

# Overview and Scrutiny Committee

Thu 27 Mar  
2008  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
Jess Bayley and Helen Saunders  
Overview and Scrutiny Support Officers**

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Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

**The emergency Assembly Area is on the Ringway Car Park.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

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

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



# Overview and Scrutiny

## Committee

Thursday, 27 March 2008

7.00 pm

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	K Banks	B Passingham
	D Taylor	J Brunner
	D Thomas	J Cookson
	C MacMillan	A Fry

<p><b>1. Apologies and named substitutes</b></p>	<p>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.</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>2. Declarations of interest and of Party Whip</b></p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>3. Minutes</b></p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>4. Actions List</b> (Pages 1 - 4)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>5. Gypsies and Travellers - Joint Policy on Unauthorised Encampments</b> (Pages 5 - 10)</p>	<p>To receive an oral report from Officers to enable Members to develop a common understanding of the roles and responsibilities of local bodies in response to unauthorised traveller encampments. Also, to consider the contents of the Worcestershire joint policy on unauthorised encampments and the implications for Redditch.</p> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>

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<p><b>6. Economic Development - Member Discussion</b></p>	<p>To receive a report from Officers to enable Members to develop a common understanding of the roles and responsibilities of local bodies in relation to promoting economic development in Redditch.</p> <p>(Report to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>7. Task &amp; Finish Groups - Progress Reports</b></p>	<p>To consider progress to date on current scrutiny reviews against the terms set by the Overview &amp; Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none"><li>1. Communications Task and Finish Group (Stage One), Chair - Councillor J. Brunner.</li><li>2. District Centres Task and Finish Group, Chair - Councillor A. Fry.</li><li>3. Fees and Charges Task and Finish Group, Chair - Councillor C. MacMillan.</li></ol> <p>(Oral reports and / or reports to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>8. Joint Scrutiny Exercise on Flooding</b></p> <p>(Pages 11 - 12)</p>	<p>To consider further developments in the joint scrutiny exercise on flooding.</p> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>9. Referrals</b></p>	<p>To consider any referrals to the Overview &amp; Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none"><li>• The Executive Committee or full Council</li><li>• Other sources.</li></ul> <p>(No separate report).</p> <p><b>(No Specific Ward Relevance)</b></p>

# Overview and Scrutiny

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## 10. Work Programme

(Pages 13 - 16)

To consider the Committee's current Work Programme, and potential items for addition to the list arising from:

- The Forward Plan / Committee agendas
- External publications
- Other sources.

(Report attached)

**(No Specific Ward Relevance)**

## 11. Exclusion of the Press and Public

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

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





**Actions requested by the Overview and Scrutiny Committee**

<b>Date Action Requested</b>	<b>Action to be Taken</b>	<b>Response</b>
07/11/07	When discussing the biannual budget report Members asked for further information about the vacant posts that were referred to. Members specified that they would like information about the number of days lost, the financial savings involved and the capacity implications of these vacant posts. Members did not specify a date by which this information should be made available.	Relevant Officers have been working to produce a document containing the requested information. Reassurances have been given that this will be made available for Member consideration soon. (WILL BE DONE SOON). Head of Financial, Revenues and Benefits Services, date to be confirmed.
19/12/07	Members discussed the proposed new form for presenting performance information to the Overview and Scrutiny Committee. Officers were asked to provide an explanation of the traffic light system. Members did not specify a date by which this information should be made available.	The Overview and Scrutiny Support Officers have informed the relevant Officers of this request. (WILL BE DONE). Lead Officer, Head of Strategy and Partnerships, Estimated introduction date 28th May 2008.
07/02/08	Officers to organise an away-day event for Members to plan the Overview and Scrutiny Committee Work Programme. The away-day to take place at the end of May 2008.	Members to discuss and confirm arrangements at this meeting of the Overview and Scrutiny Committee. (WILL BE DONE SOON). Officers dealing, Overview and Scrutiny Support Officers, estimated completion date Wednesday the 19th March 2008.
07/02/08	Members of the Overview and Scrutiny Committee to consult within their political groups to identify potential items for scrutiny.	Members to act on this request and to inform the Overview and Scrutiny Support Officers when this action has been completed. (TO BE DONE).

07/02/08	The Overview and Scrutiny Support Officers to consult with other Officers within the Council to identify potential items for scrutiny.	The Overview and Scrutiny Support Officers to liaise with other Officers over this request. (TO BE DONE).
27/02/08	The Overview and Scrutiny Committee agreed that the Communications Task and Finish Group could report final recommendations to the Committee on Wednesday the 9th April 2008.	The Communications Task and Finish Group is scheduled to present final recommendations on the 9th April. (WILL BE DONE SOON). Lead Member Councillor J. Brunner, estimated completion date Wednesday the 9th April 2008.
27/02/08	The Overview and Scrutiny Committee agreed that the District Centres Task and Finish Group could report final recommendations to the Committee on Wednesday the 9th April 2008.	The District Centres Task and Finish Group is due to present final recommendations to the Overview and Scrutiny Committee on Wednesday the 9th April. (WILL BE DONE SOON) Lead Member Councillor A. Fry, estimated completion date Wednesday the 9th April 2008.
27/02/08	Officers were asked to present community safety performance data to Members using both of the templates that had been provided for the consideration of Members. Officers were asked to present this information to the Overview and Scrutiny Committee alongside the quarterly performance reports.	The Overview and Scrutiny Support Officers have informed the relevant lead Officer of this request. (WILL BE DONE). Head of Strategy and Partnerships, June 2008.
27/02/08	The Overview and Scrutiny Committee to discuss ways to develop relations between the Committee and the Executive Committee.	Members are due to consider this issue further during the Overview and Scrutiny Committee Planning Day in May 2008. (WILL BE DONE SOON). Responsible Officers - Overview and Scrutiny Support Officers, estimated completion date (May 2008).

27/02/08	Officers to incorporate information about monitoring scrutiny recommendations in to the Overview and Scrutiny Annual Report.	The Annual Report is due to be presented for Member consideration on Wednesday the 9th April 2008. (WILL BE DONE SOON). Responsible Officers – Overview and Scrutiny Support Officers and estimated completion date – Wednesday the 9th April 2008.
27/02/08	Members to discuss proposed locations and dates for the Overview and Scrutiny Work Programme Planning Day.	Members will be discussing this subject at this meeting of the Committee. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, estimated completion date – Wednesday the 19th March.
27/02/08	Members requested that Officers provide further information about the new items that will be incorporated into recycling collections and that they provide an estimated date by which this will be introduced.	Officers have subsequently explained that the additional items that will be recycled will be: heavy card; waxed cartons; and additional plastic items including yoghurt pots and plastic trays. Officers explained that this will be possible from Autumn 2009. (DONE).
27/02/08	Members requested that Officers provide further information about the land that has been identified as the site for a new cemetery. Officers were also asked to explain whether planning permission had been secured for use of the site as a cemetery.	Officers have subsequently explained that there is a policy relating to finding a new cemetery in the local plan. No specific sites have been identified in that nor has planning permission been applied for or granted. The Council have engaged consultants to look at this area further but are currently only in the early stages of consultation. (DONE)
27/02/08	Members agreed that the subject of economic development should be discussed further at the following meeting. Officers were	The Chair has subsequently requested that an additional meeting of the Overview and Scrutiny Committee be held to

	asked to invite appropriate Officers to attend the meeting.	enable Members to devote an appropriate amount of time to discussing this item. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, Thursday the 27th March 2008.
27/02/08	Members agreed that the Committee should discuss in further detail the gypsies and travellers scrutiny exercise on the Worcestershire joint policy on unauthorised encampments. Members agreed that this discussion should take place at the following meeting of the Committee. Officers were asked to invite representatives from the Council's Environmental Health team and the Worcestershire County Council Traveller's Team to attend the meeting.	The Chair has subsequently requested that an additional meeting of the Overview and Scrutiny Committee be held to enable Members to devote an appropriate amount of time to discussing this item. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, Thursday the 27th March 2008.

## **JOINT POLICY TOWARDS UNAUTHORISED ENCAMPMENTS OF GYPSIES AND TRAVELLERS IN WORCESTERSHIRE**

The purpose of this Policy, as agreed by all 7 Local Authorities within Worcestershire and the Police, is to ensure that the aforesaid partners act in a predetermined, co-ordinated and consistent way.

### **1. GENERAL STATEMENT**

1.1 There is a need for a single agreed policy towards Gypsies and other Travellers in the County and there is a responsibility on all 7 Local Authorities and the Police to collaborate in devising one.

1.2 Integral parts of such a Policy are:

- a consistent, positive and informed approach to enforcement having due regard to the Human Rights Act 1998, the Race Relations (Amendment) Act 2000 and relevant regulations and guidance
- “regard to guidance contained in Circular 18/94 and any amending Circulars (including revision of advice on ‘toleration’ issued 26.7.00)”
- regard to guidance contained in Circular 18/94 and any amending Circulars
- regard to guidance contained in “Managing Unauthorised Camping – A Good Practice Guide”
- proper management of the Local Authorities’ Gypsy sites in a manner consistent with the overall Policy
- partnership support for improvements to the County Council’s Gypsy site provision programme where appropriate
- partnership support for new Government guidance on managing unauthorised encampments and site provision
- clarity of purpose and intent

1.3 Throughout this Policy document, the term “Gypsy” and “Traveller” means those Gypsies and Travellers who come within the definition of “Gypsy” in Section 24 of the Caravan Sites and Control of Development Act 1960 (as amended and as clarified by the Courts).

1.4 This policy document has been revised to ensure compliance with the provisions of the Human Rights Act 1998.

1.5 This policy document has been revised to ensure compliance with the provisions of the Race Relations (Amendment) Act 2000.

## **2. POLICIES TOWARDS GYPSIES AND TRAVELLERS WHO ARE ENCAMPED WITHOUT AUTHORISATION**

### **2.1 General**

2.1.1 Once it becomes known that a person has encamped, an officer or agent of the Local Authority responsible for taking action (as identified in paragraph 3.2 below) will normally visit the person within two working days and, once satisfied he/she is a Gypsy or Traveller, advise, if appropriate, on any transit site vacancies in the area. A Welfare Check will be carried out where possible, and if appropriate the Gypsies/Travellers will be offered contact details of other relevant agencies such as Education, Social Services or Housing. Where consultation between authorities is necessary, there shall be close co-operation in order to ensure that information is made available promptly so as not to unnecessarily delay a decision on enforcement action. The authorities mutually undertake to normally respond to such requests within 3 working days.

### **2.2 Toleration policy**

2.2.1 It will serve no useful purpose to seek to evict Gypsies or Travellers immediately and there will be a period of toleration for up to 21 days unless, in the opinion of the responsible Authority, circumstances such as those listed below apply:-

- (1). A level of nuisance is occurring which cannot be effectively controlled including:
  - a. Unreasonable effect on neighbouring property or nuisance to the local community
  - b. Road safety hazards usually determined by the Highways Partnership Unit and the Police.
  - c. Statutory Nuisance or circumstances prejudicial to public health.
  - d. Obstruction of access to land either owned by the County or District Council or private individual or company.
- (2). Demonstrable requirement of land for operational uses.
- (3) Ecological or biodiversity issues

- 2.2.2 Where circumstances such as those listed above apply, or if a Gypsy or Traveller without good reason, taking into account guidance on toleration rejects an offer of accommodation, he/she will be informed that they must vacate the land within a short period.
- 2.2.3 If the land is not vacated within the specified period, the responsible Authority may then commence legal proceedings.
- 2.2.4 If none of the grounds as set out in paragraph 2.2.1 apply the unauthorised encampment will be tolerated for up to 21 days. If after the period of toleration the travellers/gypsies have still not vacated the site there will be a further review of the situation. Unless there has been an exceptional change of circumstances since the initial decision to tolerate was made the responsible authority may then commence legal proceedings.
- 2.2.5 In certain circumstances, responsibilities may arise under Paragraphs 10, 11, 12 and 13 of Circular 18/94 (involvement of other agencies such as Education or Social Services). A judgement will be made as to whether circumstances merit or may merit the involvement of any other agency. If intervention is required by those agencies, then the type of action and its timing will be taken in the light of those circumstances.

### **3. RESPONSIBILITY FOR TAKING ACTION**

#### **3.1 Role of the Police**

3.1.1 Other than in the case of highway land, the local police commander (normally the Duty Inspector) may be approached at an early stage where legislation permits action to be taken to ascertain whether he/she would be prepared to exercise powers under Section 61 of the Criminal Justice and Public Order Act 1994.

3.1.2 The local police commander will assess the situation and give an initial decision within two days.

3.1.3 If the commander confirms that he/she will take action, the responsible local authority will hold back from any action for a short period in order to avoid possible confusion regarding deadlines etc.

3.1.4 Even if his/her decision is not to take action under Section 61, the local police commander may wish to reconsider if circumstances change. In this eventuality, he/she will immediately

inform a nominated officer from the local authority by telephone or fax.

3.1.5 In cases where the police are not themselves taking enforcement action, they will provide support at a mutually agreed level to the local authorities, their contractors and other agents with a view to preventing a breach of the peace if circumstances dictate.

**3.2 Division of Responsibility between County Council and District Councils**

3.2.1 On County Council land; including land forming part of the highway for which the County Council are the Highway Authority, the County Council will be the responsible authority.

3.2.2 On District Council land or private land (following the request of the landowner) the District Council will be the responsible authority. With respect to private land, it is expected that the landowner will take the necessary civil action to obtain possession of the land and take all reasonable measures to minimise nuisance and disturbance. The foregoing provisions relating to enforcement action being taken under the Criminal Justice and Public Order Act 1994 will therefore only be taken by the responsible authority if it chooses to do so in the public interest.

3.2.3 On Government-owned land the District Council will be the responsible authority except in the case of highways for which the Highways Agency acting for The Department of Communities and Local Government.

3.2.4 If it is decided that an encampment is not to be tolerated, it will be a matter for the officer of the authority responsible for the land to determine by what means action will be taken. Once it has been decided that action is necessary, this should be implemented without undue delay.

3.2.5 In all cases, there will be close co-operation between the County Council, District Councils and the Police. The County Council will inform the relevant District Council when it is taking formal action against Gypsies within their area or when exercising toleration and vice-versa. Similarly, both the Police and the County and District Councils will inform one another of such matters.

**4. DISPUTES MECHANISM**

4.1 In the event of a dispute between two or more Councils arising as to whether it is appropriate to tolerate a particular encampment or if a particular course of action is warranted, the following steps will be taken:

(a) a nominated officer representative from each authority involved, supported by appropriate advisers and, if appropriate, a



Police representative, will together discuss the position in an attempt to reach an agreed solution

(b) ultimately, in the case of a failure to agree, each authority reserves the right to act as it sees fit. Each authority will first inform the other authority (or authorities) of its proposed action.

**5. PRESERVATION OF OTHER POWERS**

5.1 For the avoidance of doubt, none of the provisions of this Policy shall be construed as restricting in any way an individual authority's ability to exercise any legal powers that may be available to it and in the case of land other than highway the responsibility of the local authority or West Mercia Police Authority, the provisions of the Policy will only apply when the authority as landowner has decided it wishes to remove Gypsies or Travellers from it's land.

**6. DURATION**

6.1 Once a year, or more frequently where circumstances demand, officers of the County Council, District Councils and Police will meet to assess action taken under this Policy and to review the Policy as necessary.

Dated:.....

Signed:.....

Document adopted March 1995  
Amended 2000  
Amended 2006



## Worcestershire County Council and District Councils

## Joint Scrutiny on Flooding

Report of meeting at County Hall Monday 31<sup>st</sup> March 2008

County Council officers, members from various districts and five groups of witnesses. The meeting started at 2:30 and finished at 6:30

**National Flood Forum** : They are a self help group who have become a charity. They act as critical friend to many organisation including the Environment Agency (EA). They work with DEFRA to arrange grants for flood protection. They are aware of situation were partnership working as failed and warnings not considered important. They believe that EA does not have the resources to act as the over view for flooding. District Councils to maps and maintain/improve urban drainage systems and set up flood teams to advise on mitigation (crime/fire prevention office). Seven Trent is able to do work on individual properties and like to see a change from major to minor works.

**Local Media** : Both BBC radio H&W and Worcs. News had good relationship with public bodies. Radio would like to be in physical contact with Sliver control to enable instant info. to be broadcast. Feel that press officers are not in a position to work with both local and national press (therefore two officers) and be ready to speak on the air, even if only to reassure the public that action is on the way. W. News assistant editor emphasised the lack of understanding of their web site that can give instant access to info. Where there is a differences between official info. and the public info. this need to be treated with care. They both asked for a central point of contact for info.

**Local Residents** : Outlined their particular problems and emphasised the need to clear water courses. Impressed the group with the understanding of using local knowledge to influence local action.

**Highway Agency** : Now have an Incident Manager who is responsible for clearing blockages on the Motorways and major routes. Must have national, regional and local plans in place. (Local = County). Accepts that there are gaps in the action for floods, holding a desk top exercise soon. Having an audit of the drains. Would anticipate being more proactive, improve their command

response and review the National Plan. Working with Local Resilience Forum who are link to the Gold command structure.

**Parish Councils** : Four councils were represented including Feckenham. All explained how they had been affected and the actions they have taken. Would like to see PPS25 given more teeth in planning. Use of legislation to enforce land owner to clear ditches and where they are the responsibility of districts or county given the funds to ensure that the work is done. Would use Length men to either do the work or supervise it. Be allowed to hold and display signage when necessary to advise the public of flooded roads. Have emergency telephone numbers available. Need to be involved in emergency planning. Would like to see Post flooding plans and a Ditch/water course directory produced by the Districts and maintained by the parish.

Overall two main points emerged, need for communication and using local knowledge to influence local action.

Cllr Mike Chalk - Redditch Borough Council

Apologies for the length but impossible to keep to one page even when in semi notation form



# Overview & Scrutiny

No Direct Ward Relevance

## Committee

27th March 2008

### 10. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(LEAD DIRECTOR - CHRIS SMITH)</b>
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Borough Director Borough Director Borough Director Borough Director Borough Director Borough Director Relevant Lead Director Borough Director
	<b>REGULAR ITEMS</b> Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2007/10	Borough Director Borough Director Relevant Lead Director

# Overview & Scrutiny

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	<p><b>REGULAR ITEMS</b></p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> <li>1. the District Centres Task and Finish Group;</li> <li>2. the Communications Task and Finish Group;</li> <li>3. the Fees and Charges Task and Finish Group; and</li> <li>4. the Joint Scrutiny Exercise into Flooding</li> </ol>	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
<b>9th April 2008</b>	<p><b>REGULAR ITEMS</b></p> <p>Annual Overview and Scrutiny Report 2007/08</p>	Borough Director
<b>OTHER ITEMS - DATE FIXED</b>		
<b>27th March 2008</b>	Economic Development – Member Discussion	Relevant Lead Director
<b>27th March 2008</b>	Joint Policy on Unauthorised Gypsy and Traveller Encampments – Member Discussion	Relevant Lead Director
<b>9th April 2008</b>	Communications (Stage Two) Task and Finish Group	Relevant Lead Director

# Overview & Scrutiny

Committee

27th March 2008

9th April 2008	District Centres Task and Finish Group - Recommendations	Relevant Lead Director
<b>OTHER ITEMS – DATE NOT FIXED</b>		
	Community Calls for Action – Discussion	Relevant Lead Director
	Fees and Charges Task and Finish Group –Ongoing Recommendations	Relevant Lead Director
	Third Sector Task and Finish Group – Start of Group Activity	Relevant Lead Director
	Proposed Council Priorities Scrutiny Exercise – Member discussion	Relevant Lead Director
	Proposed Business Centres Scrutiny Exercise – Member Discussion	Relevant Lead Director

