

# Overview and Scrutiny Committee

Thu 7 Feb  
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, 7 February 2008

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs: C MacMillan (Chair) A Fry (Vice-Chair)  
K Banks B Passingham  
J Brunner D Taylor  
J Cookson D Thomas

<b>1. Apologies and named substitutes</b>	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.  <b>(No Specific Ward Relevance)</b>
<b>2. Declarations of interest and of Party Whip</b>	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.  <b>(No Specific Ward Relevance)</b>
<b>3. Minutes</b> (Pages 1 - 6)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.  (Minutes attached)  <b>(No Specific Ward Relevance)</b>
<b>4. Actions List</b> (Pages 7 - 8)	To note the contents of the Overview and Scrutiny Actions List.  (Report attached)  <b>(No Specific Ward Relevance)</b>
<b>5. Call-in</b>	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny.  (No separate report).  <b>(No Specific Ward Relevance)</b>

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<p><b>6. Task &amp; Finish Reviews - Draft Scoping Documents</b></p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <ul style="list-style-type: none"><li>• Reporting Council Priorities</li></ul> <p>(No reports attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>7. Task and Finish Group Progress</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 attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>8. Joint Scrutiny Exercise on Flooding</b> (Pages 9 - 10)</p>	<p>To consider further developments in the joint scrutiny exercise on flooding.</p> <p>(Report to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>9. Portfolio Holder Annual Reports – Councillor Hall Portfolio Holder for Leisure and Tourism</b> (Pages 11 - 14)</p>	<p>To receive a presentation from the Portfolio Holder for Leisure and Tourism providing a brief overview of the Portfolio followed by a wider question and answer session.</p> <p>(Oral report)</p> <p><b>(No Specific Ward Relevance)</b></p>

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<b>10. Setting the Work Programme</b>	<p>To consider approaches that Members could take to setting the Work Programme for the Overview and Scrutiny Committee.</p> <p>(Oral report)</p> <p><b>(No Specific Ward Relevance)</b></p>
<b>11. Referrals</b>	<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>
<b>12. Work Programme</b> (Pages 15 - 18)	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none"><li>• The Forward Plan / Committee agendas</li><li>• External publications</li><li>• Other sources.</li></ul> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>

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## **13. 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”.

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# Overview and Scrutiny Committee

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Wednesday, 16 January  
2008

## MINUTES

### Present:

Councillor Colin MacMillan (Chair), Councillor Andrew Fry (Vice-Chair) and Councillors K Banks, J Brunner, J Cookson, B Passingham, D Thomas and D Taylor

### Officers:

S Skinner and J Smith

### Committee Services Officer:

J Bayley and H Saunders

### 100. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

### 101. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

### 102. MINUTES

The Chair explained that he wished to raise an additional issue under this item. The Chair informed Members that he had asked Officers to produce a list of actions that had been requested at recent meetings of the Committee. Members agreed the need to note the actions that had been completed as well as actions that remained to be completed on a regular basis.

Members agreed that consideration of the 'Overview and Scrutiny Actions List' should be added as a standard item on the Committee's Agenda.

.....  
Chair

# **Overview and Scrutiny Committee**

Wednesday, 16 January 2008

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**RESOLVED that**

- 1) **the minutes of the meeting of the Committee held on the 19th of December 2007 be confirmed as a correct record and signed by the Chair.**
- 2) **The Overview and Scrutiny Actions List be added as a standard item on the Committee's Agenda.**

**103. CALL-IN AND PRE-SCRUTINY**

Members received the Decision Notice from the meeting of the Executive Committee held on Wednesday, the 9th of January 2007, with a view to considering the need for any Call-ins.

**RESOLVED that**

**no action be taken to initiate call-in procedures on any of the Key Decisions contained in the Executive Committee Decision Notice.**

**104. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS**

The Chair explained that he had produced a draft scoping for a piece of review work that would examine methods for scrutinising the Council's Service Plans and the Council's priorities. Members were informed that this draft scoping document was being circulated among senior officers for comment.

Officers explained that this draft scoping document would be made available for consideration at the following meeting of the Committee.

**RESOLVED that**

**the draft scoping document be made available for consideration at the following meeting of the Committee.**

**105. TASK AND FINISH GROUPS - PROGRESS REPORTS**

The Committee considered update reports in relation to current and pending reviews.

The following oral reports were given:

- a) Communications Task and Finish Group (Stage One)  
– Chair Councillor J. Brunner.

# Overview and Scrutiny Committee

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Wednesday, 16 January 2008

Members agreed that no update was necessary as the Group had presented the Stage One findings at an informal session preceding the Committee meeting.

b) District Centres Task and Finish Group  
– Chair Councillor A. Fry

The Chair of the Task and Finish Group explained that the Group would be meeting on Thursday the 31st of January. Members were informed that the Group was working towards making final recommendations.

c) Fees and Charges Task and Finish Group  
– Chair Councillor C. MacMillan

The Chair explained that the Group had held a number of meetings investigating the fees and charges levied by Planning Services, Land Charges and the Council's Fitness Suites. Members were informed that a short report had been prepared by Officers detailing recommendations relating to these three areas. The Chair explained that Members had not identified opportunities to change fees and charges in these areas because they were either set at a statutory level or appeared to have been set in accordance with an affective pricing strategy. Members approved the recommendations detailed in the report and recommended that they be considered by the Executive Committee.

Members were also informed that the members of the Group had investigated local authority powers to trade. The Chair explained that upon consideration of the evidence Members had agreed that use of these powers would not be suitable for Redditch Borough Council.

**RESOLVED that**

**the Committee note the reports and agree the proposed action, all as detailed in the preamble above.**

**RECOMMENDED that**

**the Executive Committee be asked to consider the recommendations made by the Fees and Charges Task and Finish Group (Appendix A).**

# Overview and Scrutiny Committee

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## 106. JOINT SCRUTINY EXERCISE ON FLOODING

Officers explained to Members that Redditch was the first Council to agree arrangements for the joint scrutiny exercise and that this process had not been completed by all Worcestershire authorities. Members were informed that for this reason a second meeting of the Group had not yet taken place.

Members were informed that Officers from Worcestershire County Council had provided a draft scoping document for the Committee to consider. Members discussed and approved the draft scoping document.

Members requested that more information be made available to them regarding the impact of the July 2007 flooding in Redditch. Officers explained that another Member had made a similar request to which the relevant Officer had responded. Officers agreed to make this information available to Members of the Committee.

### **RESOLVED that**

- 1) the Committee approve the draft joint scrutiny on flooding scoping document.**
- 2) Officers to circulate information regarding the July 2007 floods in Redditch for consideration of Members of the Committee.**

## 107. HOUSING PRIORITY PERFORMANCE DATA – SUMMARY REPORT

Officers presented information on the Housing Priority performance figures. Members were informed that that it was standard practice to set performance targets three years in advance and to review them on a yearly basis. Officers explained that they had failed to review these figures for the current year but were intending to do so in future years. Officers explained that action plans for Officers had been put in place to help address performance issues.

Officers explained, in relation to indicator BV183b, that the number of families in bed and breakfast accommodation had fallen by 50 per cent. Members were informed that this reduction in numbers corresponded with the Government's target to reduce use of bed and breakfast accommodation for families. However, Officers explained that consequently the number of families placed in hostel accommodation had risen, which was reflected in the figures presented to Members. Members were informed that a first stage

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Wednesday, 16 January 2008

report regarding the issue of temporary living accommodation had been produced for the consideration of the Executive Committee.

Members discussed indicator BV212, relating to average re-let times for dwellings in the financial year. Officers clarified the performance data for this indicator, explaining that the third quarter outturns totalled 28.39 days with an accumulative total of 36 days. Officers informed Members that this figure was below target.

Members queried the reasons for the increase in eviction rates. Officers explained that this was due to the previous period where fewer evictions had taken place due to the impact of tolerated trespass regulations. Members queried whether evictees were charged for repairs to their properties. Officers confirmed that evictees were charged. Officers explained there had been a recent problem with tenants leaving properties in a poor state of repair. Members questioned whether it would be possible to carry out spot checks on tenants' homes to counteract this problem. Officers explained that this action would be difficult to undertake due to the large size of the Council housing stock.

Members discussed the low take up of sheltered housing and questioned whether it would be possible to sell this type of accommodation. Officers noted that the issue was being considered and that a sheltered housing strategy was being produced by Officers.

Officers explained that the loss of data referred to in relation to LIB231 was not caused by the loss of personal details but was rather due to the computerised system crashing and the data needing to be re-loaded. Members were informed that the work and time needed to recover this system had a knock on effect on the performance for the year 2006/07 which had then impacted on the performance for the beginning of 2007/08. Therefore, the target for this indicator had not been met.

Officers reported that the Council had exceeded its target performance for indicators HH13, HH17 and HH18 relating to the care and repair service and repairs and maintenance services. Officers explained that there have been problems with customers not keeping to their appointments for repairs. Members were informed that in order to tackle this problem, repair workers will be phoning customers on the morning they are due to visit to confirm their availability for the appointment. Members were also informed that Officers will make contact to follow up if no response. Officers commented that these actions had improved the situation.

# **Overview and Scrutiny Committee**

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The Chair thanked Officers for attending the Committee to explain the Housing Priority performance figures further and commended the Housing Team for their hard work.

**RESOLVED that**

**subject to Members' comments, as detailed in the preamble above, the report be noted.**

**108. REFERRALS**

There were no referrals.

**109. WORK PROGRAMME**

The programme of future work was received and accepted without comment.

Officers informed Members that the following meeting of the Committee would take place on Thursday the 7th of February 2008.

**RESOLVED that**

**the Committee Work Programme be noted.**

The Meeting commenced at 8.00 pm  
and closed at 9.00 pm

**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.	This information has not yet been made available. However, Officers are due to provide the next set of budget figures in February and therefore may be able to provide that information at the same time. OSSOs to discuss this further with appropriate Officers. (TO BE DONE).
19/12/07	Members discussed the Housing Priority Task and Finish Group. The Chair proposed that a Group should be launched to investigate how the Committee should consider documents such as the Service Plans, performance reports and budget reports. Members agreed that Senior Officers should be involved in scoping this exercise.	The Chair has produced a scoping document for consideration at the meeting of the Committee on the 7th February 2008. (DONE).
19/12/07	Members requested that Officers provide a presentation on the subject of Community Safety for the consideration of Overview and Scrutiny Committee Members.	The Presentation has been organised to take place on the 11th February from 7.00pm in Committee Room Three. All Members are invited to attend. (DONE).
19/12/07	Members discussed WMO5 in the performance monitoring data. Officers were asked to provide more detailed figures about the time it takes for a caller to be transferred from the switchboard/contact centre to a person. Members did not specify a date by which they required this information.	The appropriate senior Officer will be providing a response to this request in due course. (WILL BE DONE SOON).
19/12/07	Members discussed BVPI179b(i). Officers were asked to alter the indicator description for this Performance Indicator to make it less complicated.	The appropriate senior Officer has noted this request. (TO BE DONE).
19/12/07	Members discussed the proposed new form for presenting performance information to the Overview and Scrutiny Committee. Officers were	OSSOs have informed the relevant Officers of this request. (TO BE DONE).

	asked to provide an explanation of the traffic light system. Members did not specify a date by which this information should be made available.	
19/12/07	Officers presented the 'Ten System' for monitoring Council performance. Members asked for Officers to explain how Members can access the Ten System using their own IT equipment.	The appropriate Officer is making enquiries about this matter. (TO BE DONE).
16/01/08	Members requested that the Overview and Scrutiny Action Sheet be added as a standard item on the agenda for the Committee for Members to note.	Consideration of Overview and Scrutiny Actions has been added as a standard item. (DONE).
16/01/08	Members recommended that the Executive Committee consider recommendations from the Fees and Charges Task and Finish Group.	Due to be considered by the Executive Committee on the 20th February 2008. (DONE).
16/01/08	Members discussed the Joint Scrutiny exercise into flooding. Officers explained that expert Officers had already provided some information to the Portfolio Holder for Leisure and Tourism on the subject by email. Officers agreed to provide a copy of that email for the consideration of Members of the Committee and the representative for Redditch Borough Council on the Joint Scrutiny exercise.	A copy of the email was sent to all Members of the Committee and the representative for Redditch Borough Council on the joint scrutiny exercise on the 17th January 2008. (DONE).



Worcestershire County Council and District Councils  
Joint Scrutiny on Flooding  
Report of meeting at County Hall Monday 4th January 2008.

Those present: County Council officers, members from various districts and the Worcester News. The meeting lasted nearly two hours.

Cllr Martin King was elected to Chair the Committee.

The meeting focused on scoping the scrutiny and future meetings.

19 issues had been submitted for consideration. These were discussed for most of the meeting, resulting in a shorter list but one that covered those areas that it was felt the Committee, could usefully offer recommendation on.

These fell into several areas of concern:

**Communications** : How can these be improved? What information is needed from whom and for whom?

**Drainage** : How to better manage the environment? A question on maintenance of water courses.

**Economics** : Impact on the farming community and businesses. The management of the recovery phase. In the short, medium and long term.

**Data** : Collecting data from a wide range of sources and making this available to all partners.

The 19 issues generated other topics that were discussed and either rejected or combined into the list.

Author of this report: Cllr Mike Chalk - Redditch Borough Council



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No Direct Ward Relevance

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### **PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR HALL, PORTFOLIO HOLDER FOR LEISURE AND TOURISM**

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor Hall, Portfolio Holder for Leisure and Tourism at the Overview and Scrutiny Committee meeting on Thursday the 7th of February 2008.

#### **Responsibilities of the Portfolio Holder**

#### **Key Issues of Portfolio**

#### **Budget and Resource Allocation**

#### **Any other specific issues relating to the Leisure and Tourism Portfolio**

# Overview & Scrutiny

## Appendix 1

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*NB Note draft revision /Update – Page 2. S*

### REDDITCH BOROUGH COUNCIL GUIDE TO / FOR PORTFOLIO HOLDERS

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility, .....

CAN	1.	<b>Monitor Council performance</b> informed by documents such as: <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Corporate Plan</li> <li>• Service Plans</li> <li>• Budgets</li> <li>• E.Government statements</li> <li>• BVPI's / Local PI's (separate document available)</li> <li>• Forward Plan</li> </ul>	*
	2.	<b>Monitor the implementation of Council policy and decisions</b> informed, in addition to the above, by <ul style="list-style-type: none"> <li>• Council reports and Minutes</li> <li>• Personal contact with Officers</li> </ul>	*
	3.	<b>Act as consultee</b> for Members and Officers <ul style="list-style-type: none"> <li>• Formally, in accordance with approved delegations of authority to Officers</li> <li>• Informally for general reference.</li> </ul>	*
	4.	<b>Act as "Spokesperson"</b> for the Council in relation to Press / Media / outside the Council, <b>but not exclusively (other Members may also</b>	

# Overview & Scrutiny Appendix 1

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		<b>have this shared role)</b> (Council decision – 11th October ??)	
	5.	<b>Act as “Rapporteur”</b> a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 <sup>nd</sup> May 2006)	
	6.	<b><i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i></b> (Exec January 2007 / Council ...)	
<b>CANNOT</b>		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
<b>MAY</b>	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> <li>• As an approved duty where invited to the meeting</li> <li>• Also as an approved duty when present on own initiative.</li> </ul> <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> <li>• the Executive or Council, via normal report / agenda preparation processes</li> <li>• Regulatory Committees, via normal report /</li> </ul>	

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		<p>agenda preparation processes</p> <ul style="list-style-type: none"> <li>• Overview and Scrutiny Committee</li> </ul> <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide  
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

# Overview & Scrutiny

No Direct Ward Relevance

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### 12. 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	Borough Director
	Consideration of the Forward Plan	Borough Director
	Consideration of Executive Committee key decisions	Borough Director
	Call-ins (if any)	Borough Director
	Consideration of Overview and Scrutiny Actions List	Borough Director
	Referrals from Council or Executive Committee, etc. (if any)	Borough Director
	Task & Finish Groups - feedback	Relevant Lead Director
	Committee Work Programme	Borough Director
	<b>REGULAR ITEMS</b>	
	Quarterly Performance Report	Borough Director
	Quarterly Budget Monitoring Report	Borough Director
	Review of Service Plans 2007/10	Relevant Lead Director

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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>7th February 2008</b>	<p><b>REGULAR ITEMS</b></p> <p>Portfolio Holder Annual Report - Leisure and Tourism (Cllr Malcolm Hall)</p>	<p>Relevant Lead Director</p>
<b>27th February 2008</b>	<p><b>REGULAR ITEMS</b></p> <p>Quarterly Performance Report</p> <p>Quarterly Budget Monitoring Report</p>	<p>Relevant Lead Director</p> <p>Relevant Lead Director</p>
<b>27th February 2008</b>	<p><b>REGULAR ITEMS</b></p> <p>Portfolio Holder Annual Report - Local Environment, Planning and Transport (Cllr Greg Chance)</p>	<p>Relevant Lead Director</p>



# Overview & Scrutiny

Committee

7th February 2008

<b>19th March 2008</b>	<b>REGULAR ITEMS</b>  Portfolio Holder for Community Leadership and Partnership (Cllr Phil Mould).	Relevant Lead Director
<b>9th April 2008</b>	<b>REGULAR ITEMS</b>  Annual Overview and Scrutiny Report 2007/08	Borough Director
<b>OTHER ITEMS - DATE FIXED</b>		
<b>7th February 2008</b>	Setting the Work Programme - Discussion	Relevant Lead Director
<b>7th February 2008</b>	Reporting Council Priorities: Proposed Task and Finish Group	Relevant Lead Director
<b>19th March 2008</b>	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 – Recommendations	Relevant Lead Director
	Gypsies and Travellers Task and Finish Group – Start of Group Activity	Relevant Lead Director
	Third Sector Task and Finish Group – Start of Group Activity	Relevant Lead Director

