



Overview and Scrutiny Committee

Thu 2 Jul
2020
6.30 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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GUIDANCE ON VIRTUAL MEETINGS

Due to the current Covid-19 pandemic Redditch Borough Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panels meetings) (England and Wales) Regulations 2020.

The meeting is open to the public except for any exempt/confidential items. Where a meeting is held remotely “open” means available for live viewing. Members of the public will be able to see and hear the meeting via a live stream to the Council’s YouTube Channel which can be accessed using the link below:

<https://youtu.be/oDAHqD1C2Gk>

Members of the Committee, officers and public speakers will participate in the meeting using Skype, and details of any access codes/ passwords will be made available separately.

If you have any questions regarding the agenda or attached papers please do not hesitate to contact the officer named below.

GUIDANCE ON PUBLIC SPEAKING

The Council has introduced public speaking at Overview and Scrutiny Committee meetings, which allows members of the public to comment on agenda items due to be considered at the meeting.

The total maximum time permitted for public speaking is 15 minutes and the time limit for individual speakers is 3 minutes.

Only those members of the public who have registered to speak in advance of the meeting will be permitted to do so.

To register to speak you must contact Democratic Services by phone on 01527 64252 ext 3268, or by email at democratic@bromsgroveandredditch.gov.uk before 12 noon on the day of the meeting.

When registering to speak you must give your name and contact telephone number and indicate which agenda item you wish to speak about.

**If you have any queries on this Agenda please contact
Jess Bayley and Jo Gresham**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Ext. 3268 / 3031)
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Overview and Scrutiny

Committee

Thursday, 2nd July, 2020

6.30 pm

Virtual Meeting - Skype - Virtual

Agenda

Membership:

Cllrs:	Joe Baker (Chair)	Pattie Hill
	Salman Akbar	Ann Isherwood
	Michael Chalk	Mark Shurmer
	Peter Fleming	Jennifer Wheeler
	Andrew Fry	

1. Apologies and named substitutes

2. Declarations of interest and of Party Whip

To invite Councillors to declare any Disclosable Pecuniary Interests and / or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests, and any Party Whip.

3. Minutes (Pages 1 - 12)

4. Public Speaking

To invite members of the public who have registered in advance of the meeting to speak to the Committee.

5. Redditch Community Lottery - Update (Pages 13 - 16)

6. Dementia - Task Group (Pages 17 - 22)

7. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 23 - 36)

The minutes of the meeting of the Executive Committee held on Tuesday 9th June 2020 have been attached for Members' consideration.

The next edition of the Executive Committee's work programme is due to be published on 1st July 2020 after the publication of the agenda for this meeting. Therefore the Executive Work Programme will be provided for Members' consideration in an Additional Papers Pack for this meeting.

8. Overview and Scrutiny Work Programme (Pages 37 - 40)

9. Task Groups, Short Sharp Reviews and Working Groups - Update Reports

- a) Budget Scrutiny Working Group – Chair, Councillor Wheeler

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- b) Performance Scrutiny Working Group – Chair, Andrew Fry
- c) Suicide Prevention Scrutiny Task Group – Update provided by Councillor Baker

10. External Scrutiny Bodies - Update Reports

- a) West Midlands Combined Authority (WMCA) Overview and Scrutiny Committee – Council representative, Councillor Chalk; and
- b) Worcestershire Health Overview and Scrutiny Committee (HOSC) – Council representative, Councillor Chalk.

11. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Chief Executive, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;
and may need to be considered as ‘exempt’.

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Overview and Scrutiny Committee

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MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Debbie Chance (Vice-Chair) and Councillors Salman Akbar, Joanne Beecham, Michael Chalk, Peter Fleming, Andrew Fry, Mark Shurmer, Jennifer Wheeler

Also Present:

Councillor Julian Grubb, Portfolio Holder for Community Services and Regulatory Services
Councillor David Thain, Portfolio Holder for for Corporate Management

Officers:

K Dicks, K Hirons, J Pickering and D Riley

Democratic Services Officers:

J Bayley and J Gresham

100. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

101. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Joe Baker stated that he had been in contact with officers in order to clarify with them that he did not have a potential conflict of interest in respect of item 5, Parking Enforcement Task Group, as his business, Omega Therapies, previously received support under the Supporting Small Business Fund. It was confirmed by officers that he did not have a conflict of interest as his business was not eligible for a grant from the Discretionary Business Rates Fund which would be discussed as item 5 on the agenda.

.....
Chair

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There were no declarations of any party whip.

102. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee meeting held on Monday 17th February 2020 be approved as a true and correct record.

103. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

104. DISCRETIONARY BUSINESS GRANT POLICY

The Executive Director of Finance and Resources presented the Discretionary Business Grant Policy report and in so doing highlighted the following matters for Members' consideration:

- Additional funding was from Government and was designed to capture those businesses that were not eligible in the initial round of funding.
- Some criteria was prescribed by Government including initial priority groups that would be awarded funding.

The Revenues Manager introduced the Discretionary Business Grant Policy and explained the scheme to Members and in doing so highlighted the following:

- The funding round would be opened in June for two weeks and that claims would be assessed at the end of the round and not on a first come first served basis.
- There was a fixed amount of funding and no other funding could be utilised.
- The claims would be prioritised taking into account a number of factors including the initial Government criteria.
- Just over 1,200 businesses were identified during information gathering for the previous funding scheme and

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out of that number the Council had paid out 1,045 (86%) grants.

- Organisations that were solely for political purposes were to be excluded from the scheme.
- There would be a post-assurance scheme in place to ensure that all businesses that were awarded funding were indeed eligible and a robust recovery plan was in place for any businesses that had not received funding because they had provided inaccurate information at application.

Councillor Thain, Portfolio Holder for Corporate Management, paid tribute to the Executive Director of Finance and Resources, the Revenue Services Manager and their teams for all of the hard work that been carried out in putting together the complex scheme. He confirmed that through all of the preparatory work that had taken place that, going forward, Redditch Borough Council had a clear overview of all businesses in the Borough and this data would be useful in the future.

There was a lengthy discussion regarding the communication with businesses about available funding and it was clarified to Members that any businesses that had previously contacted the Council regarding funding but were not previously eligible would be contacted, the criteria made clear and to inform them that this new scheme had been introduced. The scheme would also be featured on social media channels and on the Council's website. It was explained to Members that all of the funds would be allocated and that the figures in the table of the main report were estimates based on the information that was available at the time the report was drafted.

Members questioned what the time frame would be from receipt of application to allocation of funds. The Revenue Manager stated that once the scheme had closed all available resources would be utilised in assessing the applications received. The funds would hopefully be available to applicants by the end of June 2020. Members questioned whether there had been any issues with the receipt of funding for businesses during the previous schemes and it was confirmed that in a small number of cases there had been issues with the eligibility of businesses which had been assessed

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based on historic information. The Revenues Manager reiterated to Members that there was an assurance process in order to ensure that public funds were being used appropriately.

The Chair asked that it be noted that the Overview and Scrutiny Committee thanked the Executive Director Finance and Resources, the Revenues Manager and asked that their teams be thanked for all of their hard work. The Chief Executive of Redditch Borough Council echoed the thanks for allocating as many grants as quickly as possible and in gathering information from local companies to establish a clear overview of businesses within the Borough.

RESOLVED that

the report be noted.

105. WORK PROGRAMME AND PLANNING

The Senior Democratic Officer presented Members with the Overview and Scrutiny Work Programme in order to discuss and provide an opportunity for Members to add items for scrutiny in addition to considering if there were any items that might be suitable for Task Groups and Short-Sharp Reviews for the municipal year 2020-2021.

It was explained to Members that at a meeting attended by the Leader of the Council, the Chief Executive and the Chair of the Overview and Scrutiny Committee, suggestions had been made of possible work programme items to be included and the Chair was keen to see if Members were interested in taking these ideas forward.

The following was highlighted to Members:

- Any items selected for overview and scrutiny should be of interest to the local community.
- That, as per the Constitution, any Task Groups suggested would be subject to agreement of terms and reference in a scoping document.

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Suggestions were made by Members in regard to the ideas that were put forward and it was decided that the following could be suitable topics for Task Groups investigations for the municipal year 2020-2021:

- Reception children overweight
- Dementia Diagnosis
- Clean Air Government Funding including cycle lanes
- Road Safety in Redditch

It was suggested that if Members were interested in initiating the above items for a Task Group investigation they should contact Democratic Services and complete a scoping document.

The Chair noted that some Members had conveyed an interest in doing a piece of scrutiny regarding Rubicon Leisure. The Chief Executive stated that the Committee should consider that this be put on hold until the end of the year as business plans for Rubicon were currently being reviewed. Members agreed that this would be satisfactory.

RESOLVED that

the content of the Overview and Scrutiny Committee's Work Programme be noted.

106. PARKING ENFORCEMENT TASK GROUP - FINAL REPORT

Councillor Shurmer presented the Parking Enforcement Task Group – Final Report. He thanked the members of the Task Group for taking part and explained the background of the Task Group and its importance given the number of enquiries Members received from residents regarding parking enforcement.

It was explained to Members that the Parking Enforcement Task Group had interviewed representatives of various organisations during its investigation including Worcestershire County Council (WCC), Wychavon District Council, West Mercia Police and each Member spent a day shadowing Parking Enforcement Officers working in Redditch.

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It was explained to Members that there were some issues that the Task Group felt needed to be addressed. In particular, introducing Traffic Regulation Orders (TROs) on zigzag lines outside schools in the Borough and the agreement with WCC that if excess income was generated from issuing Parking Contravention Notices the profit must be returned to Worcestershire County Council (WCC). However, Redditch Borough Council received no reimbursement if, at the end of the financial year, a loss was incurred by the Council from running the service. It was confirmed by the Chief Executive of Redditch Borough Council that in order to change the terms of the agreement between WCC and Redditch Borough Council two years' notice would need to be given.

Councillor Shurmer thanked the Senior Democratic Services Officer for all of her hard work in organising the presentations and interviews for the Task Group and congratulated her for producing a comprehensive final report.

Members of the Task Group stated that they had found the investigation extremely useful and this had helped them in their understanding of the complexities of parking enforcement.

The Environmental Services Manager stated that the Parking Enforcement investigation had been a great process for Members to undertake and was pleased that Members had enjoyed the process and commented that the report was very welcome. The Members discussed in detail the recommendations made in the report. In regards to the first recommendation it was suggested that a more formal process should be undertaken when contacting the Worcestershire Leaders' Board and rather than just a discussion undertaken, a letter be sent from the Leader of Redditch Borough Council regarding the introduction of TROs for all zig-zag lines outside schools in the Borough.

The second recommendation was subject to the successful implementation of recommendation 1. It was felt by some Members that given the service already sometimes ran at a loss, to spend further money on the employment of another Civil Enforcement Officer might not be a good investment. Members noted that it was

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important to consider the extra officer as it would help increase the safety of children and parents around schools but as it might take some time to implement the TROs around schools perhaps it would be more useful to re-visit this recommendation once the TROs were in place.

It was suggested that the phrase 'formally request' be added to recommendation 1 in order to give it more weight. The recommendation was made by Councillor Baker and was seconded by Councillor Fry.

On being put to a vote the proposal was agreed.

It was suggested that the phrase 'should consider funding' be added to recommendation 2 in order to reflect the financial implications of creating a new Civil Enforcement Officer role. The recommendation was made by Councillor Akbar and was seconded by Councillor Fleming.

On being put to a vote the proposal was lost.

At the end of the debate all five recommendations were considered, subject to the amendment that had already been agreed to recommendation 1.

On being put to a vote the proposal was agreed.

Councillor Grubb, Portfolio Holder for Portfolio Holder for Community Services and Regulatory Services, welcomed the report and said he would happily support it at Executive Committee.

RECOMMENDED that

- 1) that at a meeting of Worcestershire Leaders' Board the Leader should raise the need to introduce Traffic Regulation Orders (TROs) for all zigzag road markings outside schools in the county. As part of this process the Leader should formally request that Worcestershire County Council write to the Secretary of State for Transport to request that additional, ring-fenced funding**

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be provided to Worcestershire County Council that can be invested in introducing these additional TROs;

- 2) subject to the successful implementation of Recommendation 1 above, Redditch Borough Council should fund an additional Civil Enforcement Officer post dedicated to enforcement action around schools, to work term-time only;
- 3) Officers from Redditch Borough Council work with Worcestershire County Council, local schools and West Mercia Police to develop a strategy to tackle problem parking near schools;
- 4) the need for road markings to be replaced as soon as possible after resurfacing work has been undertaken should be discussed at a forthcoming Redditch Highways Forum meeting. All Worcestershire County Councillors representing a Redditch division should be provided with a copy of the group's final report to facilitate a discussion of this subject;
- 5) training in respect of parking enforcement arrangements in the Borough should be provided in a single training session each municipal year as part of the member induction programme. New elected Members should be offered the opportunity to shadow a Civil Parking Enforcement Officer; and

RESOLVED that

the report be noted.

107. ANNUAL REPORT 2019 - 2020

The Chair presented the Overview and Scrutiny Committee's Annual Report 2019-2020 and thanked the Vice-Chair, Councillor Debbie Chance, and the members of the Overview and Scrutiny Committee for their hard work over the previous year. He also thanked Democratic Services and Officers for all of their work and

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support particularly behind the scenes in the provision of reports and ensuring that Members were fully briefed. The attendance of the Portfolio Holders at the meetings was also noted and the Chair thanked them for their support of officers at meetings throughout the year.

There was discussion regarding the unusual nature of the work of the Committee at the end of the municipal year, given the outbreak of Covid-19 and Officers were once again thanked for the way all of the changes to their working practices during this time were conducted.

It was noted that there had been successes made in working together as a Committee over the last municipal year and that the majority of the recommendations made to Executive Committee were cross-party and, although not all were agreed, the Overview and Scrutiny Committee's role as a critical friend was carried out well. It was noted that all recommendations made to Executive Committee from the Budget Scrutiny Working Group were approved and the Chair thanked Councillor Wheeler, as Chair of Budget Scrutiny Working Group, for all of her hard work. It was hoped by the Chair that the meetings between the Leader of the Council, the Chief Executive and the Chair of Overview and Scrutiny that were initiated during the year would continue in addition to the attendance at Overview and Scrutiny meetings of Portfolio Holders.

The Chair highlighted some of the varied areas that the Committee had worked on over the year and thanked Members of the Task Groups, the Chair, Councillor Jennifer Wheeler, of the Budget Scrutiny Working Group and the Chair, Councillor Andy Fry, of the Performance Scrutiny Working Group along with Councillor Chalk who provided feedback from the external scrutiny bodies over the course of the year. Members of these Groups also thanked the Chairs in providing support and thanked Councillor Baker, in particular, in his role as Chair of the Overview and Scrutiny Committee, for a successful year.

Democratic Services undertook to make the typographical changes to the report as highlighted by Members.

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RESOLVED that

the report was noted

108. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

Members considered the minutes from the meeting of the Executive Committee held on Monday 24th February 2020.

There was a brief discussion of the boundaries of the Parish of Feckenham and officers undertook to send a map of the parish to Members.

Members requested a presentation by way of an update on the Domestic Abuse Policy and it was suggested that this item could be a valuable topic for a Short Sharp Review or Task Group investigation alongside pre-scrutiny.

During consideration of this item Members also considered the content of the Executive Committee's Work Programme for the period 1st June to 31st October 2020 and the Housing Revenue Account Strategic Improvement Plan Progress Report was added to the Overview and Scrutiny Work Programme for pre-scrutiny.

RESOLVED that

- 1) the minutes of the meeting of the Executive Committee held on 24th February 2020 be noted; and**
- 2) the content of the Executive Committee's Work Programme for the period 1st June to 31st October 2020 be noted.**

109. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

The following updates were provided in respect of the work of scrutiny Task Groups and Working Groups:

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a) Budget Scrutiny Working Group – Chair, Councillor Jenny Wheeler

Councillor Wheeler explained that there had been one meeting of the group since the last Overview and Scrutiny Committee meeting. The Budget Scrutiny Working Group Work Plan was discussed and it was decided that the group would like to meet with Professor Peter Latchford, from Black Radley, again to discuss the Commercialism policy. In addition to this it was decided that Head of Services would be invited to each meeting to discuss budgets in their specific service area.

b) Performance Scrutiny Working Group – Chair, Councillor Andrew Fry

Councillor Fry explained that there had been no meetings since the last Overview and Scrutiny Committee meeting therefore there was nothing to report to the Committee.

c) Suicide Prevention Task Group – Chair, Councillor Debbie Chance

Councillor Chance explained that there would need to be one more meeting of the Committee in order to complete the final report and then report back to the Committee.

110. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Chalk explained that there had been no meetings since the last Overview and Scrutiny Committee meeting therefore there was nothing to report.

The Meeting commenced at 6.00 pm
and closed at 8.20 pm

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Overview and Scrutiny Committee - 2nd July 2020
The Redditch Community Lottery

1. Introduction and Background

- 1.1. In September 2018, the Executive Committee approved the establishment of a local lottery. As part of its commercialism programme, Redditch Borough Council looked at how it could deliver better services and outcomes for residents whilst addressing the continued reductions and pressure on budgets. The lottery was an idea formed through this programme.
- 1.2. Redditch Borough Council currently makes an annual allocation for grant funding for voluntary community sector organisations. Applying this lottery model has the potential to keep the benefits enjoyed from this system of discretionary funding and should also reduce the Council's costs to provide them.
- 1.3. Redditch Community Lottery delivers benefits to local good causes. Any group or organisations matching the agreed criteria can apply to join.
- 1.4. Redditch Community Lottery has an overarching Business Plan and a suite of supporting policy documents to ensure the effective running of the lottery, support and safeguarding for lottery players and to meet the requirements of the Gambling Commission to acquire the necessary lottery licence.
- 1.5. The Council also has a contract in place with its External Lottery Manager (ELM), Gatherwell Ltd. who delivers the online lottery on the Council's behalf.

2. Timeline of activity

- 2.1. The table below shows a brief timeline of activity for the development and implementation of the Redditch Community Lottery.

05.09.18	The Executive Committee approved the establishment of a local lottery.
05.02.19	The Executive Committee approved the required Redditch Community Lottery Business Plan and associated Policies.
20.09.19	The Gambling Commission Licence was awarded to the Redditch Borough Council.
12.11.19	The 'Good Causes' Launch Event took place at the Redditch Town Hall.
17.12.19	Tickets went on sale for the Redditch Community Lottery
18.01.20	The first Lottery draw took place

3. How it Works

3.1 A weekly online lottery draw takes place every Saturday at 8pm. Tickets cost £1 a week and consist of 6 numbers. Players can choose numbers to do a lucky dip. Each ticket can either support the central cause (causes we choose as the Council) or a specific good cause listed on the website. The jackpot prize of £25,000 is an insured prize (arranged as part of the ELM contract). Supporters can either pay Direct Debit or payment card with either a monthly recurring payment or a 1/3/6/12 month payment upfront. Winners will be notified via email and are paid directly into a nominated account or they can donate their winnings to the good cause.

3.2 Each pound spent on the lottery is split in the following way – 50% goes to good causes, 10% goes to the central fund (this is RBC, and will cover costs with the rest reallocated to the VCS through the grants programme), 20% goes towards prizes, 17% goes to the ELM with 3% VAT (which RBC can claim back).

4. Facts and figures

4.1. The table below (Redditch Community Lottery Business Plan) shows the 'possible levels' of engagement for the Redditch Community Lottery:

Year	Ticket Price £	% of RBC Player Pop.	Number of Players	Tickets bought per week	Number of weeks	Gross Return	RBC share (10%)	Good Causes (50%)	Prizes (20%)	ELM (17%)	VAT (3%)
1	1	1.00%	682	1	52	35456	3546	17728	7091	6028	1064
2	1	1.50%	1023	1	52	53184	5318	26592	10637	9041	1596
3	1	2.00%	1364	1	52	70912	7091	35456	14182	12055	2127
4	1	2.50%	1705	1	52	88641	8864	44320	17728	15069	2659
5	1	3.00%	2046	1	52	106369	10637	53184	21274	18083	3191

4.2. Currently the number of 'Good Causes' signed up to the Redditch Community Lottery is 28; there are 207 players actively involved which averages to 1.66 tickets purchased per player.

4.3. Using our current status, the table below shows how this translates into revenue from the lottery:

	Central Fund	Good Causes	Total
Tickets	126	218	344
Players	75	134	207
Revenue (annual)	£6,552	£11,336	£17,888
Good Causes revenue (annual)	£3,276	£5,668	£8,944
Operator Revenue (annual)	£655	£1,133	£1,788
Total Operator Revenue - Central Fund + Others (annual)	£3,931	£1,133	£5,064
Total Good Causes Revenue (annual)			£10,732

4.4. Individual examples of VCS groups involved with the Redditch Community Lottery and the projected revenue they can gain from this project are listed below:

- Where Next Association - £598;
- Astwood Bank Community Group CIC - £520;
- Bromsgrove and Redditch Welcomes Refugees - £650;
- The Community Fund - £3,931.

4.5. The Support Redditch Emergency Network is the latest organisation to sign up to join the Redditch Community Lottery (May 2020).

4.6. The figures provided above from the dashboard capture the first 6 months of the Redditch Community Lottery being in operation. The dashboard provides the ability to monitor the success of the lottery through the figures provided by it (numbers of good causes, numbers of players, income generated for good causes, income generated for RBC as the provider).

4.7. Unfortunately we are currently working through unprecedented times due to the Coronavirus crisis which may have affected the growth of the Redditch Community Lottery.

5. Outline of promotion

5.1. The Redditch Community Lottery has its own dedicated website www.RedditchCommunityLottery.co.uk which is managed by Gatherwell Ltd. on the council's behalf. There includes a dedicated customer services team offering support to both players and local good causes by either telephone or email.

5.2. A variety of methods are used to promote the Lottery including Social media - Facebook, Twitter; press releases; partnership networks (internal and external) etc.

5.3. Approved 'Good Causes' are signed up 'free of charge' and receive their own Redditch Community Lottery webpage and also receive ongoing support with promotional materials, help and advice.

5.4. Gatherwell offer a range of ways to help grow the lottery and raise more money for good causes. For example, Gatherwell has introduced a new campaign which will deliver 5 National Bolt-On Draws during 2020. The first National Bolt-on Draw took place at the beginning of this year offering 5 x Fit Bit and Google Nest Mini as bolt-on prizes. A Redditch Community Lottery player was one of the first winners of this National bolt-on draw.

6. Future ideas for enhancing the lottery

6.1. To enable the Redditch Community Lottery to further support VCS groups to increase the revenue they raise the Grants Team will:

- Carry out targeted campaigns to increase the numbers of Good Causes involved (target of 40 by the end of the first year).
- Continue to engage with the National Bolt-On scheme delivered by Gatherwell Ltd. and also to introduce 'local raffles' sourcing quality prizes from local business – again delivered through Gatherwell Ltd on the Councils behalf.
- Review the Communications Strategy (Internal/external communications).

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**OVERVIEW AND SCRUTINY
COMMITTEE**2nd July 2020**DEMENTIA – PROPOSED TASK GROUP**

Relevant Portfolio Holder	Councillor Nyear Nazir -Portfolio Holder for Community Services and Regulatory Services
Portfolio Holder Consulted	N/A
Relevant Director	Judith Willis, Head of Community and Housing Services
Ward(s) Affected	All wards.
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides Members with an opportunity to consider a proposal that has been received for Members to undertake a Short Sharp review of Dementia.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE to approve one of the following options:

- 1) **Subject to any changes agreed during the meeting, the proposed Short Sharp Review of Dementia prevention be launched.**
- 2) **Members receive a presentation on the subject of dementia at a forthcoming meeting (or meetings) of the Overview and Scrutiny Committee.**
- 3) **No further action be taken by Overview and Scrutiny Members in respect of this matter.**
- 4) **Alternative action, to be identified and clearly specified during the meeting, be taken in relation to this matter.**

3. KEY ISSUES**Background**

- 3.1 The suggestion of setting up a Short Sharp Review to look at Dementia in Redditch has been put forward by Councillor Michael Chalk. A copy of the proposal form is attached at Appendix 1. Councillor Chalk believes this is an important topic to be investigated in light of the reported rise in the number of dementia patients in the

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UK. He also would like to understand further the impact of those living with the illness in Redditch.

- 3.4 Members are referred to the Key Objectives for the proposed Short Sharp Review as set out on the proposal form. The suggestion is that this topic could best be investigated as a Short, Sharp Review and it is estimated that this review would take approximately six months.

Financial Implications

- 3.5 There are no direct financial implications for the Council.

Legal Implications

- 3.6 There are no direct legal implications for the Council.

Service / Operational Implications

- 3.7 At present there are no scrutiny Task Groups or Short, Sharp Reviews taking place in Redditch. There is therefore capacity amongst both Members and the Democratic Services team to support this review.
- 3.8 As there is an overlap on this topic with the County Council scrutiny function and the work of the Health Overview and Scrutiny Committee (HOSC), officers are in the process of checking that this proposal would not interfere with any work planned by that committee.

Customer / Equalities and Diversity Implications

- 3.9 None identified.

4. RISK MANAGEMENT

No specific risks have been identified.

5. APPENDICES

Appendix 1 – Dementia Task Group – Scoping Document.

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AUTHOR OF REPORT

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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. The Overview and Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the Borough Council's remit.

Proposer's name and designation	Cllr Michael Chalk	Date of referral	17/06/2020
Proposed topic title	Dementia Task Group		
Link to local priorities including the strategic purposes	Living independent, active & healthy lives		
Background to the issue	<p>With an ageing population and advances in medicine we are all living longer. Numbers of dementia patients in the UK as a whole are reportedly rising. I am interested in finding out what impact this is having, in terms of the number of Dementia patients living in the Borough.</p> <p>It would be interesting to find out what services are available in the community and the care home availability for those who are living with Dementia.</p> <p>Are there causes of Dementia? Does lifestyle have an impact in diagnosis? These would all be areas of interest.</p>		
<p>Key Objectives</p> <p>Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)</p>	<ol style="list-style-type: none"> 1. To analyse the current levels of residents living with Dementia and whether they are higher or lower than the national average in order understand how prevalent the illness is within the Borough. 2. To clarify the different types of dementia that a person might develop and the different needs of those patients. 3. To consult with relevant Council Officers and partner organisations about services available to residents living with Dementia in the Borough. 4. To assess the existing support services available for residents living with or in the process of being diagnosed with Dementia, and in particular the availability and accessibility of services and care home facilities. 5. To research steps taken by other councils in their Dementia support services. 		

	<p>6. To establish how Dementia services are communicated to residents.</p> <p>7. To determine whether any action can be taken to improve services available to residents with dementia living in Redditch.</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>	<p>Estimated time for this task group is 3 to 4 meetings over a 6 month period starting from the end of September 2020.</p>

Please return this form to: Jess Bayley, Jo Gresham or Amanda Scarce, Democratic Services Officers, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, B98 8AH

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Executive Committee

Tuesday, 9 June 2020

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor David Thain (Vice-Chair) and Councillors Greg Chance, Brandon Clayton, Julian Grubb, Bill Hartnett, Mike Rouse and Craig Warhurst

Also Present:

Councillors Joanne Beecham, Nyear Nazir and Mark Shurmer

Officers:

Clare Flanagan, Sue Hanley, Mark Hanwell, Kevin Hirons, Bev Houghton, David Riley and Judith Willis

Senior Democratic Services Officer:

Jess Bayley

119. APOLOGIES

The Chair introduced the meeting and explained how the Executive Committee would operate whilst meetings took place virtually.

There were no apologies for absence.

120. DECLARATIONS OF INTEREST

There were no declarations of interest.

121. LEADER'S ANNOUNCEMENTS

The Chair advised that the Overview and Scrutiny Committee had considered the Parking Enforcement Task Group's final report on 4th June 2020. The Overview and Scrutiny Committee had approved the recommendations detailed in the group's report, subject to a small amendment to the first recommendation, which required the Leader of the Council to formally request that the County Council should write to the Secretary of State for Transport to request additional funding in order to issue more Traffic Regulation Orders (TROs).

.....
Chair

Members were asked to note that one of the recommendations in the Task Group's report, Recommendation 4, had been divided into two for the consideration of the Executive Committee. This had occurred because, whilst the Council could determine whether to send a copy of the group's report to the County Councillors, only the County Council could determine whether the issue of road markings should be discussed at a meeting of the Redditch Highways Forum.

Reference was made to an extract from the minutes of the Overview and Scrutiny Committee meeting held on 4th June 2020, which set out the Committee's debate in respect of the Parking Enforcement Task Group's report. The Chair advised that, due to the short time between the Overview and Scrutiny Committee and Executive Committee meetings, it had not been possible to send paper copies of the supplementary pack to Members, though the pack was available to view electronically on the Council's website or using the modern.gov app.

122. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Monday, 24th February 2020, be approved as a true and correct record and signed by the Chair.

123. PARKING ENFORCEMENT TASK GROUP - FINAL REPORT

Councillor Mark Shurmer, Chair of the Parking Enforcement Task Group, presented the group's final report. The Committee was informed that during the review Members had gathered evidence from a range of sources including Council Officers, Worcestershire County Council, Wychavon District Council, which delivered the parking enforcement service in Redditch on Redditch Borough Council's behalf, and scrutiny reports issued by other Councils on the subject. The group had consulted with other Borough Councillors by circulating a survey, which had revealed that parking problems were frequently reported to Members representing wards across the Borough, particularly in respect of parking near schools. Each member of the group had also spent time accompanying a Civil Parking Enforcement Officer during a shift working in Redditch and this experience had been very informative.

The review of parking enforcement had been launched following discussion at a meeting of the Audit, Governance and Standards Committee, where problems with parking in the Borough had been raised as a concern by Members. The group had initially focused

on the Council's contract with Worcestershire County Council to provide the parking enforcement service in Redditch. Members were asked to note that the service could not generate a profit that would benefit the Council; any excess revenue generated by the service over the costs of delivering the service had to be returned to Worcestershire County Council. However, there had been years where the service had operated at a financial loss and in those instances Redditch Borough Council had to cover the costs.

Members were advised that the group had proposed five recommendations all of which had been based on evidence gathered during the review. In presenting the group's recommendations to the Executive Committee one of these recommendations, recommendation 4 in the Task Group's report, had been presented in two parts; whilst the Executive Committee could determine to send paper copies of the group's report to the County Councillors representing a division in Redditch, only Worcestershire County Council could decide whether road markings should be discussed at a forthcoming meeting of the Redditch Highways Forum, as proposed by the group.

Following presentation of the report the Chair explained that, at a recent meeting of the Worcestershire Leaders' Board he had already mentioned the issue of parking enforcement and the need for more Traffic Regulation Orders (TROs) to be introduced for the zigzag lines located outside schools. There had been general consensus amongst the other Leaders present at the meeting that this would be a suitable subject for further discussion as there was the same problem across the county.

The Committee subsequently discussed the group's report in detail. The hard work of the group was recognised, and Members welcomed the majority of the group's findings. Members noted that this was an issue that had implications for all wards, as Members frequently received complaints about problem parking, and action to address this problem could help to enhance community safety.

However, during consideration of this item concerns were raised about the group's proposal that Redditch Borough Council should fund an additional Civil Enforcement Officer post dedicated to enforcement action around schools, to work term-time only. Whilst it was acknowledged that this recommendation was contingent on the group's first proposal being successfully implemented, whereby Worcestershire County Council would request and receive extra funding to introduce TROs for the zigzag lines outside schools, concerns were highlighted about the financial implications of the additional post for Redditch Borough Council. Members noted that a Civil Enforcement Officer's appearance could deter problem parking whilst they were visibly present which would mean that

there was no guarantee there would be sufficient income to cover the costs of the post.

In this context an amendment was proposed by Councillor Mike Rouse to recommendation two in the Task group's report (recommendation five in the covering report) as follows:

“that, subject to the successful implementation of Recommendation 1 above, and following a scoped trial period, Redditch Borough Council should consider funding an additional Civil Enforcement Officer post dedicated to enforcement action around schools to work term-time only.”

This amendment was seconded by Councillor Brandon Clayton.

In proposing the amendment Councillor Rouse explained that the action required through the amended wording would result in a trial being undertaken, whereby enforcement action would be focused on schools during the trial period. This would enable the Council to obtain data about the impact of the enforcement action and that data would inform any decision on whether to introduce an additional Civil Enforcement Officer in the future. He also noted that TROs could take significant time to introduce and this would provide an opportune time to undertake a trial as proposed in the amendment

In seconding the amendment Councillor Clayton raised concerns about the lack of data underpinning the proposal to introduce an extra Civil Enforcement Officer, as proposed by the group.

Members subsequently discussed the amendment and during this discussion the following points were raised:

- The need for Redditch Borough Council to work with Worcestershire County Council in respect of enforcement action around schools.
- The number of Officers already employed to deliver the parking enforcement service in Redditch, at 1.8 full time equivalent (fte) staff and their potential to participate in the proposed trial.
- The extent to which the existing Civil Enforcement Officers had capacity to undertake additional enforcement work around schools.
- The number of schools in the Borough and the arrangements that would need to be put in place to enable the Civil Enforcement Officers to undertake enforcement action at different schools during the trial period.
- The benefits of gathering data during a trial period in respect of issues such as the length of time that vehicles were parked

Executive Committee

Tuesday, 9 June 2020

on double yellow lines. Members noted that should a vehicle be parked for less than three minutes on double yellow lines no enforcement action could be taken.

- The potentially positive impact that an additional Civil Enforcement Officer could have when working near schools.
- The concerns raised by some Members about the impact that not introducing an additional officer post could have on community safety near schools. Some Members noted that they were opposed to the amendment.
- The fact that some parking infringements were the police's responsibility to address. In these instances, Civil Enforcement Officers could not take enforcement action.

On being put to the vote the amendment was carried.

RESOLVED that

- 1) at a meeting of Worcestershire Leaders' Board, the Leader should raise the need to introduce Traffic Regulation Orders (TROs) for all zigzag road markings outside schools in the county. As part of this process the Leader should formally request that Worcestershire County Council write to the Secretary of State for Transport to request that additional, ring-fenced funding be provided to Worcestershire County Council that can be invested in introducing these additional TROs;**
- 2) Officers from Redditch Borough Council work with Worcestershire County Council, local schools and West Mercia Police to develop a strategy to tackle problem parking near schools;**
- 3) all Worcestershire County Councillors representing a Redditch division should be provided with a copy of the group's final report to facilitate a discussion of this subject at a Redditch Highways Forum meeting;**
- 4) training in respect of parking enforcement arrangements in the Borough should be provided in a single training session each municipal year as part of the member induction programme. New elected Members should be offered the opportunity to shadow a Civil Parking Enforcement Officer;**
- 5) subject to the successful implementation of Recommendation 1 above, and following a scoped trial period, Redditch Borough Council should consider funding an additional Civil Enforcement Officer post**

dedicated to enforcement action around schools to work term-time only; and

RECOMMENDED

- 6) to Worcestershire County Council, that the need for road markings to be replaced as soon as possible after resurfacing work has been undertaken should be discussed at a forthcoming Redditch Highways Forum meeting.**

124. ANTI-SOCIAL BEHAVIOUR POLICY

The Head of Community and Housing Services and the Community Safety Manager presented a report outlining proposed amendments to the Council's Anti-Social Behaviour Policy.

The key aims of the policy were to set out how the Council would tackle anti-social behaviour in the Borough. In many cases, the Council could take action to address anti-social behaviour, but it was not always possible for the Council to respond. The policy introduced a risk assessment that placed the victim at the centre of the process. As part of the process any personal issues impacting on victims could be identified. A reassessment process had also been incorporated into the policy, to occur in the eighth week after the initial intervention, to enable officers to assess the impact that any action taken had had on the reported anti-social behaviour. An equality impact assessment would also be undertaken as part of the process. This would enable officers to identify issues impacting on the perpetrator, though this did not necessarily mean that action would not be taken.

There were various forms of intervention available for Officers to use when handling anti-social behaviour incidents. In the past there had sometimes been a focus on taking legal action. However, in some instances, mediation might be more effective. The choice of action that would need to be taken in response to incidents of anti-social behaviour would need to be assessed on a case by case basis.

After the presentation of the report the following points were discussed by Members:

- The changes that had been made to the Anti-Social Behaviour Policy and the legislative basis for these changes. Officers explained that amendments had been made to the policy to enable the Council to make use of powers set out in the Anti-Social Behaviour Crime and Policing Act 2014.

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- The costs of mediation services that were available for the Council to access and how these costs would be covered. Officers advised that mediation would be available in cases where one of the parties was a Council tenant. The parties concerned would be expected to pay, though it was possible that the Council would have to cover the costs if mediation was considered necessary and the parties concerned were unable to pay.
- The circumstances in which mediation could be useful. Members were advised that anti-social behaviour cases often built up over time until there was an impasse. Mediation could help to address these cases more effectively than legal action and was less financially costly.
- The length of time required for effective mediation and the fact that this would be charged on an hourly basis. Officers advised that, based on consultation with Housing Associations, it had been found that the length of time required for mediation to work effectively varied, though it was likely that the Council would not permit mediation to last beyond two hours.
- The availability of shuttle mediation, whereby the different parties were met by mediators on separate occasions rather than in the same room at the same time. This could be helpful in cases where the parties did not want to be in the same room together.
- The need to provide training to relevant officers in respect of the changes to the policy and new powers available to the Council.
- The process of consultation that had been followed by Officers when drafting the updated policy. The Committee was informed that relevant senior officers had had an opportunity to comment on the content of the report. Partner organisations, such as Housing Associations operating in the Borough, had been consulted about the process they followed when tackling anti-social behaviour.
- The connection between this policy and the potential for the Council to issue Public Spaces Protection Orders (PSPOs) to residents committing anti-social behaviour. Officers explained that the policy would support existing initiatives to introduce PSPOs. In the Officer Scheme of Delegation Officers had been delegated authority in respect of PSPOs and proposals to introduce these would start to be reported to Council for agreement in the autumn.
- The positive impact that changes to this policy would have on residents' quality of life.

RECOMMENDED that

- 1) the draft ASB policy is adopted; and**

- 2) **the Head of Community and Housing Services be given delegated authority to update and amend the policy in line with any new legislation and guidance, as and when required.**

125. MEMBERS' ICT AND BRING YOUR OWN DEVICE POLICIES

The ICT Transformation Manager and Portfolio Holder for Leisure, as the relevant lead Portfolio Holder for IT, presented the Members' ICT and Members' Bring Your Own Device (BYOD) Policies for the Committee's consideration.

During the presentation of the report the following matters were highlighted for Members' consideration:

- Elected Members were all offered the opportunity to use ipads for their Council work at present.
- Unfortunately, the functionality of the ipads was limited. This had created difficulties during the recent lockdown as it had impacted on Members' access to virtual meetings. Members could also not access Microsoft software on their ipads.
- The amended Members' ICT policy proposed that Members should be offered two options; a Council laptop or Microsoft Surface Pro device or to use their own IT equipment, subject to agreeing to the Members' BYOD Policy.
- Under the proposals, Members would continue to provide their own broadband access, but the ICT team would provide support in relation to use of the Council's devices and software.
- All Council devices would need to be PSN compliant and scanning would be required from time to time.
- The cost of purchasing a single laptop would be £400 and a Microsoft Surface Pro device would cost £680 each.
- Additional equipment, such as a docking station to enable Members to view documents on a larger screen, might be required in some cases. These could cost approximately £250.
- The BYOD Policy provided Members with the flexibility to use alternative devices. Initially, as the Council continued to use blackberry software, only android and apple devices could be used under this policy, but when the Council migrated to a different system more alternatives could be used.
- Officers were working on a roll out of Office365 and Microsoft Teams which would provide greater flexibility and functionality for Members in the future.

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- Two factor authentication might be required in future, in relation to the BYOD policy, to ensure compliance with security requirements.
- The ICT team would be able to support Councillors in use of the Council's software but would not be able to assist Members with management of their personal devices.
- Under the BYOD policy, the Council would retain control of Council data accessible from a personal device. Should Members lose the device or cease to be a Councillor, the data would be erased, though no personal data would be removed.
- In cases where a Councillor lost either their Council device or the personal device s/he used for Council business s/he would be responsible for notifying the ICT team so that the data could be erased.
- Any laptops purchased during the lockdown for Members' use would be paid for using funding from the Council's Covid-19 budget. This would enable Members to fulfil their responsibilities during the lockdown.

Following the presentation of the report Members discussed a number of points in detail:

- The need for Councillors to be able to access information in a timely manner and to participate effectively in virtual Committee meetings during the lockdown.
- The potential for Members to access Committee papers electronically from their Council devices using the modern.gov app. Some Members noted that they would like to continue to receive paper copies of agenda packs.
- The importance of effective IT devices to enable Members to both participate in decision making at Committee meetings and to manage case work in relation to their wards.
- The timescales for the roll out of Microsoft Teams at the Council. Officers advised that the aim was to provide all elected Members with access to Microsoft Teams by 18th June 2020.
- The timescales for the delivery of Office365 to Members. Officers explained that, following exchange integration, Members would be provided with access to Office365 by 6th August 2020.
- The two options available to Members and the extent to which Members could opt to both have a Council issued piece of equipment and to use his/her own IT equipment. The Committee was advised that Members could use both options for Council business.
- The training that would be available to Members. Officers confirmed that training would be provided and paid for within existing Council budgets.

- The need for ICT devices to be made available for new Members in the future and the potential financial implications for the Council.
- The potential for Councillors who already had access to their own ICT equipment to opt to use this in order to minimise the financial implications for the Council moving forward.
- The fact that some Councillors could not afford to purchase their own IT devices and would be reliant on the Council to supply appropriate equipment.

RECOMMENDED that

- 1) **the proposed Member ICT Bring Your Own Device Policy be agreed and implemented; and**

RESOLVE that

- 2) **the proposed Member ICT Policy be agreed and implemented for all Members and that the options within it be made available to Members.**

126. DISCRETIONARY BUSINESS GRANT POLICY

The Financial Support Manager presented the Discretionary Business Grant Policy for Members' consideration and in doing so highlighted the following for Members' consideration:

- The Government had introduced financial support for businesses, including grants for small businesses that were eligible for business rates relief, early in the lockdown for Covid-19.
- By the date of the meeting, £12.6 million grant funding had been distributed by the Council amongst local businesses.
- A number of local business which had been impacted by the lockdown had unfortunately not been eligible for funding under existing schemes.
- The government had recently announced that local authorities would be provided with an uplift, or additional funding, calculated on the basis of 5% of anticipated expenditure in response to Covid-19 by the Council as of 3rd May 2020. Redditch Borough Council had been allocated £724,000.
- This additional funding had been allocated to the Council in order to enable authorities to provide discretionary grant funding to businesses that had been ineligible to apply for grant funding under the previous schemes.
- In order to be eligible to apply for a discretionary business grant businesses needed to be able to prove they had been in business since at least 11th March 2020, had not previously

received grant funding related to Covid-19 and the business could not be in administration.

- The government had advised the Council that in the first place a number of small businesses should be prioritised for discretionary business grant funding including; market stall traders, small bed and breakfast providers, Voluntary and Community Sector organisations occupying premises where they were not required to pay business rates and businesses occupying shared premises.
- The Council had also identified businesses locally that, though impacted by the lockdown, had not previously been eligible to receive grant funding. These businesses would be allowed to apply for funding under the discretionary scheme.
- The Council had identified tiers of businesses, in terms of the extent to which certain businesses would be prioritised for funding over others. The Government's priority businesses would be the first to receive funding followed by other local businesses identified by the Council as in need of financial assistance.
- Following publication of the report a couple of adjustments had been agreed to the policy. This would include explicit reference to the fact that political parties would not be eligible to apply for a grant and funding would be provided to market traders on a pro rate basis.
- The Council would advertise the opportunity for eligible businesses to apply for a discretionary business grant for a set period. Applications would be assessed at the end of that period and then funding provided within five days of the decision.

After the report had been presented Members discussed a number of points in detail:

- The Overview and Scrutiny Committee's pre-scrutiny of the report, which had resulted in Members noting the report.
- The funding that had been allocated to Redditch Borough Council for the discretionary grant, as Members noted that two separate figures had been quoted in the agenda papers. Officers explained that a typographical error had been made in the policy and this would be amended.
- The deadline for applications to the discretionary business grants scheme. Officers advised that the deadline to apply would be 30th June 2020 and Officers would aim to start advertising the funding opportunity as soon as a final decision had been taken on the matter.
- The extent to which schemes at other authorities in Worcestershire had been taken into account when developing the Discretionary Business Grant Policy for Redditch. Officers advised that the policies developed by Wyre Forest District

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Council and Wychavon District Council had been considered. There were a number of similarities between those Councils, though local priorities would vary.

- The potential for grant funding to be provided to taxi drivers and taxi firms. Members were informed that many taxi firms had a central office based in small premises and could be eligible for support through business rates relief.
- The action that would be taken to contact businesses that would be eligible to receive business grant funding and how they would be identified. The Committee was informed that a proactive approach would be adopted by Officers and, wherever possible, eligible businesses would be notified of the availability of the funding.
- Members concluded their discussions by thanking the Executive Director of Finance and Corporate Resources, the Financial Support Manager and their team for their hard work in respect of this matter.

RECOMMENDED that

- 1) the guidance for awards of discretionary grants is adopted; and**
- 2) the Executive Director for Finance and Corporate Resources is authorised to finalise the guidance and to make other decisions in relation to the payment of grants, following consultation with the Chief Executive and the Portfolio Holder for Corporate Management.**

127. OVERVIEW AND SCRUTINY COMMITTEE

The Committee was informed that there were no outstanding recommendations from the Overview and Scrutiny Committee that required consideration.

RESOLVED that

the minutes of the Overview and Scrutiny Committee held on 17th February 2020 be noted.

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

The Chair explained that there were no further recommendations requiring Members' consideration on this occasion.

129. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of Executive Advisory Panels and other bodies:

- a) Climate Change Cross Party Working Group – Chair, Councillor Brandon Clayton

Councillor Clayton explained that no meetings of the group had been held during the lockdown, though it was possible a meeting would be convened in the next few months.

- b) Constitutional Review Working Party – Chair, Councillor Matthew Dormer

Councillor Dormer advised that a meeting of the Constitutional Review Working Party was due to take place on 14th July, 2020.

- c) Corporate Parenting Board – Council Representative, Councillor Julian Grubb

Councillor Grubb informed the Committee that a meeting of the Board had taken place the previous week. During this meeting the primary topic of conversation had been Covid-19 and reference had been made to the specific impact of the outbreak on foster care.

- d) Member Support Steering Group – Chair, Councillor Matthew Dormer

Councillor Dormer noted that during the Executive Committee meeting an update had already been provided by Officers in respect of the roll out of Office365 and Microsoft Teams. As a consequence, there was very little information to report to the Member Support Steering Group at this time and consideration would be given to cancelling the meeting of the group that was scheduled to take place on Tuesday, 16th June 2020.

- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer informed the Committee that no meetings of the Planning Advisory Panel were scheduled to take place.

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Overview & Scrutiny

Committee

4th June 2020**WORK PROGRAMME 2020/21**

(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 Executive Committee Work Programme Call-ins (if any) Pre-scrutiny (if any) Task Groups / Short, Sharp Review Groups – feedback Working Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chair of Task Group / Short, Sharp Review Chair of Working Group Chief Executive
	REGULAR ITEMS Update on the work of the Crime and Disorder Scrutiny Panel Tracker Report Updates on the work of the Worcestershire Health Overview and Scrutiny Committee Annual Monitoring Report – Redditch Sustainable Community Strategy	Chair of the Crime and Disorder Scrutiny Panel Relevant Lead Head(s) of Service Redditch Borough Council representative on the Health Overview and Scrutiny Committee Relevant Lead Head(s) of Service

Overview & Scrutiny

Committee

4th June 2020

MEETING DATE	ITEM TO BE CONSIDERED	RELEVANT LEAD
July 2020	Redditch Community Lottery – Six Months' Update	Relevant Lead Head(s) of Service
September 2020	Suicide Prevention Task Group – Final Report	Councillor Debbie Chance
September 2020	Housing Revenue Account Strategic Improvement Plan Progress	Deputy Chief Executive
September 2020	Pre-Decision-Scrutiny - Homes England Asset Transfer	Relevant Lead Head(s) of Service
October 2020	Pre-Decision Scrutiny – Housing Strategy	Relevant Lead Head(s) of Service
November 2020	Pre-Decision Scrutiny - New Cemetery Provision	Relevant Lead Head(s) of Service.
December 2020	Skills in the Local Workforce Update	Andy Bywater

Overview & Scrutiny

Committee

4th June 2020

OTHER ITEMS – DATE NOT FIXED		
December 2020	Civil Contingencies Annual Report	Rebecca Pritchett
December 2020	Redditch Partnership Plan	Helen Broughton

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