the report on the Adverse Weather Policy Review listed in the Forward Plan to be submitted to a meeting of the Committee for pre-scrutiny.</p>	<p>A report and presentation on this subject is due to be received by the Committee on 14th August 2012 and the Committee's Work Programme has been altered accordingly.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>11</p>	<p>Members requested that arrangements be made for the report on the Tenancy Strategy and Policy 2012-2014 listed on the Forward Plan to be submitted for pre-scrutiny.</p>	<p>A report and presentation on this subject is due to be received by the Committee on 11th September 2012 and the Committee's Work Programme has been altered accordingly.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>12</p>	<p>Members requested that arrangements be made for the report on the Sickness Policy listed on the Forward Plan to be submitted for pre-scrutiny.</p>	<p>A report and presentation on this subject is due to be received by the Committee on 11th September 2012 and the Committee's Work Programme has been altered accordingly.</p> <p>COMPLETED</p>
<p>19th June 2012</p> <p>13</p>	<p>Members requested that arrangements be made for the report on Fees and Charges 2013/14 listed on the Forward Plan to be submitted for pre-scrutiny.</p>	<p>A report and presentation on this subject is due to be received by the Committee on 8th January 2013 and the Committee's Work Programme has been altered accordingly.</p> <p>COMPLETED</p>



Executive Committee

26th June 2012

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Michael Braley, Carole Gandy, Phil Mould, Mark Shurmer, Luke Stephens and Debbie Taylor

Also Present:

Councillors Andrew Brazier, Juliet Brunner, David Bush and Yvonne Smith

Officers:

M Craggs, K Dicks, C Flanagan, J Godwin, J Pickering, D Poole and A de Warr

Committee Services Officer:

I Westmore

12. APOLOGIES

There were no apologies for absence.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. LEADER'S ANNOUNCEMENTS

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

- Pay and Display Car Parks – Town Hall and Trescott Road;
- Co-location of the One Stop Shop at Woodrow Library; and
- Polling Stations – Mini-Review 2012.

.....
Chair

15. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 29th May 2012 be confirmed as a correct record and signed by the Chair, subject to it being clarified, in respect of the preamble to Minute 6 (RBC Response to Stratford-on-Avon Draft Core Strategy) that the Council did not support development of the Green Belt between Redditch and Studley.

16. PROMOTING SPORTING PARTICIPATION REVIEW

Councillor Luke Stephens presented the final report of the Promoting Sporting Participation Task and Finish Group, a Group of which he had been the Chair.

The Committee was informed that the forthcoming London Olympics had been the original stimulus for this review but the focus had subsequently shifted as the time constraints were recognised and in the light of Members' growing understanding of the breadth of sporting facilities within the Borough. The recommendations were then outlined and the reasoning behind them explained.

With respect to the proposal for an independent website, it was suggested that a more casual customer experience without Council branding would prove more successful at attracting potential users of the sporting opportunities available. The installation of facilities to allow for informal games within parks and green spaces was designed to allow people to make use of them in a way and at times that suited them. With regard to the fourth recommendation, it was noted that the Council was already making efforts to promote sports and mention was made of a very successful event in recent weeks. The proposed link with NEW College through opportunities for its students was seen as providing benefits to both organisations.

Members were generally very positive about the report and the recommendations that had come forward as a result of the work that had been carried out.

There was some concern that the consultation with local residents had been inadequate, with most of the discussions which informed the recommendations being undertaken with local organisations. Councillor Stephens acknowledged that this had been a shortcoming and referred to the perennial difficulty in garnering responses to consultation from residents.

It was also suggested that, although the proposed web developments might help to attract more interest from younger people, there was also the need to deal with the demand for sporting and leisure opportunities from older people who were generally less likely to use social media or the Web. Furthermore, it was suggested that the challenge in maintaining a further independent website using existing resources was not to be underestimated.

Officers reported that the Leisure and Cultural Services Website was being restructured at present to make it leaner and more user friendly and that Twitter and Facebook were also being investigated as means of promoting the sporting opportunities available. It was also reported that the Local Strategic Partnership was looking at the national Change 4 Life initiative at present. Officers were able to confirm that money had been identified primarily through earmarked reserves that would allow for the installation of the equipment detailed in recommendation 3.

The Committee agreed that there was more work to be carried out in terms of further consultation with local residents and around the location and funding of sports / games equipment but it was

RESOLVED that

- 1) a new independent website be created to promote sport and leisure in Redditch, be maintained and updated on a constant basis, and possess its own domain name to give it its own distinct identity;**
- 2) Officers undertake a review into the possibility of creating new branding for Redditch Sports and Leisure to help compliment the new independent website; and that the Council create a competition for local students to design the new branding;**
- 3) the Council look to maximise the benefits of parks and green spaces in Redditch by introducing more informal games areas and additional equipment to help increase sporting participation and physical activity in the local area;**
- 4) the Council gives it full support to the introduction of new events to promote sport and physical recreation, individual sports clubs and increased sporting participation in Redditch; and**

- 5) **the Council work closely with NEW College to enable its students the opportunity to support these new sporting events on a voluntary basis.**

17. REVISION OF THE MEDIUM TERM FINANCIAL PLAN 2012/13 - 2014/15

Members received a report which set out the proposed revisions to the Medium Term Financial Plan following the change in administration in May.

The Medium Term Financial Plan had been agreed in February and Members had requested that Officers assess the funding implications of a number of changes to the budget as currently approved. The services to be considered for funding included the provision of free swimming for under 16s and over 60s, pre-9.30 concessionary bus travel and the creation of an additional apprentice position.

There were a number of savings that were proposed to provide the funding required for the additional expenditure, including a reduction in the Council's consultancy budget, the switch of Redditch Matters from a printed to an online publication, removal of the budget for a leisure options appraisal, a reduction of the Council's advertising budget and the reduction of budgets for a number of capital schemes.

The Council's Overview and Scrutiny Committee had considered the revision of the Medium Term Financial Plan at two meetings on 19th and 25th June 2012 and its comments and recommendations were reported to the Executive for Members' consideration. The Overview and Scrutiny Committee had concerns in particular over the reduction in the funding for capital repairs to public buildings and proposed that further time be allocated to developing a comprehensive financial statement on the revisions to the Medium Term Financial Plan. In response to a query as to why the Chair of the Overview and Scrutiny Committee might not address the Committee, the Chair explained that, although it was common practice for Overview and Scrutiny members to present Task and Finish reports, they had not ordinarily been invited to present recommendations arising from pre-scrutiny of Executive reports.

Clarification was sought on the exact terms of the apprenticeship being proposed, the nature of work and training to be undertaken and the level of remuneration offered. It was explained that the apprenticeship would be similar in nature and in terms of remuneration to those currently offered and the work, although including PAT testing, would encompass a wider range of functions.

The benefits of re-introducing free swimming for under 16s and over 60s were also discussed. The concern was expressed that the measure may simply lead to those who already swam swimming more frequently. However, against this, it was noted that attendances at the Council's pools had increased significantly following the previous introduction of free swimming.

The reasons for the introduction of pre-9.30 concessionary travel were the subject of some debate, with the need for the Council to make use of its General Power of Competence in this regard being noted, the Council not being a statutory provider of discretionary travel. It was also noted that the introduction of this scheme was subject to the conclusion of negotiations with the County Council and the bus companies. It was hoped that the increase in subsidy for buses locally might improve the likelihood of greater service provision to the Alexandra Hospital.

The Committee did not support the recommendations of the Overview and Scrutiny Committee and it was consequently

RECOMMENDED that

- 1) **the revisions to the Medium Term Financial Plan be approved together with the required virements as detailed at 3.7.2;**
- 2) **the scheme identified at 3.7.1 be reduced to £200k and this be amended within the Council's Capital Programme 2012/13;**
- 3) **£67k be returned to balances in 2012/13;**
- 4) **approval to use the General Power of Competence be granted to enable the service to be provided; and**

RESOLVED that

- 5) **Officers continue to work with colleagues and external partners to ensure the proposed service changes can be implemented as soon as practicable.**

18. INCOME MANAGEMENT AND PAYMENT CARD INDUSTRY COMPLIANCE

Members received a report which set out proposals to upgrade or replace the current income management system in order to ensure that the system used by the Council was PCI PA-DSS compliant. It was noted that a failure to demonstrate compliance could result in a

fine for the Council or the withdrawal of the facility to accept card payments.

Give that local authorities across the country were having to comply within the same timescales, Members were keen to ensure that the opportunities available for joint procurement be fully explored.

RECOMMENDED that

- 1) **prudential borrowing of up to £35k (revenue impact £3.6k p.a.) and additional maintenance costs of £5k to be met from revenue balances, be approved for the upgrade/replacement for the Northgate PARIS system in order to achieve compliance with the PCI PA-DSS standards; and**
- 2) **a joint procurement exercise be undertaken with Bromsgrove District Council and the invitation to participate be extended to other authorities in the County.**

19. FINANCIAL RESERVES STATEMENT - 2011/12

Members were advised of the earmarked reserves for the year ending 2011/12 and their approval sought for various movements in reserves.

It was noted at the outset that the reserves had increased significantly in recent years but that a number of items included on the statement were present through requirements of the accounting system.

It was noted that donations to Forge Mill Museum were recorded amongst the reserves and assurances were sought that this money would not be diverted to other purposes. Officers undertook to check that the money was earmarked for specific purposes at the Museum and that there was no intention to return the funds to balances.

RECOMMENDED that

- 1) **the movement in reserves as detailed in Appendix 1 to the report be approved;**
- 2) **additional General Fund Reserves of £490K be approved;**
- 3) **the use of General Fund Reserves of £498K be approved;**

4) additional HRA Reserves of £10K be approved; and

RESOLVED that;

5) **Heads of Service be requested to undertake a review of the earmarked reserves within their service areas and provide a report, including a justification for the maintenance of these reserves, for submission to the Committee alongside the budget monitoring report for the second quarter of the 2012/13 financial year.**

20. CORPORATE PERFORMANCE REPORT - QUARTER 4, PERIOD ENDING 31ST MARCH 2012

The Committee considered a report which provided it with an opportunity to review the Council's performance for quarter 4 of the 2011/12 financial year.

It was noted that the majority of the 18 indicators which were now monitored had improved in comparison to the same period the previous year. Set against this generally positive picture, it was noted that there were two areas of relative concern, including the number of invoices paid by the Council within 30 days of receipt.

Officers conceded that this was an area that was proving stubbornly difficult to improve, although it was also noted that over 90% of invoices continued to be paid within the 30 day window. Officers suggested that they might commence weekly updates to management team meetings in order to establish whether there were any particular services that were struggling to achieve this target.

With respect to the processing of planning applications, it was noted that there was at present transformation work being undertaken to achieve a greater focus on quality rather than quantity and to avoid the creation of bottlenecks in the process.

RESOLVED that

the update on key performance indicators for the period ending 31st March 2012 be noted.

21. MAKING EXPERIENCES COUNT - QUARTERLY CUSTOMER SERVICES REPORT

A report was received which set out the key information in respect of customer service for the fourth quarter of 2011/12.

It was noted that the numbers of complaints received by the Council was remaining relatively static, but that staff were being encouraged to record complaints in order to drive forward service delivery. The trends that were emerging from the data was that many of the problems that occurred were ones of communication rather than service failure. It was also noted that, whilst there were targets for dealing with complaints, the focus was very much on getting matters resolved the first time. Failure demand seemed to be reducing across the authority and new measures were being employed to gauge customer satisfaction such as a customer call-back scheme.

With respect to the timescales within which complaints were to be responded to it was suggested that more information might be provided as to the actual time it was taking to respond rather than simply recording how many responses met the target time.

RESOLVED that

the update for the period 1st January 2012 – 31st March 2012 be noted.

22. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 31ST MARCH 2012

Members received a report which set out the Council's performance for the last quarter of 2011/12 in relation to sickness absence. It was noted that the data had been presented in a different manner to previous reports.

There was a significant increase in the number of days lost to sickness absence in the last quarter of 2011/12. The numbers of days lost to long-term sickness absence was noted as was the significant increase in rates of sickness absence in certain service areas.

Officers reported that the Council had recently been able to take advantage of a countywide Employee Assistance Scheme at minimal cost which, it was hoped, would help to support the other proactive measures that the authority was taking to manage sickness absence.

RESOLVED that

- 1) **the new report format be agreed as an improved way of presenting the data; and**
- 2) **the data relating to the last quarter / full year end be noted.**

23. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 4 - JANUARY TO MARCH 2012

Members considered a report which detailed the action taken by Officers with respect to the write-off of debts during 2011/12 and the profile and level of the outstanding debt.

RESOLVED that

the contents of the report be noted.

24. OVERVIEW AND SCRUTINY COMMITTEE

Members received the minutes of the meeting of the Overview and Scrutiny Committee held on 31st May 2012.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 31st May 2012 be received and noted.

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

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

26. ADVISORY PANELS - UPDATE REPORT

The most recent report on the activity of the Council's Advisory Panels and similar bodies was received by the Committee. It was noted that a meeting of the Member Support Steering Group had been arranged for 16th July and that the most recent meeting of the Economic Advisory Panel on 18th June had been cancelled.

27. ACTION MONITORING

The latest Action Monitoring Report for the Committee was received and noted.

Executive Committee

26th June 2012

The Meeting commenced at 7.00 pm
and closed at 9.01 pm

.....
Chair

Report of West Midlands Regional Scrutiny Network Meeting

Stoke-on-Trent, 22nd June 2012

The programme was altered slightly because the guest speaker Joan Walley MP, Chair of Environmental Audit Select Committee, was late.

Andrew Lawrence from the Centre for Public Scrutiny (CfPS), advised that next week Health Scrutiny in Stafford will announce £4000 available for training.

He suggested putting on a Training event after lunch on regional days at a cost of approximately £40.00 per Member. (e.g. Worcestershire County Council suggested Public Health Scrutiny, Solihull suggested Accountability in Education).

The main speaker Joan Walley (JW) apologised for her lateness explaining she returned last night from an environmental conference in Rio. She posed the question 'who is scrutiny for'? It is a vital part of the role of an elected member, there is no better way to learn the job, and enhance your role. The bringing in of more people, 'experts' to join the panel was discussed. She spoke of her own experience and explained that it is wrong to criticise previous policy.

JW advised that scrutiny committees should: choose subjects by consensus, involve members, call for evidence, and use local media. There is also a need for written Council responses. Important to hold scrutinised issues to account, and to monitor implementation of recommendations to find out whether it has happened? Members can be appointed to two committees if there is common ground. Scrutiny can make a difference in transition! There will be new issues relating to the Localism Bill and Planning that Councils need to address.

JW reported from findings from Rio: next year all businesses will have to report on greenhouse gas use – local authorities are at the cutting edge to tackle green economy. I reported on Redditch's efforts (i.e. heating the stadium, eco housing etc.)

The final session was a table top discussion on O&S working with external agencies and the role of Members.

- DO'S – Involve, Explain O&S, Communicate, Question, Develop relationships.
- DON'TS - Presume, Rude Councillors, Use Negative Comments.
- COULD DO'S - More Overview, Shared Work programmes, Pro-active ownership.

Finally feedback was received from the annual conference. An interesting definition of localism by Nick Raynsford MP Chair of CfPS, "the freedom to do what you are told to do"

Councillor Pat Witherspoon

Do's	Don'ts	Could do
<ul style="list-style-type: none"> ▪ Build up relationships ▪ Talk to them before you need too ▪ Provide information to explain what scrutiny is about ▪ Put them(witnesses) at ease at meetings ▪ Influence them – they need to see what comes out of their involvement ▪ Ask the obvious questions – and listen to the responses ▪ There is no such thing as a difficult question – need to find the right people with the information. ▪ Let them speak first to help break barriers 	<ul style="list-style-type: none"> ▪ Think we know [all] the answers ▪ Make things one sided ▪ Politicise the agenda ▪ Say you have a duty to co-operate 	<ul style="list-style-type: none"> ▪ Show a face – work to open the door ▪ Engage with those partners – it is more a work in progress ▪ Show the results of their involvement ▪ Encourage people to have an informed debate ▪ Be clear about our powers
<ul style="list-style-type: none"> ▪ Talk to young people ▪ Go out to meet people on their own ground ▪ Need formal and informal approaches ▪ Engage the media better ▪ Put “witnesses” at ease ▪ Sell scrutiny to others (e.g. build relationships with schools) we are not OFSTED! 	<ul style="list-style-type: none"> ▪ Don't presume you know that issues that concern people ▪ Don't assume the media is there as a public service (give them a good story) ▪ Don't forget the <u>overview</u> part of overview and scrutiny 	<ul style="list-style-type: none"> ▪ Gain peoples ownership by involving them (rather than always putting them the spot) ▪ Brief partners about what scrutiny is about - a constructive relationship (share work programmes)

<ul style="list-style-type: none"> ▪ Build relationships with all partners – trust and transparency 	<ul style="list-style-type: none"> ▪ Don't abuse witnesses by aggressive questioning 	
<ul style="list-style-type: none"> ▪ Voluntary - Informal – develop relationships outside committee ▪ Inform the Executive (so they know what's going on) ▪ Make clear about the issues ▪ Remember things that change 		<ul style="list-style-type: none"> ▪ Be aware of sabotage and dominations ▪ Specific/brief questions ▪ Sharing work programmes ▪ Think about capacity – who do we know?
<ul style="list-style-type: none"> ▪ Gather as much evidence/publicise matter for scrutiny as possible ▪ Communicate ▪ Invite users as well as professional 	<ul style="list-style-type: none"> ▪ Over rule the experience /capacity of officers ▪ Bring politics into it 	<ul style="list-style-type: none"> ▪ Keep the same members on scrutiny committees throughout their term
<ul style="list-style-type: none"> ▪ Explain the overview and scrutiny role ▪ Gather evidence widely ▪ Communicate ▪ Users and professionals ▪ Go to people ▪ Build relationships early ▪ Listen to responses 	<ul style="list-style-type: none"> ▪ Overload officers ▪ Bring politics ▪ Presume you know the issues ▪ Forget overview ▪ Duty to co-operate 	<ul style="list-style-type: none"> ▪ Sharing work programmes ▪ Continuation of Councilors on committee ▪ Gaining ownership by involving ▪ Share results of involvement ▪ Encourage debate ▪ expectations

Improving your Overview and Scrutiny Skills

Using the West Midlands Scrutiny Network as a vehicle for elected members to develop their overview and scrutiny skills.

Introduction

At the last meeting of the regional scrutiny network on 8th March I gave a short presentation about my role as the newly appointed Regional Advocate for the Centre for Public Scrutiny (CFPS). My role is to build strong links between CFPS and Local authorities in the West Midlands, working both directly with Local Authorities and through your network. My objectives will be to ensure that CFPS support is in tune with your needs and to help you build a Training and Development programme that matches your priorities. During the discussion of my paper I was asked to propose a programme of training and development in scrutiny skills that could be delivered by CFPS to coincide with planned meetings of the Network. This paper sets out a suggested approach with costs for discussion at the next network meeting on 22nd June.

Tailoring support to your needs

CFPS exists to promote transparent, inclusive and accountable public services by supporting individuals, organisations and communities with a range of development support that we design to fit the needs and circumstances of clients. Based on many years experience of working with elected members the Centre is continuously assessing how needs are changing and adapting its support accordingly. This has enabled us to compile a prospectus of development programmes that is designed to meet most current needs but in all cases the programmes are interpreted and refined in discussion with the client who then receives a bespoke service.

The prospectus contains a range of different approaches including:

- Development sessions
- Action Learning Sets
- Mentoring
- Coaching (new - not yet in the prospectus)
- Support to help build relationships and
- Self-assessment tools such as “Accountability Works for You”.

The first two of these are particularly suitable for groups of members from different Local Authorities as they provide a great opportunity for innovative ideas to emerge when people share their different experiences. Action Learning Sets are ideal for small groups as a means of exploring difficult issues in depth in a safe environment but Development sessions would be ideal for groups of around twenty members to work and learn together in an afternoon following a morning network meeting.

More information is available in the prospectus on the CFPS web site www.cfps.org.uk

Development sessions

Development sessions use a learning style that involves lots of interaction between the facilitator and the delegates. They can be offered on many topics including the following:

- Introduction to Scrutiny
- Introduction to Health Scrutiny
- Introduction to Crime and Disorder Scrutiny
- Future challenges for scrutiny and local accountability
- Tackling Health Inequalities
- Understanding the Health Reforms
- How overview and scrutiny can help you
- Questioning skills
- Chairing Skills
- Negotiating skills and working in partnership
- Performance management
- Scrutinising budgets and finance
- Understanding value for money
- How to manage and run a scrutiny investigation.
- Appreciative enquiry (new – not yet in the prospectus)

Each session would be offered at a standard rate of £800 (Inclusive of VAT and expenses) for a half-day workshop for 20 people. The charge per delegate would be £40. Each session would be delivered by a member of the CFPS team of expert advisors who would consult delegates in advance and adapt the session to their needs.

Deciding on a programme

Members of the network are asked to:

- 1) Support the proposal in principle to hold development sessions in the afternoons following the next three quarterly network meetings.
- 2) Discuss the list of topics above (and any others that they wish to propose) and identify a short list of their preferred topics for the three events.

Andrew Lawrence (CFPS Regional Advocate) June 2012



Overview and Scrutiny

No Direct Ward Relevance

Committee

17th July 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

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	<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>Petitions (as and when received)</p> <p>Bi-Annual Recommendation Tracker Reports – Scrutiny Committee</p> <p>Bi-Annual Monitoring Report – Redditch Sustainable Community Strategy</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>
OTHER ITEMS - DATE FIXED		
17th July 2012	Arts Centre – Submission of a Scoping Document	Councillor Hopkins
17th July 2012	Co-Location of the One Stop Shop at Woodrow Library – Pre-Scrutiny	Relevant Lead Head of Service
17th July 2012	External Refurbishment of Housing Short Sharp Review – Update Report	Relevant Lead Head of Service
17th July 2012	Quarterly Performance Report – Quarter Four – January – March 2012	Relevant Lead Head of Service

Overview and Scrutiny

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17th July 2012	West Midlands Regional Scrutiny Network Meeting – Feedback Report	Councillor Witherspoon
14th August 2012	Access for Disabled People Task Group – Final Report	Councillor Fry
14th August 2012	Adverse Weather Policy – Review – Pre-Scrutiny	Relevant Lead Head of Service
14th August 2012	Capital Outturn Report 2011/12	Relevant Lead Head of Service
14th August 2012	Portfolio Holder Annual Report – Written Report – Corporate Management Portfolio	Relevant Lead Head of Service
14th August 2012	Revenue Outturn Report 2011/12	Relevant Lead Head of Service
14th August 2012	Youth Employed by Redditch Borough Council – Update Report	Relevant Lead Heads of Service
11th Sept 2012	Concessionary Rents – Pre-Decision Scrutiny	Relevant Lead Head of Service
11th Sept 2012	Increasing Rates of Recycling – Monitoring Update Report	Relevant Lead Head of Service
11th Sept 2012	Portfolio Holder Annual Report – Corporate Management	Councillor Mould

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11th Sept 2012	Portfolio Holder Annual Report – Written Report – Planning, Regeneration, Economic Development and Transport	Relevant Lead Heads of Service
11th Sept 2012	Sickness Policy – Pre-Scrutiny	Relevant Lead Heads of Service
11th Sept 2012	Tenancy Strategy and Policy 2012 – 14 – Pre-Scrutiny	Relevant Lead Heads of Service
11th Sept 2012	Transportation for Young People – Dial a Ride – Feasibility Report	Relevant Lead Head of Service
25th Sept 2012	Overview and Scrutiny Training	
9th Oct 2012	Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Transport Portfolio	Councillor Chance
9th Oct 2012	Portfolio Holder Annual Report – Written Report – Local Environment and Health	Relevant Lead Heads of Service
9th Oct 2012	Quarterly Budget Monitoring – Quarter 1 – April – June 2012	Relevant Lead Head of Service
9th Oct 2012	Quarterly Performance Monitoring – Quarter 1 – April – June 2012	Relevant Lead Head of Service
6th Nov 2012	Anti-Social Behaviour Task and Finish Group - Monitoring Update Report	Relevant Lead Heads of Service

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6th Nov 2012	Portfolio Holder Annual Report – Local Environment and Health	Councillor Debbie Taylor
6th Nov 2012	Portfolio Holder Annual Report – Written Report – Community Safety and Regulatory Services	Relevant Lead Heads of Service
6th Nov 2012	Redditch Sustainable Community Strategy – Monitoring Update Report	Relevant Lead Heads of Service
11th Dec 2012	Update Report – Promoting Redditch Task and Finish Group	Relevant Lead Heads of Service
11th Dec 2012	Portfolio Holder Annual Report – Community Safety and Regulatory Services	Councillor Blake
11th Dec 2012	Portfolio Holder Annual Report – Written Report – Leisure and Tourism	Relevant Lead Heads of Service
8th Jan 2013	Fees and Charges 2013/14 – Pre-Scrutiny	Relevant Lead Heads of Service
8th Jan 2013	Market Scrutiny Task Group – Final Report	Councillor Brazier
8th Jan 2013	Overview and Scrutiny Recommendation Tracker – Mid-Year Report	Relevant Lead Heads of Service
8th Jan 2013	Portfolio Holder Annual Report – Leisure and Tourism	Councillor Stephens

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8th Jan 2013	Portfolio Holder Annual Report – Written Report – Housing	Relevant Lead Heads of Service
5th Feb 2013	Portfolio Holder Annual Report – Housing	Councillor Shurmer
5th Feb 2013	Portfolio Holder Annual Report – Written Report – Community Leadership and Partnership	Relevant Lead Heads of Service
5th March 2013	Portfolio Holder Annual Report – Community Leadership and Partnership	Councillor Hartnett
5th March 2013	Draft Overview and Scrutiny Annual Report	Councillor Brunner
2nd April 2013	Youth Services Provision Task Group – Monitoring Update Report	Relevant Lead Head of Service
May 2013	Promoting Sporting Participation – Monitoring Update Report	Relevant Lead Head of Service
OTHER ITEMS – DATE NOT FIXED		
	Equalities and Diversity – Submission of a Scoping Document	Councillor Fry
	Housing Allocations Policy Review – Pre-Scrutiny	Relevant Lead Head of Service

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	Regeneration in the Town - Submission of a Scoping Document	Councillor Bush
	Tree Maintenance – Submission of a Scoping Document	Councillor Fisher

