

Overview and Scrutiny Committee

Wed 17 Dec
2008
7.00 pm

Council Chamber
Town Hall
Redditch



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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

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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.

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

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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).

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Wednesday, 17 December 2008

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

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

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. All Wards
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. All Wards
3. Minutes	To confirm the minutes of the meetings of the Overview and Scrutiny Committee on 6 November and 26 November as a correct record. (Minutes to follow) All Wards
4. Actions List (Pages 1 - 4)	To note the contents of the Overview and Scrutiny Actions List. (Report attached) All Wards
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). All Wards

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<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>All Wards</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. Council Flat Communal Cleaning Task and Finish Group – Chair – Councillor P Mould;2. Role of the Mayor Task and Finish Group – Chair – Councillor M Chalk; and3. Third Sector Funding Task and Finish Group – Chair – Councillor D Thomas. <p>(Oral reports)</p> <p>All Wards</p>
<p>8. Third Sector Task and Finish Group - Report (Pages 5 - 16)</p>	<p>To consider the draft final report and recommendations from the Third Sector Task and Finish Group.</p> <p>(Report attached and to follow).</p> <p>All Wards</p>
<p>9. Housing Mutual Exchange - Review (Pages 17 - 18)</p>	<p>To launch the review of Housing Mutual Exchange.</p> <p>(Report attached).</p> <p>(No Specific Ward Relevance)</p>
<p>10. Portfolio Holder Annual Report - Questions</p>	<p>To consider and approve a series of questions for the Portfolio Holder for Leisure and Tourism to address during his Annual Report before the Overview and Scrutiny Committee.</p> <p>(No report attached).</p> <p>All Wards</p>

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11. 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>All Wards</p>
12. Work Programme (Pages 19 - 22)	<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>All Wards</p>
13. 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>All Wards</p>

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
09/07/08 1	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.
30/07/08 2	Members agreed to defer the launch of the Housing Mutual Exchange review.	The review is due to be launched by the Overview and Scrutiny Committee on the 17 December 2008. (TO BE DONE). Lead Officers, OSSOs.
24/09/08 3	Members requested that Environmental Services Officers attend a future meeting of the Overview and Scrutiny Committee to provide an update oral report regarding fly tipping and the progress of the 'Worth It' campaign.	TO BE DONE. (Lead Officer, Waste Management Manager, estimated completion date not specified).
15/10/08 4	Members requested that relevant Officers from Worcestershire County Council be invited to attend the meeting of the Overview and Scrutiny Committee due to be held on 8 April to present a progress report on passenger transport in Redditch.	Relevant Officers have been invited to attend this meeting of the Committee and an item relating to this subject has been added to the Work Programme. DONE (OSSOs).
15/10/08 5	Members were informed that the consideration of the recommendations of the Joint Flooding Group had been postponed. Members requested that all Councillors be invited to attend the rearranged meeting of the Overview and Scrutiny	Members to decide on a date to consider the recommendations of this report. Officers to then inform Officers at Worcestershire County Council of this new date. TO BE DONE (OSSOs, Lead Officers estimated completion date, Winter / Spring 2009).

	Committee when the recommendations from the Joint Flooding Group are presented.	
15/10/08 6	Members requested that the Lead Officer for the Communications Task and Finish Group report be contacted in order to establish when the recommendations of the Task and Finish Group were due to be considered by the Executive Committee. OSSOs to reschedule monitoring of the recommendations in accordance with this date.	Officers to contact the Lead Officer for this Task and Finish Group and to amend the Work Programme accordingly. TO BE DONE (OSSOs estimated completion date, Winter 2008)
15/10/08 7	Members requested that an Overview and Scrutiny Training Day be scheduled for Spring 2009.	Officers to make arrangements for an Overview and Scrutiny Training Day in Spring 2009 (OSSOs, estimated completion date, Spring 2009)
26/11/08 8	Members requested that Officers contact Philip Whiteman at INILOGOV to arrange for an in-house training session on the scrutiny of performance. Officers to also invite Members from Wyre Forest and Bromsgrove Councils to this session.	Officers to make arrangements with Philip Whiteman from INLOGOV for an in-house training session. (OSSOs, No date specified)
26/11/08 9	Officers explained that the CfPS had informed them that the Council had been awarded a place on the CfPS Parliamentary Select Committee training on 11 February 2009. Members asked Officers to email Members of the Committee to establish who would attend this training.	Officers to email Members the details of this training to establish which Members were interested. (OSSOs, asap, DONE)
26/11/08 10	Members decided they wished to receive the Joint Scrutiny Flooding Report at the meeting of the Committee due to take place on	Officers to contact Officers at the County Council to make the necessary arrangements for the presentation of the Joint Exercise

	Wednesday 4 February. Members requested that Officers inform Officers at Worcestershire County Council.	on Flooding Final report. (OSSOs, asap, DONE)
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Glossary

- OSSO - Overview and Scrutiny Support Officer
- CfPS - Centre for Public Scrutiny
- INLOGOV - Institute of Local Government Studies

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No Direct Ward Relevance

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8. THIRD SECTOR TASK AND FINISH GROUP DRAFT PRESENTATION REPORT

(Report of the Councillors Shurmer and Thomas)

1. Purpose of Report

The purpose of this draft report is to inform the Overview and Scrutiny Committee of the final recommendations that have been made by the Third Sector Task and Finish Group.

2. Recommendations

The Committee is asked to **RECOMMEND** that

- 1) the Council adopt a written Grants Policy and Procedure;
- 2a) the Council's purpose for funding the Third Sector should be aligned to the following mission statement "Redditch Borough Council supports Voluntary and Community Sector organisations because we believe that a vibrant Third Sector is vital to our community. We feel that in the current economic climate we must ensure that our valuable resources are used to best effect";
- 2b) the criteria for grants applications be aligned to the Redditch Sustainable Community Strategy priorities;
- 3) the Shopping, Investing and Giving funding framework be adopted for the Council's grants process;
- 4) the Council officially endorse the Worcestershire Compact;
- 5) further work be undertaken into the following issues:
 - a) a review of ways to enhance Voluntary and Community Sector involvement in the Redditch Partnership;
 - b) a review of the Council's provision of non-grant support to the Voluntary and Community Sector;
 - c) a review of how the Council should meet its responsibilities as set out in the Worcestershire Compact agreement;

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- d) a review of how the six equalities strands could be embedded in the working practices of Redditch Borough Council and the Redditch Partnership;
- e) a review of the Council's procurement code; and
- f) a review of how multi-year funding arrangements should be implemented as part of the Council's grants process.

The Committee is also asked to **RESOLVE** whether any of the following should be included as an additional recommendation:

- a) subject to funding using a portion of the grants budget, the Council introduce a new Officer post to coordinate the grants process;
- b) subject to the submission and approval of a revenue bid, the Council introduce a new Officer post to coordinate the grants process;
- c) subject to funding using a portion of the grants budget or submission and approval of a revenue bid, the Council introduce a clerical support role in the Policy Team to support the grants process; or
- d) an existing team of Officers at the Council share responsibility for coordinating the grants process and their priorities be adjusted accordingly.

3. Objectives of the Review

3.1 The Third Sector Task and Finish Group was established in July 2008. The Group consisted of six Members: Councillor Thomas who chaired the Group; and Councillors Banks; Cookson; Farooqui; Pearce; and Shurmer. Mrs Ann Sowton, from the Bromsgrove and Redditch Network, (BARN), an infrastructure organisation that supports the Third Sector, acted as a co-opted member on the Group.

3.2 The Task and Finish Group were commissioned to undertake a strategic review of the Council's overarching approach to funding Third Sector organisations. The Group were specifically tasked with reviewing the Council's arrangements for awarding grants and donations to Third Sector organisations. They were asked to bring forward proposals that would shape the Council's grants process from 2010/11 onwards.

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4. Methods and Activities

- 4.1 The Task and Finish Group interviewed relevant Officers from Redditch Borough Council to develop an understanding of the existing grants process. They also interviewed the leaders of each of the political party groups represented on the Council to develop an understanding of political perspectives on the grants process. During the course of these interviews the Group sought to identify what both Officers and Members perceived to be the Council's purpose for funding Third Sector organisations as they felt that the purpose should inform the Council's grants process.
- 4.2 Throughout the course of the review the Group scrutinised the contents of relevant publications published by the Cabinet Office; the Department for Communities and Local Government; the Improvement and Development Agency (I&DeA); and HM Treasury. From this critical analysis the Group familiarised themselves with the national context.
- 4.3 The Task and Finish Group also interviewed relevant Officers from Gloucester City Council and Worcestershire County Council. These Officers were interviewed because the grants processes at their Councils were identified as examples of best practice by the Improvement and Development Agency (I&DeA). The Group were keen to ensure that they learned from these examples of best practice.
- 4.4 The Group hosted a Voluntary Sector Grants Consultation Event on 21 November which provided an opportunity to engage with local representatives of the Third Sector. The event was widely advertised and twenty-five representatives from the sector attended. Delegates were consulted through a mixture of information sessions and interactive workshops. The information provided by delegates during the Consultation Event was considered by the Group at subsequent meetings and informed their final recommendations.

5. Recommendations – Further Details

- 5.1 More detailed information about each of the recommendations has been provided in the additional scrutiny report produced by the Task and Finish Group. However, some brief details are also provided in this Executive Summary:

1) The Council adopt a written Grants Policy and Procedure.

- 5.1.1 In the past few years numerous reviews of the Council's grants process have been undertaken. However, these generally resulted in piecemeal solutions that did not improve funding arrangements in

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a manner considered cost effective for either the Council or local Third Sector organisations. This also had a detrimental effect on the Third Sector's confidence in the Council and on relations between the Council and Voluntary Sector organisations. The Task and Finish Group feel that a written Policy and Procedures document would enable the Council to address this problem.

5.1.2 The Task and Finish Group have identified a number of principles which they feel should be included in this policy and procedure document. The Group intend that these principles should provide guidelines for the Officers who will be asked to produce this written document. These principles include the following:

- a) the Council should utilise the Shopping, Investing and Giving funding framework;
- b) the Council's mission statement, (as recorded in recommendation two above), should be included within the body of the Policy and Procedure document;
- c) the Executive Committee and full Council should make decisions about what should be bought by the Council when "Shopping" for services;
- d) Shopping arrangements should be funded using a portion of the grants budget;
- e) Third Sector organisations should have opportunities to bid for both Strategic Grants and contracts as part of the Council's Shopping arrangements (the latter option would be subject to the review of the Council's procurement code, as set out in recommendation 5e);
- f) decisions about funding for both the Shopping, Investing and Giving parts of the framework, should be made on a yearly basis;
- g) the Council's Grants Panel should continue to make decisions about grants awarded as part of the Investing and Giving side of the framework, although this will be subject to members of the Grants Panel receiving training on assessing and making decisions about applications for funding;
- h) decisions about grants and donations should be made in accordance with assessment of need rather than in accordance with demographic considerations;

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- i) organisations should demonstrate an outcomes focus in applications for funding;
 - j) the Council's funding application forms should be aligned with Worcestershire County Council's application forms;
 - k) monitoring arrangements should be commensurate with the size of the grant provided;
 - l) organisations should be able to secure full cost recovery with all applications for full cost recovery being assessed on a case by case basis; and
 - m) small grants should be regarded as sums valued at a maximum of £5,000 and large grants should be regarded as grants valued at over £5,000.
- 2a) The Council's purpose for funding the Third Sector should be aligned to the following mission statement "Redditch Borough Council supports Voluntary and Community Sector organisations because we believe that a vibrant Third Sector is vital to our community. We feel that in the current economic climate we must ensure that our valuable resources are used to best effect".**

5.2.1 The Task and Finish Group were of the opinion that the Council's grants process should be informed by the Council's purpose for funding Third Sector organisations. During the course of their review members interviewed representatives of both the Council and other organisations to determine what the purpose of funding arrangements was perceived to be. The Group concluded that there was no definitive interpretation of the purpose for providing funds to the Third Sector at either Redditch Borough Council or many other local authorities. They agreed that this weakened local authority grants processes.

5.2.2 The Group therefore identified a mission statement which they believed should be the Council's purpose for funding Third Sector organisations. They agreed that this mission statement should reflect recognition of the importance of Third Sector organisations to the local community and the Council's commitment to working in partnership with the Third Sector. However, they also agreed that the mission statement should encourage realistic expectations about how the Council should prioritise the spending of public finances through the grants process in the current economic climate.

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2b) The criteria for grants applications be aligned to the Redditch Sustainable Community Strategy priorities.

- 5.2.3 The Group agreed that in the current public sector context the criteria for applications should be aligned to the Redditch Sustainable Community Strategy priorities. They believe that in the present context this arrangement would enable the Council to ensure that funding is delivered in accordance with the purpose for providing funding to Third Sector organisations (outlined in recommendation two).
- 5.2.4 However, Members are aware that there is no guarantee that the priorities of the Redditch Sustainable Community Strategy will remain aligned to the Council's priorities or that the Sustainable Community Strategy document will remain a permanent fixture of local government. Therefore, the Group agreed that this arrangement should be reviewed frequently and should not be recorded in the Council's Policy and Procedure document.

3) The Shopping, Investing and Giving funding framework be adopted for the Council's grants process.

- 5.3.1 During the course of this research Members analysed the Shopping, Investing and Giving funding framework. This funding framework has been increasingly promoted by central government as an example of best practice for managing funding relations with external organisations, including Third Sector bodies.
- 5.3.2 Worcestershire County Council operates a model of Shopping, Investing and Giving. This funding framework had been implemented successfully by that Council, thereby demonstrating that the model can be utilised in the local area. Consequently many local Third Sector organisations should already be familiar with the requirements from applicant organisations that arise in accordance with this model. The Group believed that this, together with aligning the two Councils' application forms, should help to clarify application processes to the benefit of both applicants; local residents receiving services delivered by Third Sector organisations; and the Council.
- 5.3.3 Shopping, Investing and Giving is a suitable framework for implementing the stated purpose for providing grants and donations to Third Sector organisations.

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4) The Council officially endorse the Worcestershire Compact.

5.4.1 The Worcestershire Compact agreement is an agreement between the Statutory Sector and the Voluntary and Community Sector. The agreement sets out how organisations from both sectors can work together to deliver the best services possible to people within Worcestershire.

5.4.2 During the course of the review it became apparent that this document had never been officially endorsed by full Council. The Group believed that this situation was unacceptable. They believed that the Worcestershire Compact agreement represented best practice. The Group therefore agreed that Members should officially endorse the agreement.

5) Further work should be undertaken to address recommendations 5 a-f (listed above).

5.5.1 The Group identified a number of relevant issues during the course of their review which they believe needed to be addressed in order to improve the Council's working relations with the Third Sector. Members did not scrutinise these issues further during the course of their exercise because the subject areas were outside the scope of their review. They have therefore recommended that further work be undertaken, by appropriate working bodies, to address these issues.

5.5.2 The Group agreed that a review of how the six equalities strands could be embedded in the working practices of Redditch Borough Council and the Redditch Partnership. These six equalities strands consist of: age; disability; gender; race, religion or belief; and sexual orientation.

5.5.3 Members also recommended that further work be undertaken to review the possible introduction of multi-year funding arrangements. The group did undertake an initial investigation of multi-year funding arrangements. Moreover, responses provided by delegates during the Consultation Event indicated widespread support for multi-year funding arrangements within the Third Sector. However, the Group felt that this was a complex issue that required further time to scrutinise than had been provided for their Task and Finish Review. For this reason recommendation 5 f was proposed by the Group.

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6) Potential Recommendation: Officer Support

- 5.6.1 During the Course of the review the Group have scrutinised the issue of Officer support for the grants process. The Group recognises that collectively the recommendations they have proposed, if approved, would create more work for Officers. Members believed that under these circumstances additional Officer support might be appropriate.
- 5.6.2 Members were aware that there were various options available that could enable the Council to fund the post. They were also aware, though, that for each of these options there would be financial implications for the Council. The Group recognise that this might not be appropriate in the current economic climate for the Council.
- 5.6.3 The Group agreed that this issue should be considered further by the Overview and Scrutiny Committee. In particular, the Group are concerned about the consequences that might arise if no further resources could be appointed to co-ordinate the grants process. Under these circumstances the Group are of the opinion that either part of the recommended grants process could not be implemented or duties that are currently undertaken by existing Officers could no longer be delivered.
- 5.6.4 The Group were unable to agree a final recommendation in relation to Officer support. They therefore request that the Overview and Scrutiny Committee consider the options and agree an appropriate recommendation for the consideration of the Executive Committee. The Committee could recommend up to two of the listed recommendations, which could be presented in the form of a major and a minor report.

6. Conclusion

The Group have undertaken a thorough piece of scrutiny over the past six months. They believe that the recommendations that they have proposed should enable the Council's grants process to become fit for purpose from 2010/11 onwards. They therefore urge the Overview and Scrutiny Committee to approve these recommendations.

7. Background Papers

The Third Sector Task and Finish Group Report. A full Bibliography of the sources that were scrutinised by the Group during the course of the review has been provided in this document.

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8. Consultation

- 8.1 There has been extensive consultation with representatives of external bodies.
- 8.2 This occurred in the form of interviews with Officers from Gloucester City Council and Worcestershire County Council.
- 8.3 The Task and Finish Group also engaged representatives of local Third Sector organisations in the review during the Voluntary Sector Grants Consultation Event on 21 November. During the Consultation event delegates proposed three key statements on behalf of the Third Sector for the consideration of the Council (Appendix B).

9. Author of Report

The authors of this report are the Chair of the Third Sector Task and Finish Group, Councillor Diane Thomas, and a member of the Group, Councillor Mark Shurmer. Further information about this report can be obtained from Jess Bayley, (Overview and Scrutiny Support Officer) who can be contacted on extension 3268 or e.mail: jess.bayley@redditchbc.gov.uk .

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The costs involved in supporting Officer posts to deliver the grants process in accordance with the recommendations that have been made by the Group are outlined below.

These costs have been recorded for both the Officer post and the clerical support role detailed in the preamble above (see page two). The costs detailed below represent estimated salary costs and do not include operational budgets.

Staff	Grade	Salary bottom of grade (excluding oncosts)	Salary top of grade (excluding oncosts)	Salary bottom of grade (including oncosts)	Salary Top of grade (including oncosts)
Officer post	S02	£26,710	£28,270	£34,650	£36,703
Admin Post	Scale 3	£15,520	£16,610	£19,923	£21,358

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Three Key Statements from the Voluntary and Community Sector

During the Voluntary Sector Grants Consultation Event delegates proposed three key statements on behalf of the Third Sector for consideration of the Council. These are detailed below:

- 1) Redditch Borough Council should ensure that the needs of the Borough are considered when making decisions. In the absence of this awareness some needs within the Borough may fail to be addressed.
- 2) Redditch Borough Council should ensure that some basic expectations inform decisions about distributing funding to third sector organisations. Funding should be fairly distributed across different communities and organisations within the Borough. The Council should seek to fund organisations that serve a range of communities as well as to award funding to a mix of small, medium and large organisations.
- 3) Redditch Borough Council needs to develop more proactive communications arrangements. The Council should do more to publicise local events and opportunities, including opportunities for third sector organisations to apply for funding. The achievements of, and activities delivered by, third sector organisations using Council sources of funding should also be publicised. Relevant articles in a Council newspaper could help to address this issue. The Council could invite representatives of local third sector organisations to contribute relevant articles to a Council newspaper.

Scrutiny Proposal Form
(The contents of this proposal form have been approved).

(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	Councillor David Smith	Date of referral	Wednesday the 30th July 2008
Proposed topic title	Housing Mutual Exchange Task and Finish Group		
Background to the issue	<p>Redditch Borough Council currently offers a Housing Mutual Exchange service. Housing Mutual Exchange provides Council tenants with an opportunity to exchange their house with another tenant's house. This can occur both within the Borough and nationally. Both parties must consent to the exchange, hence 'mutual' exchange.</p> <p>Ward experience to date has indicated that present Housing Mutual Exchange policy / ies require clarification. This issue was therefore raised as a potential item for scrutiny at the 2008 Overview and Scrutiny Work Programme Planning Afternoon.</p> <p>A review of this topic would enable Councillors to establish the steps that need to be taken to facilitate the Housing Mutual Exchange process and what improvements could be made (if any) to the Council's current approach.</p> <p>Officers have indicated that a review of this subject has not previously been undertaken and, following recent changes to the delivery of housing services, such as the introduction of the new choice based lettings system, this review would be timely.</p>		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	<ol style="list-style-type: none"> 1. to clarify the Council's present Housing Mutual Exchange policy and procedures; 2. to investigate the Housing Mutual Exchange policy and procedures at other local authorities; 3. to identify any good practice from other authorities' policies and procedures which should be applied in Redditch; 4. to produce an approved, written policy for Housing Mutual Exchange at Redditch Borough Council; and 		

	5. to scrutinise how the Council currently advertises Housing Mutual Exchange to the public and to identify if / how this could be improved.
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	It is felt that this exercise could be completed relatively quickly, and could aim to conclude by November 2008.

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



Overview & Scrutiny Committee

No Direct Ward Relevance

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12. WORK PROGRAMME

(Report of the Chief Executive)

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

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	<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 Council Flat Communal Cleaning Task and Finish Group; and 3. the Third Sector Task and Finish Group. 4. the Role of the Mayor Task and Finish Group. 	<p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p>
25 February 2009	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Heads of Service
25 February 2009	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Heads of Service
29 April 2009	<p>REGULAR ITEMS</p> <p>Annual Overview and Scrutiny Report 2008/09</p>	Chief Executive
OTHER ITEMS - DATE FIXED		
17 December 2008	Housing Mutual Exchange – Scrutiny Launch	Relevant Lead Head(s) of Service

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17 December 2008	Third Sector Task and Finish Group – Reporting Recommendations	Relevant Lead Head(s) of Service
14 January 2009	Portfolio Holder for Leisure and Tourism – Annual Report	
14 January 2009	Role of the Mayor Task and Finish Group – Reporting Updates to Recommendations.	Relevant Lead Head of Service
4 February 2009	Joint Scrutiny Exercise on Flooding – Presentation of the Final Report	Relevant Lead Head of Service
25 February 2009	Portfolio Holder for Community Safety – Annual Report	
25 February 2009	Review of ditches – discussion	Relevant Lead Head(s) of Service
25 February 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations – Charging Policy	Relevant Lead Head(s) of Service
18 March 2009	Fishing Tackle Heritage – Scoping Document	Relevant Lead Head of Service
18 March 2009	Portfolio Holder for Community Leadership and Partnership – Annual Report	
8 April 2009	Communications Task and Finish Group – Update on response to recommendations	Relevant Lead Head of Service

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8 April 2009	Redditch Passenger Transport Area Review – Update report	Relevant Lead Head of Service
8 July 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Head(s) of Service
2 September 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations – Planning Charges.	Relevant Lead Head(s) of Service
OTHER ITEMS – DATE NOT FIXED	Update on fly tipping and the ‘Worth It’ Campaign	Relevant Lead Head of Service
	Community Calls for Action – Discussion	Relevant Lead Head of Service
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service
	Overview and Scrutiny Committee Member Training on the Performance Scrutiny.	Relevant Lead Head of Service