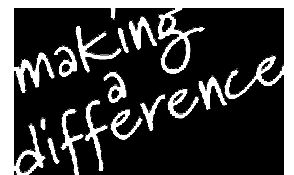


# Overview and Scrutiny Committee

Tuesday, 10th  
September, 2013  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Access to Information - Your Rights

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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](http://www.redditchbc.gov.uk)**

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

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
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[michael.craggs@bromsgroveandredditch.gov.uk](mailto:michael.craggs@bromsgroveandredditch.gov.uk)**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

**The emergency Assembly Area is on Walter Stranz Square.**





# Overview and Scrutiny Committee

Tuesday, 10th September, 2013

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs: David Bush (Chair) Carole Gandy  
Gay Hopkins (Vice-Chair) Alan Mason  
Andrew Brazier Yvonne Smith  
Simon Chalk Pat Witherspoon  
Andrew Fry

<b>1. Apologies and named substitutes</b>	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.
<b>2. Declarations of interest and of Party Whip</b>	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
<b>3. Minutes</b> (Pages 1 - 8)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.  (Minutes attached)  <b>(No Specific Ward Relevance)</b>
<b>4. Land Ownership and Maintenance - Presentation</b>  C Walker, Environmental Services Manager	To consider information about current work being undertaken by Redditch Borough Council in conjunction with Worcestershire County Council to identify local authority responsibility for areas of land and suitable maintenance arrangements.  (Presentation to follow)

# Overview and Scrutiny

Committee

Tuesday, 10th September, 2013

<p><b>5. Task Group Reviews - Draft Scoping Documents</b></p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>The following scoping documents are due to be submitted for Members' consideration:</p> <ul style="list-style-type: none"><li>• Landscaping Review – Proposed by Councillor Gay Hopkins;</li></ul> <p>(No reports attached)</p>
<p><b>6. Quarterly Recommendations Tracker</b> (Pages 9 - 24)</p>	<p>To receive an update on recommendations made through the scrutiny process which have yet to be implemented.</p> <p>(Reports attached).</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>7. Scrutiny Task Group Recommendations Monitoring Process</b> (Pages 25 - 26)</p>	<p>To receive a report explaining the Committee's existing approach to monitoring approved scrutiny task review recommendations.</p> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>8. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme</b></p>	<p>To consider the minutes of the latest meeting(s) of the Executive Committee and also to consider whether any items on the Executive Committee's Work Programme are suitable for scrutiny.</p> <p>(Minutes and Work Programme to follow).</p>
<p><b>9. Work Programme</b> (Pages 27 - 30)</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"><li>• The Forward Plan / Committee agendas</li><li>• External publications</li><li>• Other sources.</li></ul> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>

# Overview and Scrutiny

Committee

Tuesday, 10th September, 2013

<p><b>10. Confirmation of Task Group Membership</b></p>	<p>To confirm the Membership of the following Task Groups launched by the Overview and Scrutiny Committee:</p> <ul style="list-style-type: none"><li>• Voluntary and Community Sector Task Group.</li></ul> <p>(Oral reports)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>11. Task Groups - Progress Reports</b></p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ul style="list-style-type: none"><li>a) Joint Worcestershire Regulatory Services – Councillor Mason.</li><li>b) Abbey Stadium – Councillor Gandy</li></ul> <p>(Oral reports)</p> <p><b>All Wards</b></p>
<p><b>12. Health Overview and Scrutiny Committee</b></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><b>All Wards</b></p>

# Overview and Scrutiny

Committee

Tuesday, 10th September, 2013

## 13. 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

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Tuesday, 13th August, 2013

## MINUTES

### Present:

Councillor David Bush (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Simon Chalk, Andrew Fry, Carole Gandy, Alan Mason, Yvonne Smith and Pat Witherspoon

### Also Present:

Councillors Brandon Clayton and Derek Taylor

### Officers:

D Hancox, S Hanley, A Haslam, A Scarce and J Staniland

### Democratic Services Officers:

J Bayley and M Craggs

### 32. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

### 33. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

### 34. MINUTES

The Chair informed Members that a slight amendment had been made to the minutes since the publication of the agenda pack; the start and end times for the meeting, which had been missing due to a computer error, had been added to the final version.

### RESOLVED that

**the minutes of the meeting of the Overview and Scrutiny Committee held on 23rd July 2013 be approved as a true and correct record and signed by the Chair.**

.....  
Chair

# Overview and Scrutiny Committee

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Tuesday, 13th August, 2013

## 35. COUNCIL PROCUREMENT ARRANGEMENTS

The Committee received a report detailing the Council's approach to procuring peripheral items including stationery, refreshments, ink cartridges and toners for printers.

Members were advised that the Council had a contract with an external company for the maintenance and provision of printers. Officers confirmed that the Council's printing contract did not cover the cost of procuring paper. The Council procured paper through a separate contract. Under the terms of this contract the Council spent 0.5 pence per sheet of paper.

Members concluded that based on the content of the report there was limited potential to make savings on the procurement of peripheral items by the Council. Further scrutiny work of potential budgetary savings could be undertaken, at Members' request, but would need to focus on a wider group of services to enable Members to bring forward constructive recommendations on the subject.

### **RESOLVED that**

**the report be noted.**

## 36. SECTION 106 ARRANGEMENTS

The Committee received a presentation on the subject of Section 106 Agreements (Appendix A). During consideration of this item the following points were discussed.

- In Redditch funds derived from Section 106 Agreements had generally been allocated to affordable housing, education and open space maintenance.
- One of the key considerations for Officers when negotiating a Section 106 agreement or CIL arrangement was the viability of the proposed project(s). In some cases particular projects had to be prioritised to ensure that the agreed projects would be viable.
- From 2014, or the date when the CIL charging schedule was adopted in Redditch, the Council would no longer be able to pool more than five Section 106 contributions towards one infrastructure project.
- Elected Members could get involved in discussions about Section 106 arrangements for large developments in their wards.

# Overview and Scrutiny Committee

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Tuesday, 13th August, 2013

- Members required pre-application training to become actively involved in the Section 106 process for a particular development, though Members who had not been trained could submit written comments for Officers' consideration.
- The involvement of Members in work on Section 106 agreements was welcomed by the Council, particularly as Officers recognised that Members would have valuable local knowledge about the potential impact of a proposed development on the area.
- Officers were asked to investigate the possibility of providing Members with prior notice about developments that could require a Section 106 Agreement and / or CIL arrangement.
- The support, including finances and resources, required to support the Community Infrastructure Levy (CIL) was debated. Concerns were expressed that these costs could be relatively high and might have a negative impact on developer companies that were already experiencing financial pressures.
- Officers explained that CIL agreements would be essential for new developments as it would help to fund infrastructure requirements for the residents who would live in that development.
- The potential for the Council to influence Section 106 and CIL arrangements involving cross boundary development was also debated. Officers explained that cross boundary developments were complex as they needed to meet the housing needs in one local authority area though the decision about the development would be made by Councillors representing a different local authority. In these circumstances Officers would aim to develop a protocol between the two Councils.
- There was no set guidance dictating the size of developments which would be subject to a Section 106 agreement. However, Section 106 agreements were more likely to be applied to larger developments due to the potential impact on local infrastructure.
- In future years it was likely that the Council would negotiate a mixture of Section 106 agreements and CIL arrangements for some large developments.
- The potential for CIL money to be paid up front by developers was debated. On the one hand it was suggested that this would help to ensure that appropriate funding was provided to invest in infrastructure for a development regardless of whether the developer subsequently went out of business. On the other hand Members noted that some developers might struggle to pay CIL funding prior to recouping funds through house sales.

# Overview and Scrutiny Committee

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- Concerns were expressed about cases where developers, for a variety of reasons, had not provided funding requested in a Section 106 agreement. In these circumstances residents in the new developments could struggle to secure necessary infrastructure.
- Section 38 Agreements with Worcestershire County Council were used when organising for roads in new developments to become adopted public highways. A bond needed to be paid by the developer as part of a Section 38 Agreement. This bond could then be utilised to fund the adoption of roads regardless of whether the developer subsequently went out of business.
- There would need to be appropriate monitoring to manage CIL agreements once the process was actively applied in Redditch. It was possible that this monitoring role would be assumed by the Council's existing Section 106 Officer working group.

**RESOLVED that**

**the report be noted.**

## **37. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS**

The Committee had received scoping documents containing the draft terms of reference for two proposed reviews. The following points were raised during consideration of these items:

a) Landscaping Review – Proposed by Councillor Gay Hopkins

Councillor Hopkins advised the Committee that she had been intending to present the proposed terms of reference for a review of the Council's Landscaping Services. However, she had recently received information from Officers pertaining to the proposed review which required further discussion. For this reason she requested that consideration of the proposal should be deferred until the following meeting of the Committee.

b) Voluntary Sector Review - Proposed by Councillor Witherspoon

Councillor Witherspoon presented the terms of reference for the proposed review of the Voluntary Sector for Members' consideration. She explained that, whilst a Task Group would receive an overview of the Council's grants process, the focus

# Overview and Scrutiny Committee

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of the review would be on the support provided by the Council and partner organisations to local voluntary and community sector groups and the additional support that might be required by those groups.

During discussion of this item a couple of amendments were suggested to the terms of reference for the review. In the first place, it was noted that, as the Council's Concessionary Rents Policy had only recently been approved by the Council, it might be premature to review the impact of the policy on local Voluntary Sector organisations. Instead, Members agreed that it might be more appropriate at this time for a Task Group to receive an overview of the policy in order to appreciate the implications of this procedure for the sector.

The most suitable approach to consulting with representatives of the Voluntary Sector was also debated. Members recognised that, due to the focus of the review, it would be appropriate for Members to engage with representatives of the Voluntary Sector as part of the review. However, Officers suggested that it might be more appropriate to engage representatives of the sector through a variety of consultation methods rather than just by interview as had been proposed in the terms of reference.

Members noted that nominations to the Task Group would be confirmed at the following meeting of the Committee. Whilst all interested Members were encouraged to express an interest in the review the Chair noted that members of the Grants Panel were being advised that it would not be appropriate for them to serve on this review due to the potential for a conflict of interest to arise.

Members concluded this item by noting that three Task Group exercises had been approved for the year: the Abbey Stadium Task Group; the Joint Worcestershire Regulatory Services (WRS) Task Group and the Voluntary Sector Task Group. Officers were scheduled to provide support to all three of these reviews and would only have capacity left to support one further Task Group alongside the main Committee. Members concluded that for the rest of the year the Committee would therefore need to ensure that appropriate work was prioritised in order to make the best use of available resources.

# **Overview and Scrutiny Committee**

Tuesday, 13th August, 2013

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**RESOLVED that**

- 1) **the terms of reference for the proposed review of the Council's Landscaping Services be considered at the meeting of the Committee on 10th September 2013;**
- 2) **subject to the amendments detailed in the preamble above, the terms of reference for the proposed Task Group review of the Voluntary Sector be approved;**
- 3) **Councillor Witherspoon be appointed to Chair the Voluntary Sector Task Group; and**
- 4) **further nominations to the Voluntary Sector Task Group be confirmed at the following meeting of the Committee.**

**38. SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME**

**RESOLVED that**

**the latest edition of the Executive Committee's Work Programme be noted.**

**39. WORK PROGRAMME**

Members discussed the content of the Committee's Work Programme. During consideration of this item the following issues were raised:

- The proposed review of landscaping would be resubmitted for Members' consideration at the following meeting of the Committee.
- A report on the subject of land maintained by both Redditch Borough Council and Worcestershire County Council was due to be considered at the meeting of the Committee in September 2013. Members requested that Officers investigate the potential for information about maintenance arrangements for land owned by absent private landlords to be included in this report.
- The Chair noted that at the previous meeting of the Committee Members had been advised that table tennis facilities would be installed in Morton Stanley Park by the end of July 2013. However, during a recent visit to the Park no table tennis facilities had been observed in the park. Members therefore requested that a further update with regard to work on the installation of the table tennis facility be provided for Members' consideration.

# **Overview and Scrutiny Committee**

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**RESOLVED that**

**subject to the amendments detailed in the preamble above the Committee's Work Programme be noted.**

**40. APPOINTMENT OF THE MEMBERS OF THE ABBEY STADIUM TASK GROUP REVIEW**

The Committee was advised that Councillors Andrew Fry, Carole Gandy, Alan Mason and Derek Taylor had been nominated to sit on the Abbey Stadium Task Group.

**RESOLVED that**

- 1) Councillor Gandy be appointed to Chair the Task Group; and**
- 2) Councillors Fry, Gandy, Mason and Derek Taylor be appointed to the Abbey Stadium Task Group.**

**41. TASK GROUPS - PROGRESS REPORTS**

Members were advised that the first meeting of the Joint WRS Task Group would be taking place on either Monday 23rd September or Thursday 26th September 2013.

During consideration of this item reference was made to the implementation of recommendations that had been made by the Market Review Task Group. On the basis of these discussions the Committee agreed that further information about the process for monitoring the implementation of Overview and Scrutiny recommendations would be useful.

**RESOLVED that**

- 1) an item be added to the Committee's agenda for the meeting of the Committee on 10th September 2013 to discuss the Council's approach to monitoring the implementation of Overview and Scrutiny recommendations; and**
- 2) the progress report on current Task Group reviews be noted.**

# **Overview and Scrutiny Committee**

Tuesday, 13th August, 2013

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## **42. HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Members were advised that there had been no further meetings of the Worcestershire Health Overview and Scrutiny Committee since July 2013.

The Meeting commenced at 7.02 pm  
and closed at 8.00 pm



## OVERVIEW AND SCRUTINY COMMITTEE

10th September 2013

### QUARTERLY RECOMMENDATIONS TRACKER

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

#### 1. SUMMARY OF PROPOSALS

This report provides an update on recommendations made through the scrutiny process which have not yet been implemented. This quarterly monitoring approach was introduced in 2013/14.

#### 2. RECOMMENDATIONS

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

#### 3. KEY ISSUES

##### Background

- 3.1 At its meeting of 4th June 2013, the Committee considered a monitoring report on action that had been taken to implement scrutiny recommendations that were approved during 2012/13. Following a suggestion from the Chair, it was subsequently agreed that the Committee alter its approach to monitoring approved recommendations.
- 3.2 Rather than receive monitoring update reports every six months on all approved recommendations, Members agreed instead to focus on recommendations that had yet to be implemented. Monitoring update reports on the Committee's outstanding recommendations would be considered on a quarterly basis.
- 3.3 Members requested that the details of all recommendations already acted upon should be published on the Overview and Scrutiny section of the Borough Council's website to highlight the positive difference that the Committee was making.
- 3.4 In accordance with this new approach, Appendix 1 lists the Committee's approved recommendations that have yet to be implemented.
- 3.5 The Committee will be aware that there are some recommendations where it would be reasonable for Officers to require further time to implement the

**OVERVIEW AND SCRUTINY  
COMMITTEE**10th September 2013

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recommendations. For example, Officers would require some time to implement recommendations made at a recent meeting of the Committee. Appendix 2 details the recommendations that are pending and require further time before being implemented.

- 3.6 Members are invited to consider the updates provided regarding these recommendations and to identify whether any further action is required to facilitate the implementation of these recommendations.

**Financial Implications**

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

**Legal Implications**

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

**Service / Operational Implications**

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

**Customer / Equalities and Diversity Implications**

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

**4. RISK MANAGEMENT**

No risks have been identified.

**5. APPENDICES**

Appendix 1 – Overview and Scrutiny Recommendations Tracker – Awaiting Implementation.

Appendix 2 – Overview and Scrutiny Recommendations Tracker – Pending Implementation at a later date

**AUTHOR OF REPORT**

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**Overview and Scrutiny Recommendations Tracker**  
**Recommendations made directly by the Overview and Scrutiny Committee**

**Promoting Sporting Participation Task and Finish Group**

*(considered by Executive Committee on 26/6/12)*

All 5 recommendations were all APPROVED. One recommendation remains to be implemented.

Recommendation 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;

This is being implemented in two stages. The first stage involves refreshing the Leisure Services section of the existing Council website with new look pages, giving easier navigation, accurate and up-to-date information as much as possible, re-creating existing pages and incorporating new pages.

Officers are not yet ready to export these pages across to an independent site which represents the second stage of the process.

**Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Local Transport**

*(considered by Executive Committee on 20/11/12)*

**Both of the recommendations were APPROVED, subject to amended wording to the first recommendation. The other recommendation has already been implemented.**

<p>Recommendation 1: Redditch Borough Councillors and Officers develop a clear understanding of the most effective uses of <i>Choose How You Move 2</i> monies in Redditch Borough.</p>	<p>The Executive Committee agreed the following wording for the first recommendation: “Redditch Borough Council Officers ensure that the most effective use be made of Choose How You Move monies in Redditch”.</p>
<p style="text-align: center;"><b>Sickness Policy Short, Sharp Review</b> (considered by Executive Committee on 20/11/12) (Eight recommendations)</p> <p style="text-align: center;"><b>The recommendations below were all APPROVED.</b></p> <p style="text-align: center;"><b>One recommendation remains to be implemented. All the group’s other recommendations have been implemented.</b></p> <p>The period following the end of the review has coincided with a significant period of service transformation in HR which remains ongoing. This transformation process is including a review of staff induction processes and future training plans.</p>	
<p><u>Recommendation 3</u>: an A5 laminated guide to the Council’s Sickness Absence Policy should be provided for the use of managers and staff.</p>	<p>The A5 laminated guide is being redeveloped following feedback that the information needs to be specific and concise.</p>

**Overview and Scrutiny Recommendations Tracker**  
**Recommendations made directly by the Overview and Scrutiny Committee 2012/13**

<p><b>Access for Disabled People Task Group</b> (<i>considered by the Executive Committee on 21/08/12</i>)</p> <p><b>Two of the ten recommendations that were approved remain to be implemented.</b></p>	
<p><u>Recommendation 1a</u>: the contents of this map (<i>of disabled parking spaces in the town centre</i>) should be reviewed every twelve months to ensure that the information remains accurate.</p>	<p>The Access for Disabled People Task Group's recommendations were approved by the Executive Committee in August 2012. The review of the content of the map is due to take place shortly.</p>
<p><u>Recommendation 6</u>: a disability awareness session should be delivered as part of the Member Development Programme at Redditch Borough Council.</p>	<p>The Executive Committee agreed on 11th June 2013 that disability awareness training should be delivered to elected Members as part of the induction process for new Councillors. The training is therefore not due to be delivered until May 2014, following the next local Council elections.</p>
<p><b>Dial a Ride Extended Service – Feasibility Study</b> (<i>considered by the Executive Committee on 16/10/12</i>)</p> <p><b>All four recommendations were approved</b></p>	
<p><u>Recommendation 4</u>: subject to the extended Dial a Ride</p>	<p>The extension of the service was implemented in early 2013.</p>

<p>scheme being approved, the Overview and Scrutiny Committee receive a monitoring update report on the subject 12 months after the scheme's introduction.</p>	<p>A monitoring update report is scheduled to be presented for the consideration of the Overview and Scrutiny Committee on 4th March 2014.</p>
<p style="text-align: center;"><b>Concessionary Rents</b> <i>(considered by the Executive Committee on 18/12/12)</i></p> <p><b>There were ten recommendations. The first three were APPROVED</b>, subject to rewording of recommendation 1.</p>	
<p><u>Recommendations 1</u>: the Draft Policy attached at Appendix 1 to the report be approved, and implemented with immediate effect for new tenancies, subject to the further recommendations from the Overview and Scrutiny Committee being approved.</p> <p><u>Recommendation 2</u>: transitional arrangements be introduced with effect from 1st April 2013 to allow the policy to be fully implemented over a three year period taking into account the terms of existing leases.</p> <p><u>Recommendation 3</u>: authority be delegated to the Head of Finance and Resources in conjunction with the Council's Voluntary Sector Grants Co-ordinator to approve concessionary rents/rent relief in line with the draft policy attached at Appendix 1 to the report.</p>	<p>For the following seven recommendations the Executive Committee identified a disconnect between the Overview and Scrutiny proposals and the final report from Officers on the subject of Concessionary Rents (for reasons beyond the control of the Task Group). It was on this basis that the Executive Committee didn't feel it appropriate to adopt the recommendations. The Portfolio Holder was tasked with seeing whether there was anything within the recommendations that might be usefully taken on board. However, no points have been identified in this manner to date. Therefore these final seven recommendations should be regarded as having been REJECTED.</p> <p>The Concessionary Rents Policy is now being reviewed. It is unlikely that a decision will be taken to implement these recommendations until that review has been completed.</p>

**Arts and Culture Centre Task Group (considered by the Executive Committee on 09/04/13)**

**As the recommendations were only endorsed relatively recently an update to Members is not yet expected.**

**All nine of the group’s recommendations were ENDORSED by the Executive Committee. However, the Committee could not decide on all of the recommendations as it is not the decision making body for outside organisations.**

**The following conclusions have been reached:**

**Recommendation 2a, 4, 5, 6, 8 and 9 were APPROVED.**

**Recommendations 1, 2, 4a, and 7 were recommendations to the Arts in Redditch Network.**

Recommendations that could be implemented in the short to medium term:

Recommendation 1: the Arts in Redditch Network, and the benefits to be accrued from membership of the network, should be promoted to local arts groups.

Recommendation 2: the Arts in Redditch Network should maintain a list of existing arts groups in Redditch on their new website;

a) the Council should continue to maintain a link from the local authority’s website to the new Arts in Redditch Network website.

The Arts in Redditch Network has considered the Task Group’s recommendations. The network has reserved the right to submit a more detailed response at a later date and may adapt their response accordingly at this stage. A final decision on these recommendations therefore remains PENDING.

**Recommendation 3 was a recommendation to the Arts in Redditch Network and Choose How you Move (Worcestershire County Council). At the time of writing a decision on this recommendations remains PENDING.**

Choose How You Move was advised about the outcomes of the Executive Committee’s deliberations in April 2013. Officers from Worcestershire County Council have confirmed

<p><u>Recommendation 3</u>: an online Redditch Arts Map, including an arts trail, outlining the location of public art works and venues in the Borough and linked to an icon on the new information kiosks in the town centre, should be introduced.</p> <p><u>Recommendation 4</u>: art exhibition space, where local artists can display their work, should be introduced at the Palace Theatre and the Abbey Stadium:</p> <p>a) the Arts in Redditch Network should promote opportunities to display local artists' work.</p> <p><u>Recommendation 5</u>: the Council should continue to provide support and advice to any community group aiming to introduce a new arts group in the town. In addition:</p> <p>a) action should be taken to increase public awareness of the support and advice provided by the Council to community groups with an interest in the arts;</p> <p>b) any new enquiries should be signposted to the Arts in Redditch Network to facilitate the formation of new arts groups; and</p> <p>c) a new logo be created for the arts in Redditch.</p>	<p>that they will be discussing this proposal in further detail in due course. The outcomes of these deliberations will be reported for members' consideration in due course.</p>
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Recommendation 6: the evidence gathered by Members during the course of the review and the information contained in the Arts and Culture Centre Task Group's final report should be taken into account by Officers when producing the new Redditch Arts Strategy;

Recommendations that could be implemented in the long-term:

Recommendation 7: in an ideal world an arts centre would be established in Redditch by a community group. However, in order for this objective to be achieved the community group needs to be aware of and to address the following barriers:

- a) the extent to which local arts groups would make use of an arts centre;
- b) the financial costs involved in establishing and maintaining an arts centre;
- b) funding application requirements;
- c) creating a sustainable business case;
- d) legal liability and accountability issues;
- e) availability of volunteers to operate the centre; and
- f) management arrangements for the centre.

Recommendation 8: the Council should provide the following support and advice to any community organisation that aims to establish an arts and culture centre in the town:

- a) guidance on how to complete funding applications for

<p>grants</p> <p>b) advice on how to produce a business case; and</p> <p>c) signpost groups to relevant expert contacts for further specialist help;</p> <p><u>Recommendation 9</u>: the 'Creative Redditch' artwork should be prioritised for use on the next bus shelter that is installed in Redditch town centre.</p>	
<p style="text-align: center;"><b>Redditch Market Review</b> <i>(considered by Executive Committee on 12/3/13)</i> <i>(Seventeen recommendations)</i></p> <p>All of the recommendations were all APPROVED subject to the Portfolio Holder for Planning, Regeneration, Economic Development and Transport taking the lead on working on the detail of proposals and on the adoption of a bold and radical approach to recommendations 1 and 2 in particular, including a full assessment of the options for delivering a vibrant and viable market.</p> <p>Recommendations 2, 10, 14 and 17 have already been implemented.</p> <p>The following update has already been provided for Members' consideration on the remaining thirteen recommendations:</p> <p>In addition to arrangements being in hand to form the working group to develop the five year strategy and as part of the "full assessment of the options for delivering a vibrant and viable market", the North Worcestershire Economic Development and Regeneration Service's Client Management Group has instructed officers to explore various options with a view to potentially externalising the markets function.</p>	

<p><u>Recommendation 1</u>: a new strategy for the market be developed which clearly sets out how the market can be revitalised over the next five year period.</p>	<p>Work to produce the Strategy is currently ongoing.</p>
<p><u>Recommendation 3</u>: the number of general retail market operating days should be reduced to no more than three days a week. The working group to consult with existing regular traders about which particular days should be retained.</p>	<p>Consultation to be carried out with trader regarding which days the market should operate</p>
<p><u>Recommendation 4</u>: consideration is given to holding more speciality markets to take place on non general retail market operating days on a regular basis to help create a niche for the Redditch market. The working group to consider how such markets would be managed within the available resources.</p>	<p>The Core Working Group to compile a list of possible markets and contacts and how they can be implemented and managed</p>
<p><u>Recommendation 5</u>: the market working group considers the feasibility of introducing an on-site Redditch Market information point.</p>	<p>This will be addressed by the core working group in due course</p>
<p><u>Recommendation 6</u>: the market working group considers the feasibility of market customers being provided with an</p>	<p>This can be suggested to traders however cannot be enforced.</p>

<p>opportunity to pay the traders for goods through their mobile phone and debit and credit card payment facilities.</p>	
<p><u>Recommendation 7</u>: each trader is required to possess a returns policy which should be clearly advertised.</p>	<p>To be included in the market regulations and traders made aware this needs to be advertised on their stalls</p>
<p><u>Recommendation 8</u>: The working group facilitates further opportunities for local people, especially students and the unemployed, to obtain business experience through operating stalls in the market place at no charge on a short-term basis, to include the introduction of a new mentoring scheme to offer help and assistance to new traders</p>	<p>A discount scheme for “new traders” already exists subject to certain conditions as set out in para 9.1 of the Market Regulations.</p> <p>The discounted period lasts for six calendar weeks as follows:-</p> <ul style="list-style-type: none"> <li>• First two calendar weeks a flat fee of £7.50 on weekdays, or £12.50 on Saturdays.</li> <li>• Weeks three to six a fee of 50% of the applicable Casual Trader fee for the relevant day of trading and stall type.</li> </ul> <p>It is proposed to offer the proposed “no charge” scheme for a period of 4 weeks, subject to stall availability and introduce the mentoring scheme through the Worcestershire County wide “Enterprising Worcestershire” New Business Start up programme which includes a small grant. The trader would then be entitled to start the existing discount scheme subject to the usual conditions.</p> <p>Note that the current Regulations may require amending to</p>

	reflect this Recommendation.
<u>Recommendation 9</u> : the working group facilitates further opportunities for local businesses to showcase their goods and services on market stalls.	An “informal” scheme exists regarding showcase of goods and services. This needs to be regularised and consideration given to expanding it subject to stall availability.
<u>Recommendation 11</u> : the market working group explores the possibility of realigning and extending the layout of the market past its current location.	This will be addressed by the core working group in due course
<u>Recommendation 12</u> : the market working group explores the feasibility of introducing a covered food court area.	This will be addressed by the core working group in due course
<u>Recommendation 13</u> : the market working group explores the suitability of the design of the current market stalls and to consider whether the introduction of alternative stalls would improve the overall visual appearance of the stalls.	This will be addressed by the core working group in due course
<u>Recommendation 15</u> : the market working group works with local bus operators to help further promote the market.	This will be addressed by the core working group in due course
<u>Recommendation 16</u> : the Council should engage with the	Officers are in the process of working with Licensing and the

<p>Public Fundraising Regulatory Association with a view to reaching an agreement to regulate the working days and areas of charity street fundraisers in Redditch Town Centre.</p>	<p>Public Fundraising Regulatory Association to organise something called a 'Site Management Agreement' in the town centre. This will enable Officers to regulate who, where and how many charities are allowed to collect in the town centre on any given date.</p>
<p style="text-align: center;"><b>Access for Disabled People Task Group – Monitoring Update Report</b> <i>(considered by the Executive Committee on 11/06/13)</i></p> <p><b>Both of the recommendations were endorsed, subject to changes to the wording of both recommendations.</b></p> <p><b>As the recommendations were only endorsed relatively recently an update to Members is not yet expected.</b></p>	
<p><u>Recommendation 1</u>: a disability awareness session should be delivered on an annual basis as part of the Member Development Programme at Redditch Borough Council; and</p>	<p>The Executive Committee agreed on 11th June 2013 that disability awareness training should be delivered to elected Members as part of the induction process for new Councillors. The training is therefore not due to be delivered until May 2014, following the next local Council elections.</p>
<p><u>Recommendation 2</u>: an in year bid, to be paid for from balances, should be made to fund the installation of a canopy over the ramp access to Shopmobility.</p>	<p>The Executive Committee recommended on 11th June that a canopy should be installed at this location. However, the Committee proposed that the installation of this canopy should be paid for using funds from the Shopmobility donated reserves.</p>

<p><b>Healthwatch Worcestershire</b>  <i>(considered by the Executive Committee on 09/07/13)</i></p> <p><b>The Executive Committee has APPROVED the only recommendation.</b></p> <p><b>As the recommendation was only endorsed relatively recently an update to Members is not yet expected.</b></p>	
<p><u>Recommendation:</u> the Borough Council make representations to Healthwatch Worcestershire on behalf of local residents.</p>	
<p><b>Crime and Disorder Scrutiny</b>  <i>(to be considered by the Council on 9th September 2013)</i></p> <p><b>A decision remains to be taken on the only recommendation.</b></p>	
<p><u>Recommendation:</u> the Crime and Disorder Scrutiny Panel hold at least one scheduled meeting during the year to scrutinise the work of the local Crime and Disorder Reduction Partnership.</p>	





**OVERVIEW AND SCRUTINY  
COMMITTEE**

10th September 2013

**SCRUTINY TASK GROUP RECOMMENDATION MONITORING PROCESS**

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

**1. SUMMARY OF PROPOSALS**

This report explains the Committee's existing approach to monitoring approved scrutiny task review recommendations.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE**

**the most suitable approach for monitoring approved scrutiny task review recommendations.**

**3. KEY ISSUES**

**Background**

- 3.1 At its meeting on 13th August 2013, the Committee agreed that it would review the current process for monitoring the implementation of approved recommendations made by scrutiny Task Groups.
- 3.2 The Council's Constitution currently states that "the Overview and Scrutiny Committee will review implementation of recommendations made in any report not sooner than twelve months after consideration of its report by the Executive Committee." This is intended to give Officers sufficient time to fully implement the approved recommendations of each scrutiny task review.
- 3.3 There have been previous instances whereby Members have received monitoring report updates on approved Task Group recommendations prior to twelve months elapsing. In 2012, for example, the final report of the Increasing Rates of Recycling Task Review included a specific recommendation that the Overview and Scrutiny Committee would receive an update report six months after the recommendations were approved by the Executive Committee.
- 3.4 The Committee can recommend that the Constitution be amended to bring forward monitoring reports for all scrutiny task review recommendations from the current twelve month point after they have been approved by the Executive Committee,

## **OVERVIEW AND SCRUTINY COMMITTEE**

10th September 2013

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however Members should be minded to give Officers sufficient time to implement the recommendations in order to provide a more complete monitoring report for Members' consideration.

### **Financial Implications**

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

### **Legal Implications**

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

### **Service / Operational Implications**

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

### **Customer / Equalities and Diversity Implications**

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

## **4. RISK MANAGEMENT**

- 4.1 No risks have been identified.

## **5. APPENDICES**

There are no appendices.

### **AUTHOR OF REPORT**

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# Overview and Scrutiny Committee

No Direct Ward Relevance

10th September 2013

## WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(CHIEF EXECUTIVE)</b>
	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
	<b>REGULAR ITEMS</b> Update on the work of the Crime and Disorder Scrutiny Panel. Quarterly Tracker Report	Chair of the Crime and Disorder Scrutiny Panel Relevant Lead Head(s) of Service

# Overview and Scrutiny

Committee

10th September 2013

	<p><b>REGULAR ITEMS</b></p> <p>Updates on the work of the Worcestershire Health Overview and Scrutiny Committee</p> <p>Bi-Annual Recommendation Tracker Reports – Scrutiny Committee</p> <p>Bi-Annual Monitoring Report – Redditch Sustainable Community Strategy</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>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>10th September 2013</b>	Appointment of Members to the Voluntary Sector Task Group	Councillor Witherspoon
<b>10th September 2013</b>	Landscaping Review – Presentation of Draft Scoping Document	Councillor Hopkins
<b>10th September 2013</b>	Land Ownership and Maintenance - Presentation	Relevant Lead Head of Service
<b>10th September 2013</b>	Overview and Scrutiny Recommendation Monitoring - discussion	Relevant Lead Head of Service
<b>10th September 2013</b>	Quarterly Monitoring Report – Recommendations	Relevant Lead Head of Service
<b>8th October 2013</b>	Vacant Redditch Borough Council Properties – Update Report	Relevant Lead Head of Service

# Overview and Scrutiny

Committee

10th September 2013

<b>8th October 2013</b>	Positive Activities – Update Report	Relevant Lead Head of Service
<b>5th November 2013</b>	Living Wage – Update Report	Relevant Lead Head of Service
<b>5th November 2013</b>	Footpaths and Pavements Maintenance - Presentation	Kevin Hirons, Environmental Services Manager
<b>9th January 2014</b>	Budget Scrutiny Meeting	Relevant Lead Head of Service
<b>4th March 2014</b>	Dial a Ride - Monitoring Update Report	Relevant Lead Head of Service
<b>OTHER ITEMS – DATE NOT FIXED</b>		
	Healthwatch Worcestershire – Update Report	
	Joint Worcestershire Regulatory Services Review – final report	Councillor Mason
	Proposed Housing Review – Submission of Scoping Document	Councillor Brazier

