

Overview and Scrutiny Committee

Wed 28 May
2008
7.00 pm

Council Chamber
Town Hall
Redditch



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- 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.
- 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

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آپ انگریزی میں مدد چاہتے ہیں – نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121

‘Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121’

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

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

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



OVERVIEW AND SCRUTINY COMMITTEE

Wednesday, 28th May, 2008

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: P Mould (Chair) W Hartnett
D Smith (Vice- Norton
Chair) D Taylor
K Banks D Thomas
M Chalk

1. Apologies and named substitutes Borough Director	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. (No Specific Ward Relevance)
2. Declarations of interest and of Party Whip Borough Director	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip. (No Specific Ward Relevance)
3. Minutes Borough Director	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes attached) (No Specific Ward Relevance)
4. Actions List (Pages 1 - 8) Borough Director	To note the contents of the Overview and Scrutiny Actions List. (Report attached) (No Specific Ward Relevance)
5. Task & Finish Reviews - Draft Scoping Documents (Pages 9 - 10) Borough Director	To consider any scoping documents provided for possible Overview and Scrutiny review. (Report attached) (No Specific Ward Relevance)

OVERVIEW AND SCRUTINY

Committee

Wednesday, 28th May, 2008

<p>6. Task and Finish Group Progress Reports Borough Director</p>	<p>To consider progress to date on current and recent scrutiny reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>Recent scrutiny reviews include:</p> <ol style="list-style-type: none">1. Communications Task and Finish Group Chair – Councillor J Brunner;2. District Centres Task and Finish Group Chair – Councillor A Fry; and3. Fees and Charges Task and Finish Group Chair – Councillor C MacMillan. <p>(Oral reports)</p> <p>All Wards</p>
<p>7. Joint Scrutiny Exercise on Flooding - Progress Report (Pages 11 - 32) Borough Director</p>	<p>To consider further developments in the joint scrutiny exercise on flooding.</p> <p>(Reports attached)</p> <p>All Wards</p>
<p>8. Overview and Scrutiny Procedures Document (Pages 33 - 62) Borough Director</p>	<p>To consider the proposed new Overview and Scrutiny arrangements recorded in the attached procedures document.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Overview and Scrutiny Scoping Document (Pages 63 - 64) Borough Director</p>	<p>To consider for approval the draft scrutiny proposal form.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

OVERVIEW AND SCRUTINY

Committee

Wednesday, 28th May, 2008

<p>10. Work Programme Planning Day Borough Director</p>	<p>To discuss arrangements for the 2008/09 Overview and Scrutiny Work Programme Planning Day.</p> <p>(Oral Report)</p> <p>(No Specific Ward Relevance)</p>
<p>11. Referrals Borough Director</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>(No Specific Ward Relevance)</p>
<p>12. Work Programme (Pages 65 - 68) Borough Director</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>
<p>13. Exclusion of the Press and Public Borough Director</p>	<p>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:</p> <p>“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”.</p> <p>(No Specific Ward Relevance)</p>

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Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
07/11/07	When discussing a budget update report Members asked for further information about the vacant posts that were referred to in the report. Members specified that they would like information about the number of days lost, the financial savings involved and the capacity implications of these vacant posts. Members did not specify a date by which this information should be made available.	Relevant Officers produced a document containing the requested information which was circulated amongst the members of the Overview and Scrutiny Committee on Tuesday the 6th May 2008. DONE.
19/12/07	Members discussed the proposed new form for presenting performance information to the Overview and Scrutiny Committee. Officers were asked to provide an explanation of the traffic light system. Members did not specify a date by which this information should be made available.	The Overview and Scrutiny Support Officers have informed the relevant Officers of this request. (TO BE DONE). Lead Officer, Head of Strategy and Partnerships, Estimated introduction date, August 2008.
27/02/08	Officers were asked to present community safety performance data to Members using both of the templates that had been provided for the consideration of Members at that meeting. Officers were asked to present this information to the Overview and Scrutiny Committee alongside the quarterly performance reports.	The Overview and Scrutiny Support Officers have informed the relevant lead Officer of this request. (TO BE DONE). Lead Officer, Head of Strategy and Partnerships, estimated introduction date, August 2008.

27/02/08	The Overview and Scrutiny Committee to discuss ways to develop relations between the Committee and the Executive Committee.	Members are due to consider this issue further during the Overview and Scrutiny Committee Work Programme Planning Day (WPPD) in June 2008. (WILL BE DONE SOON). Lead Officers, the Overview and Scrutiny Support Officers (OSSOs), estimated completion date, June 2008. (The exact date to be confirmed by the Members of the Overview and Scrutiny Committee).
27/02/08	Officers to incorporate information about monitoring scrutiny recommendations into the Overview and Scrutiny Annual Report.	The Annual Report was altered accordingly and presented to all Members at a meeting of the full Council on Monday the 21st April 2008. DONE.
19/03/08	Members requested that the Overview and Scrutiny WPPD take place in the Civic Suite on Friday the 23rd of May. Officers were asked to invite all Members, Directors, the Member and Committee Support Services Manager and the Democratic Services Manager.	The date of the WPPD was subsequently postponed to enable the membership of the Committee for the 2008/09 year to contribute to planning for the event. (WILL BE DONE SOON). Lead Officers, OSSOs, estimated date of completion, June 2008
27/03/08	Members requested that a letter be drafted to send to the Gypsy Liaison Officer (GLO) at Worcestershire County Council. This letter was to request that a meeting be held, to be attended by all of the partners who have signed up to the Joint Policy on Unauthorised Gypsy and Traveller Encampments.	A letter, signed by the Chair on behalf of the Overview and Scrutiny Committee, was sent out to the GLO on this subject in April 2008. DONE.

27/03/08	<p>Members requested that Councillor Hill be approached to attend and observe, as a Council representative, the meeting of the partners who have signed the Joint Policy on Unauthorised Gypsy and Traveller Encampments.</p>	<p>Councillor Hill was informed of the outcome of these deliberations. However, the meeting did not take place until May 2008. Due to the outcomes of the election it did not prove possible for Councillor Hill to attend as a representative of the Council, although relevant Borough Council Officers did attend.</p> <p>In addition, Worcestershire County Council advised that it would be inappropriate for Members to attend the meeting as it was regarded as an 'Officer meeting'.</p> <p>The Overview and Scrutiny Committee need to advise further how they want to respond to this issue. TO BE DONE. Lead Member, new Chair of the Overview and Scrutiny Committee, estimated date of completion to be decided by the Committee.</p>
27/03/08	<p>Members agreed that a series of actions should be undertaken as preparatory work for carrying out scrutiny of economic development role at the Council. Members requested several actions as detailed below:</p> <ul style="list-style-type: none"> • the Jobs, Employment and Economy scrutiny report be circulated amongst all Overview and Scrutiny Committee Members; 	<p>Members agreed to postpone consideration of these items until the WPPD has taken place in June 2008. The OSSOs to work around these timeframes.</p> <ul style="list-style-type: none"> • The OSSOs to circulate copies of this report amongst Members of the Overview and Scrutiny Committee following the WPPD in June 2008. TO BE DONE.

	<ul style="list-style-type: none"> • the Economic Development Manger job specification be reviewed in line with the three key themes contained in the Regional Economic Strategy: business; place; and people; • relevant Officers from Worcestershire County Council be invited to the Committee to discuss their roles and responsibilities for economic development in Redditch; • further information be provided on roles and responsibilities for other bodies / agencies contributing to economic development in Redditch; • the latest secondary school attainment figures be obtained and distributed to Committee Members; and • representatives of Education Services from Worcestershire County Council be invited to a future meeting to educational attainment levels in Redditch schools. 	<ul style="list-style-type: none"> • The Head of Planning and Building Control (HPBC) to undertake this work. This information should be made available on a date to be specified by Committee Members after the WPPD has taken place. TO BE DONE. • The OSSOs to dispatch these invitations, at a date to be specified by Members, after the WPPD has taken place. TO BE DONE. • The HPBC to provide this information, after the WPPD has taken place, on a date to be specified by the Overview and Scrutiny Committee. TO BE DONE. • The OSSOs to obtain and circulate these figures amongst Members of the Committee on a date to be specified by the Committee and following the WPPD. TO BE DONE. • The OSSOs to dispatch these invitations when Members have specified a date for consideration of this item by the Committee (and following the WPPD). TO BE DONE.
<p>09/04/08</p>	<p>Members agreed that the issues addressed in the proposed Reporting Council Priorities draft scoping document would be addressed during the WPPD.</p>	<p>OSSOs to ensure that these issues are addressed during the WPPD. TO BE DONE (OSSOs, June 2008).</p>

09/04/08	Members asked the OSSOs to thank Councillor Chalk on behalf of the Committee for his work on the Joint Scrutiny Exercise on Flooding and to note this appreciation in the minutes from the meeting.	OSSOs thanked Councillor Chalk on behalf of the Committee on Thursday the 10th April 2008 and the Committee's appreciation was recorded in the minutes from the meeting. DONE.
09/04/08	Officers were asked to provide further information about the work being undertaken by the Council to address the condition of the Batchley ditches.	The Operations Manager provided the requested information, which was circulated amongst Members of the Overview and Scrutiny Committee on Tuesday the 29th April 2008. DONE.
09/04/08	Members agreed to add a review of ditches to the Overview and Scrutiny Work Programme. No date for this review was specified.	OSSOs have altered the Work Programme accordingly. DONE.
09/04/08	<p>Members agreed that a series of actions should be undertaken in relation to the Communications Task and Finish Group's Final Report, as detailed below:</p> <ul style="list-style-type: none"> • recommendation 1a be altered, as specified by the Committee; • recommendation 1c be altered, as specified by the Committee; • recommendation 1d be removed, as requested by the Committee; • a recommendation on the subject of corporate branding was to be added to the report, as specified by the Committee; 	The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.

	<ul style="list-style-type: none"> • recommendation 7c be altered, as specified by the Committee; and • the Executive Committee be asked to consider the Group's recommendations at their following meeting. 	
<p>09/04/08</p>	<p>Members agreed that a series of actions should be undertaken in relation to the District Centres Task and Finish Group's Final Report, as detailed below:</p> <ul style="list-style-type: none"> • recommendation 1 be altered, as specified by the Committee; • recommendation 4 be altered, as specified by the Committee; • recommendation 5 be altered, as specified by the Committee; • recommendation 7 be altered, as specified by the Committee; • recommendation 9 be altered, as specified by the Committee; • recommendation 11 be altered, as specified by the Committee; • recommendation 12 be altered, as specified by the Committee; • the report be altered to recommend that the 57/58 bus route be maintained as a bus only route; and • the Executive Committee be asked to consider the Group's recommendations at their following meeting. 	<p>The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.</p>

09/04/08	<p>Members agreed that a series of actions should be undertaken in relation to the Fees and Charges Task and Finish Group's Draft Charging Policy report, as detailed below:</p> <ul style="list-style-type: none"> • paragraph 5.5 in the covering report be altered, as specified by the Committee; • paragraph 1.2a of the Charging Policy be altered, as specified by the Committee; • paragraph 1.5e in the Charging Policy be altered, as specified by the Committee; • paragraph 1.5c in the Charging Policy be altered, as specified by the Committee; and • the Executive Committee be asked to consider the Group's recommendations at their following meeting. 	<p>The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.</p>
09/04/08	<p>Members agreed that a series of actions should be undertaken in relation to the Overview and Scrutiny Committee's Annual Report, as detailed below:</p> <ul style="list-style-type: none"> • a press release be issued to promote the work of the Overview and Scrutiny Committee in 2007/08; 	<p>OSSOs undertook the action requested by Members. The Annual Report was considered at a meeting of the full Council on Monday the 21st April 2008. DONE.</p> <ul style="list-style-type: none"> • Following receipt of the press release, Redditch Borough Council scrutiny received some media coverage in the local press.

	<ul style="list-style-type: none">• a photograph of the members of the Overview and Scrutiny Committee was to be taken on Monday the 21st April and was to be issued to accompany the press release; and• the Annual Report be considered at the next meeting of the full Council.	<ul style="list-style-type: none">• The photograph appeared on the Council's website in the news section in April 2008.
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Overview & Scrutiny Committee

Scrutiny Scoping Check List

When scoping a review, the Committee will need to consider the following questions:

1. Is there a clear objective for scrutinising this topic?
2. Are you likely to achieve a desired outcome?
3. What resources are available and what timetable do you need to comply with?
4. What are the potential risks?
5. Is this issue strategic and significant?
6. Is the scrutiny activity timely?
7. To what extent is this matter important for local people? For stakeholders? For the Electorate?
8. Does this issue correspond with the council's corporate priorities?
9. How long is it since this issue was last the subject of a review?
10. Is there evidence of real, perceived or imminent failure to a service or policy in this area?
11. What are likely to be the benefits to the council and its customers of this review?
12. What do other members think about this issue?
13. Is there media interest in the issue?

Criteria to reject Items for Scrutiny

Items which have been suggested for review can be rejected if:

1. the issue was dealt with less than two years ago;
2. the issue is already being examined elsewhere in the council (e.g. by full council);
3. new legislation relevant to this issue is expected within the year;
4. there is no scope for scrutiny to add value, or to make any real difference to the service; or
5. policy that is being reviewed; and the objective(s) of the review are unlikely to be achieved in the specified timescale.

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WORCESTERSHIRE SUMMER FLOODS 2007

Joint Scrutiny Task Group

2.00pm, Monday 28 April 2008

Lakeview Room, County Hall, Worcester

AGENDA

1. Welcome, apologies and introductions
2. Notes of 31 March 2008 and 7 April 2008 meetings
3. Discussions with:
 - National Farmers' Union (2.00-4.00pm)
 - Country Land and Business Association (2.00-4.00pm)
 - Chamber of Commerce (4.00-5.00pm)
 - Worcestershire Partnership (5.30-6.00pm)
 - Emergency Planning Officer (Worcestershire CC) (6.00 – 6.30pm)
 - Highways Officers, Worcestershire CC (6.30-7.00pm)
4. Next Steps and future meeting dates. Members are asked to bring their diaries with them to the meeting.

There will be a break for sandwiches at about 5pm

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WORCESTERSHIRE SUMMER FLOODS 2007

Joint Scrutiny Task Group

2.00pm, 28 April 2008

DISCUSSIONS WITH:

- National Farmers' Union (2.00-4.00pm)
- Country Land and Business Association (2.00-4.00pm)
- Chamber of Commerce (4.00-5.00pm)
- Worcestershire Partnership (5.30-6.00pm)
- Emergency Planning Manager (Worcestershire CC) (6.00-6.30pm)
- Highways Officers, Worcestershire County Council (6.30-7.00pm)

Background

1. The aim of the scrutiny is:

- To review the immediate response to the floods by local/public agencies and the recovery since.
- To consider what action needs to be taken to ensure there is a clear approach to dealing with any future emergency.
- To make recommendations to County Council, District and Borough Councils, and other agencies and individuals as appropriate.

2. The general theme of this meeting is the impact of the floods on, and role of, the community and the support provided for businesses to recover from the floods.

Format of meeting

3. Attendees will be asked to set out their views or experiences on the immediate response to the floods and recovery since, and whether there are any possible areas for improvement. This will then be followed by a general discussion with each group. Suggested issues to discuss are set out below.

4. Details of the response from Worcestershire County Council to the national Pitt Review have been circulated. Members may wish to comment on relevant recommendations and interim conclusions from the Review (as listed).

National Farmers' Union (NFU) Andrew Richards (Senior Policy Adviser, Environment)

Country Land and Business Association (CLA) Peter Hughes and Mr Stephen Watkins (local farmer)

5. The National Farmers' Union represents the farmers and growers of England and Wales. Its central objective is to promote successful and socially responsible agriculture and horticulture, while ensuring the long term viability of rural communities.

6. The Country Land and Business Association (CLA) is the leading national organisation which represents and supports businesses in rural communities, covering all aspects of land use and management.

7. Stephen Watkins attended a meeting of Sir Michael Pitt's review team and the NFU on 2 April 2008, at an NFU members' farm near Upton on Severn - see <http://www.nfuonline.com/x26643.xml> Some of the problems farmers and growers had experienced were highlighted by the NFU at that meeting. These included:

- Catastrophic losses of crop, grazing and fodder at the time of the flood
- Considerable expense in clearing and disposing of waste and debris washed down by the floodwaters
- Housing livestock right through the summer
- Insurance issues (insurability of assets)
- Little assistance or help towards the cost of this waste clearing and disposal, such as waiving the fee for waste disposal, offers of support to help the clear up by the local authority came too late
- The only support provided by government to farming, was limited to a maximum 3000 Euros, due to State Aid rule
- The way in which the support was delivered varied across different Regional Development Agencies, as did the level of information and complexity of the application form
- The farmers also felt that they had helped the local community considerably and would like greater recognition, and
- How farmers could help the authorities in the future with both their understanding of the local area as well as equipment which could help at times of emergencies.

8. Suggested issues for discussion with the NFU and CLA:

- The impact of the floods on the farming and rural community
- Communication and information flows between the County and District Councils and rural communities (e.g. with regards to information received at the time and support since)
- The level of support which was and should be provided to farmers and the rural business community, to limit or alleviate the impact of flooding.
- Is Business Continuity Planning being promoted and has (or had) advice been given on how to prepare?

Pitt Review interim conclusions	51, 60, 65 and 69
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Chamber of Commerce (4-5pm) - Chris Harvey (Head of Policy and Representation)

9. The Chamber of Commerce Herefordshire and Worcestershire has been the voice of business in the two counties since 1832, actively promoting trade, lobbying for members' interests and facilitating training and workforce development. The Chamber of Commerce helps businesses by providing easy access to help, advice, support and growth opportunities. The Chamber of Commerce strives to represent the interests of its members in both Westminster and Brussels.

10. Suggested issues for discussion with the Chamber of Commerce:

- The impact of the floods on local businesses
- The level of support which was and should be provided to the business community, to limit and/or alleviate the impact of flooding
- The support that has been provided to businesses to help recovery after the floods
- Is Business Continuity Planning being sufficiently promoted and has (or had) advice been given on how to prepare for floods in future?

Pitt Review interim conclusions	51, 60, 65 and 69
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Worcestershire Partnership, 5.30 – 6.00pm Simon Adams (Head of Community Leadership WCC) representing Michael Clarke (Chairman of Worcestershire Partnership) and Pete Smith (Planning Economy & Regeneration Manager, WCC)

11. Worcestershire Partnership is a multi-agency group comprising the heads of local government, public services such as health, learning providers, police and probation, voluntary and community organisations and local businesses within Worcestershire. The work of the Partnership is based on a shared common purpose and good will. It tackles issues that affect Worcestershire residents' quality of life - such as crime, health, jobs, education and transport.

12. The Worcestershire Partnership Board agreed to oversee the county's flood recovery in areas such as the economy, tourism, infrastructure and the environment. The Management group took the lead in developing a recovery plan to address the impact of the floods. This resulted in Worcestershire securing £725,000 from the £1m regional Flooded Area Recovery Programme established by Advantage West Midlands (the Regional Development Agency).

13. Simon Adams will give a brief overview of the Worcestershire Partnership's response to the flooding in the short, medium and long term.

14. Members have already received details of the Economic Recovery Plan and the AWM flood recovery funding package as part of their background information pack. This shows that £600,000 is being used to fund short term projects to help

the economies of affected towns whilst £125,000 supported additional promotion for activities and events to assist the tourism economy in the short term.

15. Pete Smith will discuss the management of the recovery phase more specifically in areas such as the economy, infrastructure and the environment. He can explain the processes involved and give an indication of the types and size of work undertaken as part of the economic recovery

16. Suggested issues for discussion:

- The types of work which qualified for grants and why individual businesses were not eligible
- Progress on the delivery of works and reasons for delays
- Any areas for improvement?

Pitt Review interim conclusions	26, 51 and 60
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Emergency Planning Manager, Worcestershire County Council (6-6.30pm) - Nick Riding

17. The County Council has a variety of roles to fill when responding to an emergency, both in support of its partners in the Emergency and other Services and in its role in community leadership

18. The County Council and all six District Councils have signed up to a Memorandum of Understanding under which the small specialised team of Emergency Planners at the County Council support the District Councils, as well as all the Directorates in the County Council, in their duties under the Civil Contingencies Act. This helps to deliver a unified local authority preparedness and response capability to a major emergency incident

19. Besides this internal work in the Local Authorities, the team is involved in a lot of work with other Agencies – for example the Environment Agency on flooding and pollution problems, emergency services on all types of problems and health authorities.

20. Worcestershire County Council's response to the Pitt Review's conclusions and recommendations was compiled by the County's Emergency Planning Manager and sent on 31 March 2008. The response was previously circulated to county councillors at the beginning of April and has been re-circulated to members with this agenda, for ease of reference. The recently published Pitt Review's 'Chapter 9: Recovering from the floods' has also been circulated to members with this agenda.

21. Issues arising from the Pitt Review of particular interest to local authorities are firstly, whether Surface Water Management Plans (SUDS) should be carried out at county or district planning level and secondly, should the county or district be responsible for a 'door knocking' flood warning for residents.

22. Other suggested issues for discussion:

- Other comments on the County Councils response to the Pitt Review?
- The impact of the floods on the county and the effectiveness of the county and district councils' response before during and after the event? Are there any areas for improvement
- The Police were under the impression that the County Council acted on behalf of district councils during an emergency - Is there a clear distinction and understanding of the respective roles of County / District / Parish and Town Council local authority tiers in an emergency – How can this be made clearer to partners such as the police/ fire service?

Highways Officers (6.30-7pm) - Ian Bamforth, Interim Service Head for Countryside and Highways during the floods) and Jon Fraser (Customer and Response Manager)

23. There was considerable damage to the road infrastructure during the summer floods, the financial cost of which was estimated at £6m. This ranged from bridges collapsing to flooded drains and also of course the catastrophic collapse of the road at Cropthorne. Over 100 separate incidents were dealt with on our roads, the most serious being the B4084 at Cropthorne.

24. The Scrutiny Task Group discussed how drainage issues were being addressed at the last meeting on 7 April and would now like a wider discussion with the highway authority to include the suggested issues below.

25. Suggested issues for discussion:

- The highways authority's response to and experiences during the floods and the recovery since
- Ensuring that residents were correctly informed of road closures in the county was an important part of the highway authority's role. Did communications work effectively between the county and district, the local media and other partners? Are the roles and responsibilities of local authorities understood by all partners
- The effectiveness of liaison between the Highways Agency and Highway Authority and whether any issues or lessons for the future arose.
- Their views on the wider engagement with and involvement of the local community, for example, having locally stored road closed or road flooded signs for use by local people in communities at risk?
- What more could or should be done?

Pitt Review interim conclusions	55 – 59
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Worcestershire County Council and District Councils
Joint Scrutiny on Flooding
Report of meeting at County Hall Monday 28th April.

Attendees County Council Officers, Members from the District Councillors and various witnesses. The meeting lasted five and half hours.

National Farmers Union. Started by commenting on the notes from the previous meeting. Suggested that Seven Trent were both making progress but that they were ill prepared. Implied that Environment Agency had changed the rules by not allowing farmers to control the sluice gates and had the wrong figures on soil moisture. Claimed that British Waterways used to harrow the bed of the rivers to remove silt. Planners need to consider conditions that hold surface water on site.

Country Land and Business Association. Continued with joint comments that loss of crops and contamination of grass land both led to a financial loss that was uninsurable. In many cases there was no help with the clean up even though Seven Trent dump raw sewage into the river system. This contamination can blight land for up to two years (root crops). If it is intended to flood farm land to save urban areas then compensation needs to be considered. Farmers have local knowledge that will help, have the right to protect their land, could affect lower reaches. The Environment Agency no longer collect the flood rubbish. Concerned that there are different rules for the farmers and house holders. Asserted that the advance warnings were inaccurate. Their conclusion was that there was little consistency in the way farmers were treated, even though they had the will, man power and resources to help.

Chamber of Commerce. The impact of the floods were significant over the County both directly from the water and consequentially from the effect of loss of trade and the time taken to recover. There was a problem with the utility companies who required evidence that was not available. Many Members would like access to senior Officers out of hours who either had answers or who “knew a man who did”. This would only operate once an emergency had been called. The information from the radio was very good but the flood was at the wrong time of the year. Expected in the winter. County and District Councils could help with the movement of goods and personnel plus the answer to “where can I...?” type questions. Accommodation and storage were a problem. The chamber could help with a list of Council approved contractors who could supplement the Council’s own work force.

Worcestershire Partnership Managed the problem on behalf of the West Midland Resilience Forum. Were a little slow this time but still managed to set up ‘Hub Lets’ (information centres) in localities that needed them. Received £750,000 from Action West Midlands. Available to help with emergency planning down to town or parish level.

WCC Highways officers. Worked more than 36 hours flat out and ran out of signs 250 extras now purchased. Now able to update the web site in real time to provide the public with instant information. Discussion was short as time had run out.

Councillor Mike Chalk - Redditch Borough Council

Summer 2007 Floods
Joint Scrutiny Task Group

Monday 7 April 2008, 2.00pm, County Hall
DRAFT Notes

Present:

Councillors:

<i>Worcestershire County Council</i>	John Cairns, Liz Tucker
<i>Bromsgrove District Council</i>	Peter McDonald
<i>Malvern Hills District Council</i>	Mike Biddle
<i>Redditch Borough Council</i>	Mike Chalk
<i>Worcester City Council</i>	Not present
<i>Wychavon District Council</i>	Martin King (Chairman)
<i>Wyre Forest District Council</i>	

Officers:

John Jordan	Democratic Services Manager, CC
Stella Wood	Overview and Scrutiny Officer

1. Welcome, apologies and introductions

Martin King welcomed everyone to the meeting.

Apologies were received from Fran Oborski (Wyre Forest District Council). Peter McDonald and Mike Biddle had to leave early (5pm and 5.50pm respectively).

2. Notes of last meeting on 31 March 2008

The notes had been drafted but not yet circulated to Members.

3. Discussions with:

- West Mercia Police
- H&W Fire & Rescue Authority
- Local Resilience Forum
- Severn Trent Water
- Environment Agency
- Land Drainage Partnership

As agreed at the last meeting, a number of individuals and organisations had been invited to discuss issues raised and as outlined in the agenda.

The Chairman outlined the format of the meeting for each attendee/s in turn, explaining how they would be asked to set out their views or experiences on the immediate response to the floods and recovery since, and whether there were any possible areas for improvement. This would then be followed by a general discussion with each group.

Details of those attending and the main points raised are set out as follows.

2-4pm

West Mercia Local Resilience Forum: Eamonn Croft, Coordinator

West Mercia Constabulary:

Chief Inspector Matt Mead and Steve Pooler, Emergency Planning Officer

Hereford and Worcester Fire and Rescue Authority:

Ray Rogers, Emergency Planning Officer

At the request of the Chairman there was a slight change to the order published in the agenda. Eamonn Croft was asked to briefly outline the role and purpose of the Local Resilience Forum (LRF), before Members heard from the Police and Fire & Rescue Authorities.

Responsibility for civil resilience, passed to local authorities after the second world war. It had initially focussed on the threat from Eastern Bloc countries. Over time, the focus changed and it was accepted that there was a need for a review of emergency planning procedures and wide consultation followed. The Civil Contingencies Act (CCA) 2004 now required organisations to work together in a more formalised framework. It came into force in November 2005. Organisations were divided into Category 1 or Category 2 responders. Category 1 included county and district councils, national and local health agencies, the blue light emergency services and the Environment Agency. Category 2 included the utilities and the Highways Agency.

Briefly, the Act required that Category 1 responders:

- Meet together in a Forum and cooperate together during major incidents
- A community risk register should be created and maintained
- Arrangements must be in place to warn, advise and inform the public.

The LRF first met in November 2006 and was currently chaired by the Chief Constable of West Mercia Police.

Information about the LRF (from their website) had been previously circulated to members. Their website provided information to the public and also acted as a communication channel for members.

In response to a question about the involvement of health authorities on the LRF, it was explained that the Midlands had one strategic health authority and 42 various health bodies. At present, there was one lead member from a Primary Care Trust on the LRF, and that was Simon Connolly (Herefordshire). There was also a representative from the Health Protection Agency (which provided support and advice on threats to public health).

The LRF met every 4 months and rotated round member organisations. However, during an emergency, the strategic lead, Gold Command, was always set up at Hindlip, as it had the necessary communications facilities.

Gold command made strategic decisions (eg to evacuate a large area) and communicated up to COBRA (national government).

Silver control made operational decisions (eg how an evacuation would be carried out).

Bronze command put those decisions into action (eg carry out an evacuation).

Membership and terms of reference for three silver groups had been established, one each covering Shropshire, Worcestershire and Herefordshire. Only in Worcestershire were conditions severe enough to warrant setting up a silver control on 20 July 2007.

Members were interested to know who could declare an emergency and how it was decided. It was explained that any Category 1 responder could declare an emergency. The criteria for doing so was when it reached a situation where it considered that it risked being overwhelmed by the events and the public were likely to be put at risk.

Category 1 responders also had the right to make their own decisions for example, whether to evacuate a local authority home.

During the June flooding event, silver control was established on the authority of a Senior Police Officer. The situation was less serious than the July event and did not warrant the setting up of gold command.

Membership of the Silver control included:

Police; Fire, PCT, City Engineer; Environment Agency; Worcestershire County, Malvern and Wychavon's District Council's Emergency Planning Officers; Highways Authority Officer, Health protection and a Hospital Manager.

Terms of reference for Silver Control included:

- Collation and dissemination of information
- Convening meetings to review and plan actions
- Managing media releases

As a matter of course, a de-brief was held after every event which examined what went well and not so well. In relation to communications, there had been problems with some 24/7 organisations communicating with non-24/7 organisations, inconsistent media messages and some confusion in the early stages.

To resolve these problems, the scrutiny task group was advised that a draft multi-agency communications plan had been agreed after consultation on 18 March and that this would be tested out. It had been agreed that each organisation would send in its press releases to silver control to try and ensure delivery of a common media message.

One of the main points raised previously by BBC local radio, was that it would be better able to fulfil its public information role if it could have a radio car outside silver control and receive communications direct from a single point of contact.

Members accepted that other local and national media had commercial and other interests but felt that the key point for any change was whether it would improve local response and the lives of residents rather than the needs of the national media.

Members were advised that this was understood although it had to be remembered there was a lot of pressure on silver control and that a media cell was attached to gold command which had responsibility for managing media messages to a wider audience.

Other communication improvements suggested was the creation of a single

generic email address for staff on silver control.

Representatives from Redditch Borough and Bromsgrove District Councils had been omitted from Silver Group as they were much less affected. However, it was felt that had they been included, they could have offered mutual assistance earlier.

Fire Service

Malcolm Weatherall from the Met Office joined their control room on 18 July and told them exactly how much rain would fall. They still could not have anticipated the unprecedented levels of flooding which led to them carrying out 1,185 rescues over 3 days. The July floods were not the worst case scenario. Had the same amount of rain fallen simultaneously in Wales then the floods could have been significantly worse.

One of the weaknesses identified in their reviews locally and nationally was that no one body was funded for flood rescue equipment and training. It was at the discretion of the Chief Fire Officer for each area. Fire authorities historically carried out flood rescues but they were not funded specifically to do so.

In practical terms, help was received in Pershore from south coast rescue teams in and in Evesham from Merseyside and the RNLI. Another weakness was that there was no coordinated national system for receiving mutual aid. These points had been fed into the Pitt Review.

If the local Fire & Rescue Service was not able to cope with a large incident it would contact Government Office West Midlands who would identify mutual help.

Wychavon District Council had realised the situation was becoming serious and sent staff home early on Friday afternoon (20 July). In response to a question about triggers for establishing Gold Command it was explained that emergencies could either be immediate (eg explosion) or slow burning (eg spread of Legionella).

Senior Fire and Police Officers on Gold Command had been in contact with each other and the Met office in the afternoon, checking whether services could cope. At 6pm the call was made that the fire service risked becoming overwhelmed with incoming calls and it was decided to set up Gold Command. Only 3 members could physically get to Hindlip and they eventually met at about 8pm.

Members commented that rest centres had already been set up for stranded people in the districts at about 5-6pm and wondered what gold and silver command did that added to the alleviation of those suffering.

The emergency services had responded as best they could. A declaration of a state of emergency did not necessarily assist at an operational level although it was acknowledged that with the benefit of hindsight, there may have been benefit in establishing Gold Command earlier.

The closure of the M5 and M50 was one of the tipping points and the source of learning points. In future, to avoid thousands of stranded motorists, warnings should be less advisory and say "STAY AT HOME". The met office had warned 'Do not travel unless you have to' the day before, but it was the start of the summer holiday period and motorists still thought they would be safe to travel. The Environment Agency could predict river flooding but did not have the

modelling necessary to predict pluvial (run-off) flooding. It was one of the Pitt Review recommendations that the Environment Agency take on responsibility for this mapping.

The Police had very close contact with the County's Highways Authority and was very satisfied with the information received about road closures.

The deputy Managing Director of Wychavon believed it was he who had declared a state of emergency whereas the police advised that the trigger was that the fire service was no longer able to cope with emergency calls.

There had been some misunderstanding on the day. Wychavon believed it had a direct line into the LRF whereas the fire and police on the LRF believed that Worcestershire County Council represented the districts. This needed to be better understood by those on the LRF.

There was a 15 minute break from 5.20pm

4- 5.20pm - Severn Trent Water:

Peter Leatherland, Business Resilience Security Manager

Pete Leatherland did a presentation on the floods in Gloucestershire. The flooding of the Mythe treatment plant resulted in the loss of water supply to 150 thousand properties and 350,000 residents.

Mythe water treatment and pumping station had been built in 1870 and had never previously been flooded, demonstrating the unprecedented rainfall levels on 20 July.

This was a new scenario for Severn Trent Water. Their senior management had to be quickly briefed on the role and purpose of Gold and Silver Command before contact was made.

The works closed between 3-4am on 22 July. STW informed the public of potential water shortages but that reserves would normally last 3-4 days under normal use. Even though people were asked to use their water sparingly the reservoirs emptied very quickly as people panicked and started filling baths and containers with water, quadrupling normal demand. One train of thought was that it might have been better to have delayed the information to prevent excessive consumption.

The Mythe treatment facility could produce 120 megalitres per day – it took 262 megalitres to fill the pipes and reservoirs in the system. Statutorily, water companies are required to supply 10litres per day per person for the first 3 days – there was currently no defined amount for longer periods.

Members highlighted the confusion of some Worcestershire residents in Bredon and Norton who did not know their water came from Mythe. Also, a number of residents in South Malvern were also supplied by Mythe and did not receive bottled water supplies.

The process of providing alternative supplies to all in need was being reviewed to try in an attempt to solve these problems for the future. Another problem had been where large water tankers could not get down narrow country lanes to fill bowsers and alternative provision was being sought.

Severn Trent water had 250 bowsers and had brought in additional ones from Scottish and Welsh Water. Members wished to know how many had been set up in Worcestershire and how much bottled water had been supplied to Worcestershire residents and when. This information would be sought.

In Gloucestershire, 11 sewage works and 40 sewage pumping stations had needed replacement equipment. Again Members felt that it would be helpful to know how many and which sewage stations and pumping works were affected by flooding in Worcestershire.

It was established that sewage would go directly into rivers in the event of sewage work failure.

In relation to Severn Trent Water's resilience it was explained that supplies could normally be diverted from other sources but that exceptionally, this was not possible at Mythe. If Strensham went offline, supplies could be backed up from other stations. The relationship between the Mythe and Strensham Treatment works was an area where further clarification could be sought.

The floods cost Severn Trent Water £25 - £30m and was offset by insurance. £3.5m had been allocated to benefit affected communities. Residents had been sent questionnaires and members asked to see an analysis of the responses.

Some houses had now been blighted by flooding from sewage. It was understood that if sewage was not removed residents should not have to fund the costs.

In relation to sewage on streets combined with flood water, Pete Leatherland believed it was Severn Trent's responsibility for the clean up of leakage from their sewers and he agreed to send details of their policy on this.

Severn Trent Water now had a dedicated representative to attend the 8 LRFs in their regions and were producing a leaflet showing key contacts for each area. Their crisis manual had been revised to show the role and purpose of gold, silver and bronze commands. Training was now planned for staff and directors. A dedicated team for recovery had also been established by Severn Trent.

It was established that Severn Trent Water had contacted Gloucestershire's Gold Command at around midnight (21/22 July) to advise that the Mythe plant would be flooded. The scrutiny task group were interested in cross boundary communications and wondered whether either STW or Gloucestershire Gold had contacted Worcestershire about the loss of supply.

An example of some of the main lessons learned were:

- When to form the crisis management team
- The need to review the adequacy of flood defences and
- The degree of water supply resilience.

In response to the question of whether Severn Trent had any plans to alleviate the effects of flooding in future it was explained that there was an ongoing project identifying sewage and water pumping stations most at risk from flooding. Investments would be prioritised where feasible solutions could be found.

Members requested the following further information:

- A list of STW assets considered at risk of flooding in Worcestershire and
- A map showing which properties received water from Mythe and which

received water from Strensham water treatment works.

Members were advised that it may not be possible to provide this detail as information sharing agreements between agencies were not yet fully in place. However, STW were expecting the government to change the rules on sharing information.

STW were investing in new IT systems and processes to more accurately measure water supplied and improve leak detection.

How were cross regional operational issues managed?

It was explained that there used to be an east west split from the Bristol Channel to the Humber Estuary but now the whole area was served by their Customer Operations Contact Centre in Coventry. There was a dedicated line for staff to ring in if there were problems and they could discuss crisis management needs when appropriate.

What was Severn Trent's rate of capital expenditure for the last financial year?

The Trading Statements for STW would be published on 5 June. Profits for 2006/07 were likely to increase.

The cost of flooding that year was between £13m - £17m

Did Severn Trent spend all of the planned capital expenditure in that year?

STW had spent all of the capital expenditure planned for 2007/08. For future years they had an ambitious investment programme to improve flood resilience in flood risk areas. They were required to consult OFWAT on their plans and they hoped OFWAT would look favourably on their plans.

STW were updating their records so that computer data would in future show all drains and pipes for which they were responsible.

Members considered that it might be helpful if maps could be produced and maintained to show which organisation was responsible for which pipes/drain in the county. The county council may be able to assist in this regard.

There was a short break for sandwiches at 5.25pm

5.40-7.00pm Environment Agency:

David Throup, Area Environment Manager and Anthony Perry, Area Flood Risk Manager West

The area covered by the Flood Risk Manager West extended from Powys to Chepstow and included the Severn, Teme and Avon rivers.

The Environment agency had various roles in relation to flooding including:

- Establishing emergency response rooms
- Providing flood warnings and advice to the public (the police had issued flood warnings before 1996) including how to prepare and cope before, during and after a flood
- Collecting flood data
- Using their assets to protect communities from flooding (eg redirecting water

by opening sluice gates)

- Checking and maintaining permanent flood alleviation barriers, embankments and other before an anticipated flooding event to ensure they are operating effectively
- Erecting temporary flood barriers
- Monitoring river levels and rain gauges
- Flood risk mapping of main rivers and ordinary watercourses, updating levels since July 2007. This did not currently include flooding from pluvial (run-off) or ditches. These issues were being considered in the Pitt Review.

It was emphasised that the Environment Agency had the 'power', rather than 'responsibility' to carry out works on main rivers to reduce flood risk. On occasions they did use their 'power' to remove obstructions from rivers.

Record levels of rain had fallen over the lower Severn catchment on 20 July, more than would be expected of a 100 year flood event. Conditions had been exacerbated as there was no soil moisture deficit (the ground was already saturated) so the run-off was as if from tarmac.

It was not possible to say whether increased rain fall was a result of climate change. Looking back at records (more like descriptions of flood events) it was clear that similar events had occurred over time from the 1700s. It could therefore just be the climate was going through a wetter period.

On Thursday 19 July the Environment Agency issued a press release about the expected levels of rainfall and issued 6 severe flood warnings including the Pershore, Sedgeberrow and Hinton areas. The Environment Agency's gauge on Cleeve Hill showed 136mm in 24 hours. The highest recorded rainfall total was 157.4 mm in 48 hours at Pershore College (Worcs) although this was not the Environment Agency's gauge and it was understood to have been later corrected.

Since the event, the Environment Agency had held over 30 drop in sessions for the public.

A workforce was carrying out pioneering work on smaller urban watercourses.

There was a myth that water channel (or ditch) clearance was a solution. In some instances this was not recommended as it could make flooding worse for a community downstream. The wider catchment area needed to be considered as a whole.

The Environment Agency had been asked to identify watercourses at risk of flooding 25 or more house equivalents. Feasibility work was being undertaken to identify ways of alleviating flood risk in these areas, including Pershore, Lower Wick and Kempsey in Worcestershire. Anthony Perry agreed to send a full list.

Flood risk could be alleviated using temporary, de-mountable or permanent barriers. Temporary barriers had to be stored, transported and erected on site such as those used at Upton and on Hylton Road. De-mountable barriers were more engineered and had permanent posts in place into which planks were slotted, like in Bewdley.

Funding had now been raised through local levy for the building of a permanent embankment to protect Hylton Road in Worcester. Work was expected to start in

the summer. The possibility of a de-mountable barrier was being considered for Upton.

Given that exceptional rainfall had been forecast by the Met Office and flood warnings issued by the Environment Agency, Members wished to know why the temporary barrier at Upton had not been erected on time in July.

The Environment Agency explained that there were a number of reasons, including that the Upton barriers were part of a trial to test out the effectiveness of such barriers. There had been initial concerns about seepage but there had not been a problem.

Whether to invest in a storage facility closer to Upton was being considered as part of the trial. It was felt it would not have been prudent to build such a facility before it was known whether the barriers would work.

The barriers were stored in a depot South of Kidderminster. The workforce that erected the barriers lived largely in the Kidderminster and Tewksbury areas and only some of these could get to Upton on 20 July. Water level triggered the erection of the barriers and judgements were based on how long it had taken to erect the barriers 5 times previously. However, the Severn had had an unprecedented rate of rise and even though the transport lorries had a police escort, they still could not get through by road and had to be abandoned.

Perhaps most importantly, even if the barriers had been erected, the water levels would have breached the temporary barriers.

The trial would end when there was a situation where water reached levels where the barriers protected properties from flooding successfully.

Dredging

The Chairman recalled how twenty years ago, the River Avon had been 4' deep in places which were now only 18" deep. It was acknowledged that dredging could improve the flow of water, however, the Environment Agency looked at the consequences of dredging and whether it was sustainable. They considered the impact of dredging on flow and floodplains. Historically, dredging was carried out by river navigation authorities to allow the passage of large vessels. In practice, after dredging, rivers would quickly silt back up again making it high cost for little benefit. There were other more cost effective ways of reducing flood risk.

Building on flood plains

District council planning authorities would contact the Environment Agency for advice on applications for developments on flood plains.

However, there was an example in Wychavon, where a planning committee had received an application for a large glass house development in an area which had suffered from surface water flooding in July. The planning committee members were worried that the large development could cause further significant surface water run-off, but were told by officers that they could not turn down the application on possible flood risk grounds as the Environment Agency had not made an objection.

Members were advised that PPS 25 (the government's Planning Policy Statement 25: Development and Flood Risk)¹ strengthened the requirement to carry out a flood risk assessment in some cases for surface water run-off (pluvial flooding) and advice from the Environment Agency may be helpful.

The Environment Agency produced updated flood zones maps every quarter. The Environment Agency produced booklets for the public on flood resilience. They could also provide a cost benefit analysis on whether it was worth installing flood alleviation measures, for example, whether it would be worth raising the floor levels of houses in Diglis.

The Environment Agency had a general supervisory role in all matters relating to flooding. If a local authority was refusing to investigate an issue then the Environment Agency could look into it. If a local authority had investigated an issue but decided to take no action, the Environment Agency had no powers. It was recognised in the Pitt Review that these powers were not well defined.

**7-8pm Land Drainage Partnership:
Ian Bamforth, Service Leader to Highways and Countryside Division,
Worcestershire County Council and Steve Jorden, Director of Environmental
Services, Wychavon DC**

Worcestershire was keen to improve to address the drainage issues highlighted in the Pitt Review. The Worcestershire Land Drainage Partnership was formed to address those key issues such as how the organisations can further work together to identify improvements that can be made to the county's network of watercourses, ditches, drains and culverts.

Some ditches by the highway could still sometimes be the responsibility of the riparian land owner. Where a stream passed through a culvert underneath a highway for which the County Council was the highway authority, then the Council was the responsible authority for the watercourse.

Some parishes felt they had been left to negotiate (sometimes unsuccessfully) with local land owners to maintain ditches and watercourses. Some did not know that under the Land Drainage Act, district councils had the power to serve notice on landowners, but no powers to force. It was felt that a test case was needed.

The floods had provided a real focus for authorities to examine land drainage issues. The Environment Agency and local authorities needed to do more to manage surface water drainage problems. Promoting alternative ways of minimising flood risk such as examining farming methods and land use as well as good maintenance of ditches should be part of the work plan.

Building designs could also minimise run-off by incorporating features such as a grass roof and sustainable urban drainage systems (SUDS).

The Land Drainage Partnership had developed a land drainage issues matrix to show the effects of various policies and procedures of different organisations. For example, some of DEFRA's countryside stewardship scheme could conflict with

¹ The PPS25 was first published in December 2006, and aims to ensure that flood risk is taken into account at all stages of the planning process to avoid inappropriate development in areas at risk of flooding. Where new development is exceptionally necessary in such areas, the policies aim to make it safe without increasing the risk elsewhere and where possible reducing overall risk.

the Environment Agency's land management policy. There needed to be consistency and alignment of policies and procedures.

How land owners reacted to requests to maintain ditches and watercourses varied. Some were very willing; others weren't so keen, particularly if jobs were very large and/or costly. Some did not know their riparian responsibilities and others took the view that they paid taxes and the council should ensure roads had adequate drainage.

Recent floods accentuated the need to understand more effectively the extent of drainage issues across the county. The County Council had allocated an additional £5m to improving highway drainage over the next 2 years. A scoping exercise has been completed by officers detailing over 700 drainage improvement issues. A spreadsheet has been completed to prioritise improvement works and clarify estimated costs.

There would be benefit if STW could focus on two main issues:

- Reducing illegal connections to the infrastructure causing sewage backup/surge and water run-off into drains. Systems were often built to cope with 30 dwellings and now had 300 connected. A review of design criteria was needed to enable the systems to cope with incremental development
- Invest to solve the problem of pumping stations cited on flood plains becoming unusable during floods.

In terms of moving forward there was a view that the level of engagement amongst District Councils across the County varied. The approach adopted by Wychavon and Wyre Forest were seen as good practice. Other Districts should be encouraged to adopt this approach.

The Chairman thanked those attending for their time and informative and useful discussion.

The meeting ended at 8.00pm

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**Overview and Scrutiny
Procedures Document
2008/09**

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Overview and Scrutiny Procedures

Introduction

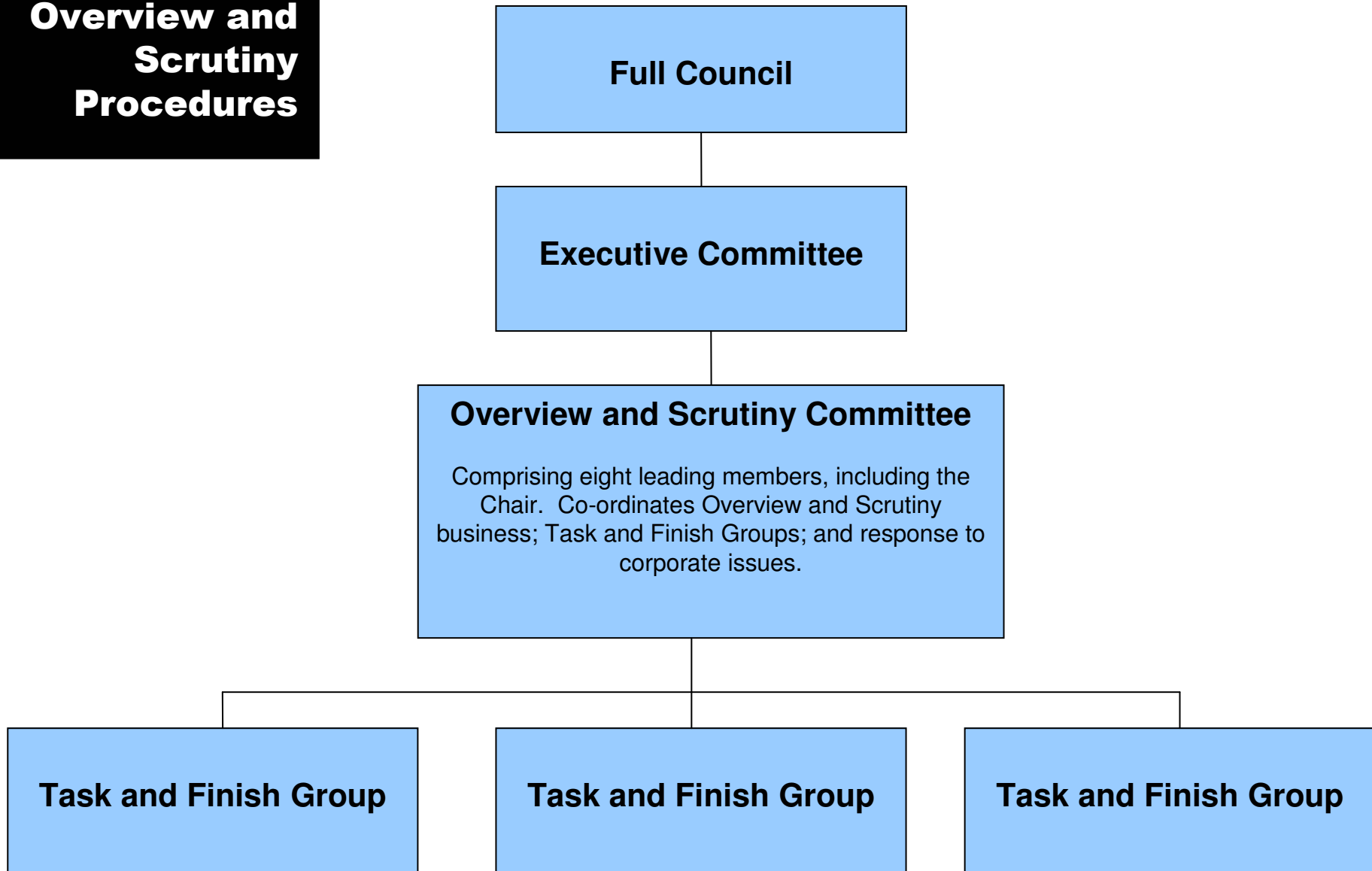
The Local Government Act 2000 required every Council to set up new structures to replace the old Committee system. Redditch Borough Council established a “Cabinet with Leader” system to manage the Council’s business.

The Cabinet, which at Redditch Borough Council is called the Executive Committee, is directly accountable for the day-to-day management of services provided by the Council (within the overall policy and budgetary framework agreed by full Council). There are seven Members on the Executive Committee, six of whom act as Portfolio Holders, including the Leader of the Council.

In addition, Redditch Borough Council has appointed one Overview and Scrutiny Committee. Eight non-executive Members, including the Chair and Vice-Chair, can vote on the Overview and Scrutiny Committee.

The responsibilities of the Overview and Scrutiny Committee and the procedures used by the Committee to enable scrutiny Members to fulfil their duties are explained in this procedures document.

Overview and Scrutiny Procedures



Overview and Scrutiny Structure at Redditch Borough Council

Overview and Scrutiny Procedures

Principles of Effective Scrutiny

The Centre for Public Scrutiny (CfPS), the organisation set up to promote effective scrutiny in local government, has established four key principles for effective scrutiny.

These four key principles of effective scrutiny are:

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

http://www.cfps.org.uk/about_us/index.php

The scrutiny function at Redditch Borough Council is arranged to comply with these four key principles.

Overview and Scrutiny Procedures

Aims and objectives of Overview and Scrutiny

The Overview and Scrutiny function is designed to:

- consider, and where necessary, question decisions made by the Executive Committee to promote open and transparent decision making and democratic accountability;
- monitor the effectiveness of policy and budget making processes;
- monitor the way the Council's services are provided and their impact on communities;
- make recommendations on whether new policies, or changes to existing policies, are needed to improve performance - these can be referred to the Executive Committee or to full Council;
- consider issues of public concern;
- scrutinise the way that the Council and other organisations do their work;
- ensure decisions and policies are right for Redditch Borough; and
- research and provide innovative thinking on particular issues.

Overview and Scrutiny Procedures

The Value of Overview and Scrutiny

At the heart of Overview and Scrutiny is the principle that it should be member-led.

Effective Overview and Scrutiny supports community leadership where it:

- complements strategy and policy development;
- helps tackle cross-cutting issues;
- enables investigation below the surface of policies and strategies;
- encourages public involvement in the policy process;
- stimulates a more reflective, evaluative and evidence-based culture within the Council;
- provides useful oversight and “challenges” Best Value and Service Planning processes;
- remains aware of national developments in Best Value and scrutiny;
- supports performance management and continuous improvement;
- maintains awareness of existing Council policies and community priorities; and
- develops well informed and highly skilled Members and Officers.

Overview and Scrutiny Procedures

The Remit of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee is designed to act as a commissioning body which:

- manages the Overview and Scrutiny Work Programme;
- commissions scrutiny work from Task and Finish Groups, setting the terms of reference for each review, time managing completion of each project, and finalising recommendations;
- receives annual reports from Portfolio Holders on the Executive Committee about the services they champion;
- liaises with Members of the Executive Committee, submitting final Overview and Scrutiny reports and co-ordinating Overview and Scrutiny's response to the Executive Committee's Forward Plan;
- manages Overview and Scrutiny finances and resources;
- receives quarterly budget and performance reports; and
- initiates call-in proceedings in response to key decisions made by the Executive Committee*.

*The call-in procedure is detailed in Appendix 1.

Overview and Scrutiny Procedures

The Overview and Scrutiny Support Officers

At Redditch Borough Council two Officers are employed to support the work of the Overview and Scrutiny Committee.

The Overview and Scrutiny Support Officers:

- co-ordinate the arrangements for Overview and Scrutiny Committee and Task and Finish Group meetings;
- keep Members and Officers at the Council informed of the Overview and Scrutiny Committee's work;
- provide administrative support to the Overview and Scrutiny Committee Members;
- maintain up-to-date knowledge of developments in the national legislative framework that are pertinent to the work of the Overview and Scrutiny Committee;
- manage the Overview and Scrutiny Committee's web pages on the Council's website;
- undertake research on topics that are subject to scrutiny, as directed by the Members on the Overview and Scrutiny Committee;
- liaise with other Officers at the Council on behalf of the Overview and Scrutiny Committee; and
- produce scrutiny reports and record recommendations as directed by the Members on the Overview and Scrutiny Committee.

Overview and Scrutiny Procedures

Who can be a Member of the Overview and Scrutiny Committee?

All Councillors, except Members of the Executive Committee, are eligible to become voting Members on the Overview and Scrutiny Committee. Eight Members, including the Chair, are selected by full Council to sit on the Overview and Scrutiny Committee at the annual meeting.

Who can be a Member of a Task and Finish Group?

All non-executive Members can sit as Members on a Task and Finish Group. The Overview and Scrutiny Committee appoints Members to sit on Task and Finish Groups. All Task and Finish Groups should be chaired by a Member of the Overview and Scrutiny Committee. Expressions of interest made by non-executive Members to participate in particular Task and Finish reviews are considered by the Overview and Scrutiny Committee. However, it is recommended that the membership of a Task and Finish Group should not exceed five Councillors. Task and Finish Groups are also entitled to appoint a number of people as non-voting co-optees. The Overview and Scrutiny Committee should ensure that the number of large, in-depth Task and Finish reviews running at any one time is manageable and that there are a mixture of large scale Task and Finish exercises and Short Sharp Reviews.

No Member may be involved in scrutinising a decision in which he/she has been directly involved.

Frequency of Overview and Scrutiny Meetings

The Overview and Scrutiny Committee should meet approximately every three weeks. Meetings should be scheduled to take place a week after Executive Committee meetings to enable Overview and Scrutiny Committee Members to consider the Executive Committee's activities and, where necessary, the need to call-in key decisions. Additional meetings can be called as and when appropriate.

Task and Finish Groups meet on a more ad hoc basis. Task and Finish Group Members determine these arrangements, although sufficient meetings need to be arranged to ensure that a review is completed according to schedule.

Overview and Scrutiny Procedures

Work Programme

The Overview and Scrutiny Committee manages the Overview and Scrutiny Work Programme. Additional items may be added by the full Council, Executive or any other Committee if:

- a particular activity, policy or plan requires investigation;
- priorities change;
- an urgent matter needs to be included at short notice; or if
- a recent decision taken by the Executive Committee is to be investigated or has been called-in.

How to add an item to the Committee Work Programme

Any Member on the Council is entitled to request that the Proper Officer (Borough Director) includes an item on the Overview and Scrutiny Committee's agenda. If the item is not suggested for inclusion by at least seven working days in advance of the meeting it will be addressed at the following Committee meeting.

The Forward Plan

All Members on the Council receive a copy of the Forward Plan. The Forward Plan lists all the Key Decisions which it is anticipated the Executive Committee will take in the forthcoming four months. The Overview and Scrutiny Committee may request to be given the opportunity to consider and provide input on a subject before it is considered by the Executive Committee.

Items which the Council and Executive Committee Request to be Investigated

The Overview and Scrutiny Committee should also respond, as soon as its Work Programme permits, to requests from the Council and the Executive Committee to investigate particular issues. The Overview and Scrutiny Committee should report its findings and any recommendations back to the Executive Committee and/or Council.

Overview and Scrutiny Procedures

Policy Review and Development

The Overview and Scrutiny Committee's role in the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules within the Council's Constitution. A copy of the Council's Constitution may be obtained from the Council's Monitoring Officer. It is also available on the Council's website, www.redditchbc.gov.uk

The Overview and Scrutiny Committee, within its terms of reference, may make proposals to the Executive Committee on other matters not forming part of the Council's policy and budget framework. The Overview and Scrutiny Committee may also hold enquiries and commission Task and Finish reviews to investigate the available options for future direction in policy development.

Public Involvement

Members of the public are welcome to attend meetings of the Overview and Scrutiny Committee. The Overview and Scrutiny Support Officers keep the public informed of developments in the scrutiny process via the scrutiny web pages on the Council's website and by issuing press releases on the subject of Task and Finish reviews. Members of the public are entitled to propose items for scrutiny and can contact the Overview and Scrutiny Support Officers to explain items of interest*.

Individual members of the public may also be invited to get involved in specific scrutiny reviews. This involvement may include face-to-face interviews with Councillors; requests to complete questionnaires or to contribute local views about a particular subject for scrutiny.

* The Overview and Scrutiny Support Officers' contact details are provided on page 23 of this document and are also available on the Council's website.

Overview and Scrutiny Procedures

The Scoping Process

While each review or scrutiny exercise may be approached in a different way, the Overview and Scrutiny Committee undertakes an initial review as part of the “scoping process”. To begin this scoping process the Committee should hold an initial discussion of the proposed topic to work out whether it would be a suitable subject for a Task and Finish review. The Committee should address a number of questions during this process*. Sometimes Members of the Committee may consider that a Task and Finish review would not be appropriate. Instead they may decide to draw an end to their discussion of the topic or to issue recommendations based on their deliberations at the Committee meeting.

The Principles of Overview and Scrutiny Task and Finish Groups

When selecting subjects for Task and Finish reviews the Committee should take the following considerations into account:

- the contents of the Overview and Scrutiny Work Programme and other existing scrutiny commitments;
- requests for review that have been referred to the Overview and Scrutiny Committee by the Executive Committee and/or full Council;
- the subjects of existing Task and Finish Groups;
- the likelihood that valuable outcomes will be produced by the review;
- who is likely to be affected by the review;

* Details of these questions and the criteria for rejecting an item can be found in Appendix 2.

Overview and Scrutiny Procedures

The Principles of Overview and Scrutiny Task and Finish Groups (continued)

- how long the review is expected to take;
- what resources are available;
- the availability of expert witnesses and independent sources; and
- whether it would be more appropriate for another body to consider the issue.

Members of a Task and Finish Group should ensure that their review adheres to the terms outlined in the initial scoping document. The Chair of a Task and Finish Group should report any changes to their scrutiny exercise to the Overview and Scrutiny Committee for consideration.

Collecting Evidence

When the Overview and Scrutiny Committee decides to delegate a review to a Task and Finish Group, the Group is empowered to look at a subject in detail before reporting back to the main Committee. Task and Finish Group Members should address a number of considerations before beginning their task to ensure that the scrutiny work is focused appropriately on the selected issue*. However, if the subject matter under scrutiny affects an area beyond the boundaries of the Borough, then the Overview and Scrutiny Committee may decide to set up a Joint Overview and Scrutiny Committee with an adjoining Council or they may wish to invite a representative of that authority to be co-opted on to the Committee whilst the review takes place.

Evidence may be gathered from a variety of people. Requests for evidence should allow reasonable time for a full and informed response to be made. However, before any decision is made to use such written evidence, consideration should be given as to whether other ways of collecting evidence might be preferable.

* Details of the considerations for Task and Finish Groups can be found in Appendix 3.

Overview and Scrutiny Procedures

Collecting Evidence (continued)

A Task and Finish Group may investigate whether any other Councils around the Country have carried out a similar review. This can be a useful exercise as Members can consider the conclusions reached by other authorities and whether their recommendations would be transferable to the Redditch Borough area.

Oral evidence is another useful way of gathering evidence as it enables questions to be asked and clarification to be sought. The Overview and Scrutiny Committee and Task and Finish Groups both have the power to require Executive Committee Members, Officers, and representatives of organisations who provide local public services to appear before them. Furthermore, both the Committee and Task and Finish Groups can invite other people, such as neighbourhood representatives, to appear if it is felt that they may be able to help them with their enquiries.

It is helpful to combine oral evidence with a written brief that Task and Finish Group Members can study in advance of a meeting. This assists Members in identifying the questions they wish to ask and makes for a more productive meeting. If Task and Finish Group Members wish to obtain information about specific aspects of the issue they are reviewing it can be beneficial to talk to the people who are doing a relevant job or are recipients of a service. Members may, therefore, wish to undertake site visits in order to develop first hand knowledge of the subject.

Members may also wish to carry out a public consultation exercise involving public meetings. Public consultations are useful for Overview and Scrutiny because they create a forum for receiving the views of a large number of people in a relatively short space of time.

Overview and Scrutiny Procedures

Overview and Scrutiny Committee Co-optees

A number of co-optees may attend Overview and Scrutiny Committee and Task and Finish Group meetings when relevant items are under review. The Committee's co-optees include three Trade Union representatives, two from UNISON and one from UCATT.

Members and Officers Giving Evidence

The Overview and Scrutiny Committee and any Task and Finish Group may require any Officer, with due regard to their position/seniority in the Authority, to attend before it, either in a supporting role or to provide evidence. The Overview and Scrutiny Committee may also require any Member on the Executive Committee to attend a Task and Finish Group meeting. It is the duty of those persons to attend if they are invited to do so.

Where any Member or Officer is required to attend a Overview and Scrutiny Committee or Task and Finish Group meeting, the Member or Officer will be informed in writing giving at least five working days notice of the meeting at which he/she is required to attend. This written correspondence will state the nature of the item on which s/he is required to give account and whether any papers will need to be produced. Where the Overview and Scrutiny Committee or Task and Finish Group requires an Officer or Member to produce a report that Member or Officer will be given sufficient notice to allow for preparation of the documentation.

Portfolio Holder Annual Reports

Each Portfolio Holder sitting on the Executive Committee will be invited to present an Annual Report to the Overview and Scrutiny Committee. A Portfolio Holder will be invited to make his/her presentation at least five working days before the meeting is due to take place. Portfolio Holders will be informed in writing, in advance of the meeting, of the length and style of presentation required by the Overview and Scrutiny Committee.

Overview and Scrutiny Procedures

Evidence provided by others

All non-executive members have the right to attend Overview and Scrutiny Committee meetings and to speak at the invitation of the Chair. However, only Members of the Overview and Scrutiny Committee can vote at Committee meetings.

Executive Committee Members are permitted to attend any meeting of the Overview and Scrutiny Committee. However, Executive Committee Members should only speak where invited to do so by the Chair of the Overview and Scrutiny Committee. Furthermore, Executive Committee Members are not permitted to vote at meetings of the Overview and Scrutiny Committee.

The Overview and Scrutiny Committee and Task and Finish Groups may invite other people to make presentations, to discuss issues of local concern and/or to answer questions. They may, for example, wish to hear from residents, stakeholders and Councillors or Officers from other parts of the public sector and can invite such people to attend. However, witnesses who are not involved in providing local services, cannot be compelled to attend.

The Overview and Scrutiny Committee may also invite Directors and other senior Officers at the Council to present reports on their areas of responsibility. In the event that Overview and Scrutiny Committee does request such reports they should specify in writing the style of presentation required. The Overview and Scrutiny Committee should also provide the senior Officer with a reasonable amount of preparation time prior to making the presentation.

Procedure at Overview and Scrutiny Meetings

When non-executive Members know what topic is going to be the subject of a scrutiny exercise, they may wish to conduct their own research into the matter. This might include preparing questions to ask witnesses who have been invited to attend Overview and Scrutiny meetings. It is also possible that a non-executive Member may wish to conduct independent research to enable him/her to persuade the Overview and Scrutiny Committee that a particular topic should be included on the Work Programme.

Overview and Scrutiny Procedures

Procedure at Overview and Scrutiny Meetings (continued)

Where either the Overview and Scrutiny Committee or a Task and Finish Group conducts investigations and invites witnesses to attend to give evidence the investigations will be conducted in accordance with the following principles:

- the investigation will be conducted fairly, with all Members on the Committee/Group given an opportunity to ask questions of the attendees, and to contribute to the discussion;
- any witnesses, Officers or Members assisting an Overview and Scrutiny meeting by giving evidence is to be treated with respect and courtesy; and
- the conduct of any investigation should aim to be as efficient as possible.

Procedure for Expert Witness Attendance at Overview and Scrutiny Meetings

The procedure at any meeting where expert witnesses are asked to address an Overview and Scrutiny meeting will progress as follows:

- the Chair will introduce each witness to any persons present at the meeting and will invite all persons present to introduce themselves to the witness;
- the expert witness will be asked to make a short presentation and/or be asked a series of set questions that the witness has received in advance;
- Councillors may ask expert witnesses to expand on any answers they have made or ask them further questions based on their answers and a general discussion may ensue;
- if more than one expert witness is present, witnesses may be asked to comment on each other's answers;

Overview and Scrutiny Procedures

Procedure for Expert Witness Attendance at Overview and Scrutiny Meetings (continued)

- the Chair will summarise the main findings of the meeting;
- at the end of the meeting there shall be a full debrief; and
- after the meeting, expert witnesses shall be given a copy of the minutes to approve, a copy of the report; and will be kept updated of the outcomes of the review.

After the Investigation: Task and Finish Groups

Once all the evidence has been collected, a Task and Finish Group should agree a set of recommendations to be included in a draft report and should identify who will draft the final report on its behalf. If a Task and Finish Group cannot agree on a single final report then not more than one draft minority report may be prepared for submission to the Overview and Scrutiny Committee alongside the draft majority report.

The Task and Finish Group should then forward its draft report(s) to the Overview and Scrutiny Committee. The Overview and Scrutiny Committee will consider any recommendations and may choose to favour either the majority report or the minority report or to confirm both versions. The Overview and Scrutiny Committee will agree a final report based on this assessment.

Consideration of Overview and Scrutiny Reports by the Executive Committee

Once finalised the Overview and Scrutiny Committee will determine whether to forward a copy of the report to the Executive Committee, full Council or any relevant external organisation for consideration.

The Executive Committee will have an opportunity to consider the Overview and Scrutiny Committee's report at its subsequent two meetings. After these two meetings have occurred the

Overview and Scrutiny Procedures

Consideration of Overview and Scrutiny Reports by the Executive Committee (continued)

Overview and Scrutiny Committee may request the attendance of a representative of the Executive Committee. The Executive Committee's representative could be asked to explain the Committee's response to the report and whether any of the recommendations will be implemented. If the recommendations are not to be implemented the Overview and Scrutiny Committee may request an explanation from the Executive Committee's representative. If the Overview and Scrutiny Committee is not satisfied with the Executive Committee's response they may refer the issue to full Council for consideration.

Monitoring the Implementation of Overview and Scrutiny Recommendations

Monitoring is an important part of the Overview and Scrutiny process. Monitoring the implementation of Overview and Scrutiny recommendations can highlight the constructive contributions generated by the process. Alternatively, monitoring can reveal consequences of implementation that have had a detrimental impact on service quality or may reveal a need to further address a subject through additional scrutiny work.

When submitting a final report to the Executive Committee the Overview and Scrutiny Committee may attach a timetable, with specific targets, for monitoring the implementation of recommendations. The dates of this timetable will be left to the discretion of Overview and Scrutiny members and support officers as some activities might take longer to have a measurable impact on services than others.

During monitoring proceedings the Overview and Scrutiny Committee can request that a Member on the Executive Committee and / or a relevant lead Officer, attend the session to discuss any progress in implementing recommendations and the perceived impact on the quality of relevant services. The relevant lead officer may also be requested by the Committee to produce an implementation plan for the accepted recommendations.

Overview and Scrutiny Procedures

Monitoring the Implementation of Overview and Scrutiny Recommendations (continued)

When scrutiny reports are considered and approved at full Council, rather than at a meeting of the Executive Committee, the Overview and Scrutiny Committee may still want to monitor responses to their recommendations. Under these circumstances the Overview and Scrutiny Committee may ask relevant Officers to produce an Implementation Plan for the consideration of the Committee. Furthermore, the relevant Portfolio Holder may be invited to attend a meeting of the Overview and Scrutiny Committee to explain the action being taken by the Council in response to those recommendations. Any Portfolio Holder invited to provide such evidence at a meeting of the Overview and Scrutiny Committee must attend.

The Overview and Scrutiny Committee may also invite stakeholder representatives and any relevant expert witnesses who participated in the original scrutiny work to attend meetings when monitoring responses to scrutiny recommendations.

Overview and Scrutiny Annual Report

Every year the Overview and Scrutiny Committee produces an Annual Report. This report reviews the work of the Overview and Scrutiny Committee, and any Task and Finish Groups, during the year. The Annual Report also addresses the outcomes of the monitoring process.

The Annual Report is presented for the consideration of all Councillors at the last meeting of the full Council in the year. The Chair of the Overview and Scrutiny Committee presents the Annual Report. In exceptional circumstances the Vice-Chair of the Overview and Scrutiny Committee could present the Annual Report in place of the Chair.

Appendix 1

The Call-in Process

Overview and Scrutiny Members have the power to call-in a decision that has been made by the Executive Committee and to refer it back for further consideration.

When the Executive Committee makes a decision, it is published in a Decision Notice as soon as possible after the meeting. Each decision comes into effect after seven working days of the publication date unless it is called-in.

Within the seven day period, the Committee, or any three Members of the Council, may call-in the decision if they have reason to suspect that any of the principles of decision making, as laid out in Article 13 of the Constitution, has been contravened; that is, proportionality; due consultation; respect for human rights; openness; clarity of aims and outcomes; giving reasons for the decision and explaining what other options were considered.

Within five days of the call-in, a meeting of the Overview and Scrutiny Committee shall be held to review the decision. If it is decided that the decision should be referred back to the decision maker, it must be addressed at the next appropriate meeting of the Executive Committee.

Call-in may also challenge the exercise of authority of the Executive Committee, in terms of its acting within the Council's Policy and Budget Framework.

Although not technically a "call-in", which relates to decisions taken by the Executive Committee (i.e. RESOLVED items), Overview and Scrutiny may also require to scrutinise any proposals for policy change being submitted to the Council.

Appendix 2

Scrutiny Scoping Checklist

When scoping a review, the Committee will need to address the following questions:

1. Is there a clear objective for scrutinising this topic?
2. Is a Task and Finish Group likely to achieve a desired outcome?
3. What resources are available and what timetable would a Group need to comply with?
4. What are the potential risks?
5. Is this issue strategic and significant?
6. Is the scrutiny activity timely?
7. To what extent is this matter important for local people? For stakeholders? For the Electorate?
8. Does this issue correspond with the Council's corporate priorities?
9. How long is it since this issue was last the subject of a review?
10. Is there evidence of real, perceived or imminent failure to a service or policy in this area?
11. What are likely to be the benefits to the Council and its customers of this review?
12. What do other Members think about this issue?
13. Is there media interest in the issue?

Criteria to Reject Items for Review

Items which have been suggested for review can be rejected if:

- the issue was dealt with less than two years ago;
- the issue is already being examined elsewhere in the Council (e.g. by full Council);
- new legislation relevant to this issue is expected within the year;
- there is no scope for scrutiny to add any value, or to make any real difference to the service or policy that is being reviewed; and
- the objective(s) of the review are unlikely to be achieved in the specified timescale.

Appendix 3

Task and Finish Group Checklist

Task and Finish Group Members should address the following to ensure that their review is conducted efficiently:

- the general subject area to be scrutinised;
- what baseline background information is required by the Group;
- the specific subjects to be scrutinised (terms of reference);
- who should be invited to give evidence, for example, the relevant Portfolio Holder(s), Council Officers, representatives of local partner organisations and/or other witnesses;
- whether the Group wishes to receive evidence from sources other than witnesses;
- whether a period of public consultation should form part of the scrutiny exercise;
- whether other authorities have carried out similar scrutiny exercises, their conclusions and any lessons that can be learned;
- whether the scrutiny exercise crosses the Borough boundary, to determine whether any other authorities should be invited to participate;
- if it is appropriate to co-opt anyone onto the Group whilst the scrutiny exercise is being carried out;
- the timetable for the scrutiny exercise and when witnesses will be interviewed;
- how many meetings of the Group the interviews will take;
- how many and how frequently meetings should take place to enable the group to complete their review within the timescales set by the Overview and Scrutiny Committee;
- when it is anticipated the final draft report will be available for the Committee to consider;
- who will present the report on behalf of the Group; and
- when the Overview and Scrutiny Committee should review the effectiveness of any decision taken by the Executive Committee.

Overview and Scrutiny Procedures

Overview and Scrutiny Contact Details

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

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

or

Helen Saunders, Overview and Scrutiny Support Officer
Helen.saunders@redditchbc.gov.uk 01527 64252 (3267)

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

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Draft Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

Note: The matters detailed below have not yet received any detailed consideration.

Proposer's name and designation		Date of referral	
Proposed topic title			
Background to the issue			
<p>Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)</p>			
<p>How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)</p>			

Please return this form to:

Helen Saunders and Jess Bayley, Overview and Scrutiny Support Officers, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, B98 8AH

Email: helen.saunders@redditchbc.gov.uk / jess.bayley@redditchbc.gov.uk

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Overview & Scrutiny

No Direct Ward Relevance

Committee

28th May 2008

13. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - CHRIS SMITH)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Borough Director Borough Director Borough Director Borough Director Borough Director Borough Director Relevant Lead Director Borough Director
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2008/11	Borough Director Borough Director Relevant Lead Director

Overview & Scrutiny

Committee

28th May 2008

	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the District Centres Task and Finish Group; 2. the Communications Task and Finish Group; 3. the Fees and Charges Task and Finish Group; and 4. the Joint Scrutiny Exercise into Flooding 	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
18th June 2008	<p>REGULAR ITEMS</p> <p>Performance Outturn Report</p>	Relevant Lead Directors
9th July 2008	<p>REGULAR ITEMS</p> <p>Review of Service Plans 2008/11</p>	Relevant Lead Directors
20th August 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
20th August 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors

Overview & Scrutiny

Committee

28th May 2008

26th November 2008	REGULAR ITEMS Quarterly Budget Report	Relevant Lead Directors
25th February 2008	REGULAR ITEMS Quarterly Performance Report	Relevant Lead Directors
25th February 2008	REGULAR ITEMS Quarterly Budget Report	Relevant Lead Directors
29th April 2009	REGULAR ITEMS Annual Overview and Scrutiny Report 2008/09	Borough Director
OTHER ITEMS - DATE FIXED		
28th May 2008	Overview and Scrutiny Procedures Document – Update	Borough Director
28th May 2008	Overview and Scrutiny Scoping Document - Update	Borough Director
30th July 2008	Housing and Homelessness Appeals – Update Report on Responses to Recommendations.	Relevant Lead Directors
20th August 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors

Overview & Scrutiny

Committee

28th May 2008

5th November 2008	Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations	Relevant Lead Directors
14th January 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Directors
8th April 2009	Communications Task and Finish Group – Update report on response to recommendations	Relevant Lead Directors
OTHER ITEMS – DATE NOT FIXED		
	Community Calls for Action – Discussion	Relevant Lead Director
	Economic Development – Discussion	Relevant Lead Director
	Education attainment levels - Discussion	Relevant Lead Director
	Fees and Charges Task and Finish Group –Ongoing Recommendations	Relevant Lead Director
	Proposed Business Centres Scrutiny Exercise – Member Discussion	Relevant Lead Director
	Review of ditches –discussion	Relevant Lead Director
	Third Sector Task and Finish Group – Start of Group Activity	Relevant Lead Director