

Overview and Scrutiny Committee

Wed 10 Sep
2008
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**Jess Bayley and Helen Saunders
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: Overview and Scrutiny Support Officers Fax: (01527) 65216
e.mail: committee@redditchbc.gov.uk Minicom: 595528**

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’



OVERVIEW AND SCRUTINY COMMITTEE

Wednesday, 10th September,
2008

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

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

1. Apologies and named substitutes	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	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 (Pages 1 - 8)	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 9 - 12)	To note the contents of the Overview and Scrutiny Actions List. (Report attached) (No Specific Ward Relevance)
5. Call-in and Pre-Scrutiny	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny. (No separate report). (No Specific Ward Relevance)

OVERVIEW AND SCRUTINY

Committee

Wednesday, 10th September, 2008

<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <ul style="list-style-type: none">• Council Flat Communal Cleaning• Public Transport in Redditch <p>(Reports to follow)</p> <p>(No Specific Ward Relevance)</p>
<p>7. Task and Finish Groups - Progress Reports</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none">1. Role of the Mayor Task and Finish Group – Chair – Councillor M Chalk; and2. Third Sector Funding Task and Finish Group – Chair – Councillor D Thomas. <p>(Oral reports)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Joint Scrutiny Exercise on Flooding</p>	<p>To consider further developments in the joint scrutiny exercise on flooding.</p> <p>(Oral report)</p> <p>(No Specific Ward Relevance)</p>
<p>9. The Disposal of Council Assets</p>	<p>To receive information about the Council's procedures for the disposal of assets.</p> <p>(Oral report)</p> <p>(No Specific Ward Relevance)</p>

OVERVIEW AND SCRUTINY

Committee

Wednesday, 10th September, 2008

10. Referrals	<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>
11. Work Programme (Pages 13 - 18)	<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>
12. Exclusion of the Press and Public	<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>

This page is intentionally left blank



www.redditchbc.gov.uk

OVERVIEW AND SCRUTINY

20th August 2008

Committee

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, W Hartnett, W Norton and D Thomas

Also Present:

Councillor B Quinney

Officers:

T Beech, L Bellaby, G Harris, T Kristunas and J Staniland

Overview and Scrutiny Support Officer:

H Saunders

47. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Chalk and Taylor.

The Committee was informed by the Labour Group Leader that, further to the decision of the Council on 11th August, he had yet to appoint the extra minority Overview and Scrutiny Committee Member to the Committee. He explained that he would inform the Committee as soon as possible of the identity of the new Member.

48. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

49. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday the 30th of July be confirmed as a correct record and signed by the Chair.

.....
Chair

OVERVIEW AND SCRUTINY

20th August 2008

Committee

50. ACTIONS LIST

The Committee considered the latest issue of the Actions List.

Officers informed the Committee that Action Six, regarding the outcome of the discussion during the Work Programme Planning Afternoon on the subject of relations between the Overview and Scrutiny and the Executive Committee had been completed. The Executive Committee had considered this issue at their meeting held on the 13th of August and had concurred with the comments made.

It was reported that for Action Eleven, Councillor Smith had approached Officers to request that the start date of the Housing Mutual Exchange review, which he was due to chair, be moved from 26th of November to the 17th December. Members agreed this suggestion and requested that Officers amend the Actions List and Work Programme accordingly.

Officers explained that they had investigated the constitutional requirements for the composition of Task and Finish Groups as requested in Action Twelve. Officers confirmed that, when appointing Members to Task and Finish Groups, the Chair and Vice-Chair of the Committee were obliged to consult with Party Group Leaders. Officers explained that consultation with the Group leaders on the membership of the current Task and Finish Groups had taken place. This had resulted in one extra Member appointment to the Third Sector Task and Finish Group.

Officers informed the Committee that the seven points listed under Action Thirteen, that had resulted from the Committee's consideration of the Performance Outturn Report, had been completed and responses emailed to Members. With regards to points 2 and 3 relating to indicator ET05 "incidents of fly tipping", Officers from Environmental Services had offered to attend a future meeting of the Committee to explain these points in further detail. Members agreed this proposal.

RESOLVED that

- 1) Officers amend the Work Programme to reflect the new start date of 17th December for the Housing Mutual Exchange review; and**

OVERVIEW AND SCRUTINY

20th August 2008

Committee

- 2) **Environmental Services Officers attend a future meeting of the Committee to provide further detail regarding fly tipping in the town.**

51. CALL-IN AND PRE-SCRUTINY

There were no call-ins and no proposed items for scrutiny.

52. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents on this occasion.

53. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee considered update reports in relation to current reviews.

The following oral reports were given:

- a) The Role of the Mayor Task and Finish Group

In the absence of Councillor Chalk, Officers provided an update for this item. The Committee were informed that the Group had held their second meeting where they had interviewed the Mayor's Secretary about current arrangements for the Mayor. Officers also reported that at this meeting the Group had decided that they would like to interview past Mayors from other local authorities in Worcestershire. Officers were in the process of organising interviews to take place in September.

- b) Third Sector Task and Finish Group

Councillor Thomas reported that the Group had undertaken their third and fourth meetings. At the third meeting, members of the Group had interviewed the Council's three Party Group Leaders. The objective of these interviews was to clarify the Council's purpose for giving out grants and donations. Councillor Thomas explained that at this meeting, the Group discovered that the Council had not officially signed up to the Worcestershire Compact, as the Council had not been officially represented at the relevant meeting of the Compact Group.

OVERVIEW AND SCRUTINY

20th August 2008

Committee

Councillor Thomas explained that, at their fourth meeting, the Group had interviewed the Acting Borough Director about the Council's purpose for giving out grants and donations. The Group had decided to interview other comparable local authorities that had reviewed their procedures for allocating grants and donations. The Group had decided to interview Officers from Gloucester City Council and from Worcestershire County Council. In the case of other comparable local authorities that were located too far away for interviews to be practical, a list of questions was to be sent to relevant Officers to complete.

The Committee was informed that, at the next meeting of the Group, Councillor Thomas and co-opted member Ann Sowton were due to present information to the Group on how to work towards an "outcomes focus". In addition, the Group were due to compile a list of questions for their interview with Officers from Gloucester City Council and other comparable local authorities.

RESOLVED that

the Task and Finish Group reports be noted.

54. JOINT SCRUTINY EXERCISE ON FLOODING

Officers provided an update on the ongoing Joint Scrutiny Exercise on Flooding. The Committee was informed that the final report was currently being drafted and circulated amongst members of the Scrutiny Group. Once this was completed, the report would be presented to each of the District authorities' Overview and Scrutiny Committees. It was anticipated that Worcestershire County Council and each District authority would follow their own processes in consideration of the report at the Overview and Scrutiny stage and in submission to their Executives.

RESOLVED that

the report be noted.

OVERVIEW AND SCRUTINY

20th August 2008

Committee

**55. JOBS, EMPLOYMENT AND ECONOMY – REVIEW OF
SCRUTINY REPORT**

The Committee considered a review of previous Overview and Scrutiny work in the area of Economic Development.

At a previous Committee meeting in March, members of the Committee had outlined several points for further scrutiny on issues relating to economic development. Officers explained that these points had been listed in the Actions List under Action Three. The first point had requested that the Jobs, Economy, and Employment report produced by the old Leisure, Tourism and Economy Overview and Scrutiny Committee be re-circulated for consideration at a future meeting of the Committee. Officers explained that Members needed to decide what action, if any, they wished to take on the remaining points for further scrutiny.

Officers explained that a report was due to be considered at a meeting of the Executive Committee on the 3rd of September. This report focused on presenting draft economic development priorities for the Council. The Committee was informed that many of the findings contained within the Jobs, Economy and Employment Scrutiny Report had been taken into account and that the Scrutiny report was appended to the report to the Executive Committee. Members of the Committee decided that, as issues of economic development were due to be presented to the Executive Committee, no further action was required on this item.

RESOLVED that

- 1) no further action be taken at the present time with regard to the scrutiny of economic development; and**
- 2) the report be noted.**

**56. QUARTERLY PERFORMANCE MONITORING APRIL - JUNE
2008**

The Committee considered the first quarter performance monitoring report.

Officers explained that National Indicators denoted by 'NI' in the spreadsheet information had been introduced to replace the old Best Value Performance Indicators (BVPIs) from April 2008. Officers explained that these National Indicators were expected to

OVERVIEW AND SCRUTINY

20th August 2008

Committee

be the only indicators to be reported to central Government. However, until the National Indicators had been fully embedded, the Council would continue to collect information on the old BVPIs and on some of the local indicators.

Members requested clarification on how indicator NI191 'residual household waste per household' was measured. Officers responded that this indicator was measured in kilograms per household. Officers offered to clarify this in the indicator description. Members also queried the 'Target' column. Officers confirmed that this column referred to the annual targets for each of the indicators. Officers explained they would adjust the title of the column to reflect this.

RESOLVED that

- 1) Officers amend the Performance Monitoring Report as set out in the preamble above; and**
- 2) the report be noted.**

57. QUARTERLY BUDGET MONITORING APRIL - JUNE 2008

The first quarter budget monitoring report was considered by the Committee.

Members queried whether the assumptions made within the report took into consideration the current national economic situation. Officers responded that they had not noticed any significant potential problems. Members asked whether contingencies had been factored in to budget projections. Officers explained that consideration would have to be given to projections on fuel for vehicles used by the Council. It was likely that as the Council used fixed term contracts for fuel there could be potential problems when these ended.

RESOLVED that

the Quarterly Budget Monitoring report be noted.

58. REFERRALS

The Committee considered a referral from Councillor Hicks about an issue that had arisen at a recent Winyates PACT meeting.

Councillor Hicks had suggested that a scrutiny exercise might be

OVERVIEW AND SCRUTINY

20th August 2008

Committee

undertaken to look at the Council's response to neighbour nuisance. Members queried the Council's remit in dealing with neighbour nuisance that resulted from private tenants or householders. Officers explained that the Council was required to deal with issues of neighbour nuisance from Council tenants. However, the Council could act where situations of neighbour nuisance had occurred with private tenants or householders if a Council tenant was involved.

Officers advised that, as the wider Anti-Social Behaviour service area was so large, any such scrutiny would need to be extremely focused to concentrate on neighbour nuisance. The Committee decided that it wished to receive further information from Councillor Hicks regarding this proposed review.

RESOLVED that

Councillor Hicks be invited to submit a scoping document for consideration at a future meeting of the Overview and Scrutiny Committee.

The Meeting commenced at 7.00 pm
and closed at 7.45 pm

This page is intentionally left blank

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
27/02/08 1	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.
28/05/08 2	Members agreed to organise for members of the Committee to attend a Select Committee meeting in Westminster to observe national best practice in scrutiny. No date was specified.	Officers discussed arrangements for this visit with the Chair. It was noted that there few opportunities to undertake this trip before the summer recess in Parliament and therefore the trip to Westminster would take place in Autumn 2008. (TO BE DONE). Lead Officers OSSOs, estimated completion date Autumn 2008.
09/07/08 3	Members asked Officers to maintain a detailed record of unauthorised encampments in the Borough. Officers were asked to present this record before the Committee in Autumn 2008. The record would be used to assess the effectiveness of the revised version of the Worcestershire Joint Policy on Unauthorised Gypsy and Traveller Encampments.	Officers to report before the Overview and Scrutiny Committee in Autumn 2008. (TO BE DONE). Lead Officer, Senior Environmental Health Officer, completion date, Autumn 2008.
09/07/08 4	Members agreed that Councillor Banks should propose the scrutiny topic she had suggested during the WPPA at a meeting of the Worcestershire Health Overview and Scrutiny Committee. Councillor Banks was asked to	Lead Member, Councillor Banks. (A resolution to this item is subject to Councillor Banks' views about the response of the Health Overview and Scrutiny Committee).

	report back before the Committee in the Autumn of 2008 if she feels that further action is required.	
09/07/08 5	Members agreed to postpone further consideration of a potential review of the Borough's fishing tackle heritage, proposed during the WPPA, until the Role of the Mayor and Housing Mutual Exchange reviews had been completed.	The proposer for the item, Councillor Hunt, was informed of this decision on 14/07/08. The Committee's Work Programme has also been adjusted accordingly. (TO BE DONE). Lead Officers, OSSOs, estimated completion date March 2009.
09/07/08 6	Councillor Taylor was asked to complete a scoping document relating to reviews of public transport proposed during the WPPA. Councillor Taylor agreed to do so, though asked to postpone the submission of a scoping document until September 2008.	A scoping meeting for this review is scheduled to take place on 28/08/08. The scoping document should be submitted for the Committee's consideration in September 2008. (DONE – TO BE CONSIDERED AT MEETING ON 10TH SEPT). Lead Member, Councillor Taylor, estimated completion date, September 2008.
30/07/08 7	Members requested an explanation of the Council's procedures for the disposal of assets.	A report on this subject is due to be delivered for the consideration of Members on Wednesday the 10th September 2008. (WILL BE DONE SOON). Lead Officer, Property Services Manager.
30/07/08 8	Members agreed to defer the launch of the Housing Mutual Exchange review until November 2008.	The review is due to be launched by the Overview and Scrutiny Committee on the 17th December 2008. (TO BE DONE). Lead Officers, OSSOs.

<p>20/08/08</p> <p>9</p>	<p>Members requested that Environmental Services Officers attend a future meeting of the Overview and Scrutiny Committee to provide an oral report on information provided previously to the Committee on fly tipping.</p>	<p>Environmental Services Officers to advise OSSOs on a date to attend the Committee to present this information. (TO BE DONE) Environmental Services Officers, OSSOs.</p>
<p>20/08/08</p> <p>10</p>	<p>Members agreed that Councillor Hicks be asked to submit a scoping document to the Committee for the proposed scrutiny on neighbour nuisance.</p>	<p>OSSOs to contact Councillor Hicks to request that he completes a scoping document for this scrutiny exercise. (TO BE DONE). OSSOs and Councillor Hicks. Estimated completion date end of September.</p>

Glossary

- OSSO - Overview and Scrutiny Support Officer
- WPPA - Work Programme Planning Afternoon

This page is intentionally left blank



Overview & Scrutiny Committee

No Direct Ward Relevance

10th September 2008

11. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - SUE HANLEY)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Relevant Lead Director Acting Borough Director Acting Borough Director
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2009 / 12	Acting Borough Director Borough Director Relevant Lead Director

Overview & Scrutiny

Committee

10th September 2008

	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the Joint Scrutiny Exercise into Flooding 2. the Role of the Mayor Task and Finish Group; and 3. the Third Sector Task and Finish Group. 	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
29th April 2009	<p>REGULAR ITEMS</p> <p>Annual Overview and Scrutiny Report 2008/09</p>	Acting Borough Director

Overview & Scrutiny

Committee

10th September 2008

OTHER ITEMS - DATE FIXED		
10th September 2008	Public Transport – Scoping Document	Relevant Lead Directors
10th September 2008	Report on the Disposal of Assets	Relevant Lead Directors
10th September 2008	Cleaning of Communal Areas - Scoping Document	Relevant Lead Director
24th September 2008	Portfolio Holder for Housing and Health – Annual Report	Relevant Lead Directors
24th September 2008	Fly tipping in Redditch	Relevant Lead Directors
15th October 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors
15th October 2008	Portfolio Holder for Environment, Planning and Transport – Annual Report	Relevant Lead Directors

Overview & Scrutiny

Committee

10th September 2008

5th November 2008	Joint Policy for Unauthorised Encampments of Gypsies and Travellers - Update	Relevant Lead Director
5th November 2008	Proposed Business Centres Scrutiny Exercise – Member Discussion	Relevant Lead Director
5th November 2008	Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations	Relevant Lead Directors
5th November 2008	Role of the Mayor Task and Finish Group – Reporting Recommendations.	Relevant Lead Directors
26th November 2008	Portfolio Holder for Corporate Management – Annual Report	Relevant Lead Directors
17th December 2008	Housing Mutual Exchange – Scrutiny Launch	Relevant Lead Directors
17th December 2008	Third Sector Task and Finish Group – Reporting Recommendations	Relevant Lead Directors
14th January 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Directors
14th January 2009	Portfolio Holder for Leisure and Tourism – Annual Report	Relevant Lead Directors
25th February 2009	Portfolio Holder for Community Safety – Annual Report	Relevant Lead Directors
18th March 2009	Fishing Tackle Heritage – Scoping Document	Relevant Lead Directors

Overview & Scrutiny

Committee

10th September 2008

18th March 2009	Portfolio Holder for Community Leadership and Partnership – Annual Report	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		
	Neighbour Nuisance - Scoping Document	Relevant Lead Directors
	Select Committee – Overview and Scrutiny visit	Relevant Lead Directors
	Community Calls for Action – Discussion	Relevant Lead Director
	Review of ditches –discussion	Relevant Lead Director

This page is intentionally left blank