

Overview and Scrutiny Committee

Wed 27 Feb
2008
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

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

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

Wednesday, 27 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

1. Apologies and named substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee. (No Specific Ward Relevance)
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip. (No Specific Ward Relevance)
3. Minutes (Pages 1 - 8)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes attached) (No Specific Ward Relevance)
4. Actions List (Pages 9 - 12)	To note the contents of the Overview and Scrutiny Actions List. (Report attached) (No Specific Ward Relevance)
5. Call-in	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny. (No separate report). (No Specific Ward Relevance)

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<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>(No Specific Ward Relevance)</p>
<p>7. Task & Finish Groups - Progress Reports (Pages 13 - 24)</p>	<p>To consider progress to date on current scrutiny reviews against the terms set by the Overview & Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none">1. Communications Task and Finish Group (Stage One), Chair - Councillor J. Brunner.2. District Centres Task and Finish Group, Chair - Councillor A. Fry.3. Fees and Charges Task and Finish Group, Chair - Councillor C. MacMillan. <p>(Oral reports and / or reports to follow)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Joint Scrutiny Exercise on Flooding</p>	<p>To consider further developments in the joint scrutiny exercise on flooding.</p> <p>(Oral report)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Community Safety Performance Data – Preferred Presentation Style</p>	<p>Members to consider what style and frequency would be preferred for the presentation of community safety performance information by Officers. Members to refer to</p>

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<p>(Pages 25 - 28)</p>	<p>options provided by Members and / or to make additional recommendations considered necessary.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>10. Overview and Scrutiny – Draft Interim Audit Report</p> <p>(Pages 29 - 40)</p>	<p>Members to consider the attached report. Members to note and / or make recommendations based on the comments contained within the report.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>11. Portfolio Holder Annual Report - Local Environment, Planning and Transport (Cllr Greg Chance)</p>	<p>To receive a presentation from the Portfolio Holder for Local Environment, Planning and Transport providing a brief overview of the Portfolio followed by a wider question and answer session.</p> <p>(Oral report)</p> <p>(No Specific Ward Relevance)</p>
<p>12. Quarterly Budget Report – October – December 2007</p> <p>(Pages 41 - 50)</p>	<p>To consider the Council’s budget report data for the third quarter of the year.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

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13. Referrals	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>(No Specific Ward Relevance)</p>
14. Work Programme (Pages 51 - 54)	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
15. Exclusion of the Press and Public	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>"That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act".</p> <p>(No Specific Ward Relevance)</p>



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MINUTES

Present:

Councillor Colin MacMillan (Chair), and Councillors K Banks, J Brunner and D Taylor

Also Present:

Mr M Chawner (Borough Tenants' Panel Representative).

Non- Members:

M Hall and D Hunt

Officer:

S Skinner

Committee Services Officer:

J Bayley

110. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Cookson and Thomas.

111. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

112. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on the 16th of January 2008 be confirmed as a correct record and signed by the Chair.

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Chair

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113. ACTIONS LIST

The Chair reminded Members that this item had been approved at the last meeting. He explained that Members would be asked to note both actions that had been completed and outstanding actions at following meetings.

RESOLVED that

the contents of the Actions List be noted.

114. CALL-IN

Members received the Decision Notice from the meeting of the Executive Committee held on Wednesday, the 30th of January 2008.

No call-ins were required.

115. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

The Chair reminded Members that he had been tasked with completing a scoping document on the subject of the Council's priorities at a previous meeting of the Overview and Scrutiny Committee. He noted that a draft copy of this scoping document had been completed and sent to Members for their consideration. The Chair suggested that the contents of this document should be considered further by Members following the completion of the ongoing scrutiny exercises. Members agreed to consider the document at a meeting of the Committee on Wednesday the 9th April 2008.

Members discussed a proposal to scrutinise the Business Centres which had been suggested at a meeting of the Council on Monday the 28th January 2008. The Chair informed Members that Officers would be producing a report on the subject of the Business Centres for the consideration of the Executive Committee. He suggested that a scoping document for the exercise would need to incorporate the contents of this Officer report. Members agreed, therefore, to postpone deliberation of this proposed scrutiny exercise until the Officer report was available for consideration.

RESOLVED that

- a) **the draft scoping document be made available for consideration at a meeting of the Overview and**

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Scrutiny Committee on Wednesday the 9th April 2008;and

- b) **Members consider the proposal for a scrutiny review of the Business Centres following the submission of an Officer report to the Executive Committee on the subject.**

116. TASK AND FINISH GROUP PROGRESS

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 Two)
– Chair Councillor J. Brunner.

The Chair of the Communications Task and Finish Group explained that the Group had completed much of the second stage of the exercise. She informed Members that the Group would be ready to report the majority of their second stage recommendations at a meeting of the Committee on Wednesday the 19th March 2008. She added that the presentation would consist of a simple power point presentation and oral report.

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

In the absence of the Chair, Officers provided an oral update on the progress of the Task and Finish Group. Officers informed Members that the Group had considered issues such as the ground surface at Winyates District Centre and would be considering the presentation of commercial shutters for the shop units at the district centres and signage. Officers confirmed that the Task and Finish Group was due to report final recommendations to the Committee on Wednesday the 19th March 2008.

The Chair noted that there was as yet no scoping document for the District Centres Task and Finish Group exercise and that this made it hard for the parent Committee to assess progress against the aims of the review.

Members therefore asked the Group to agree clear targets and to complete a scoping document for the exercise.

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Members further requested that these proposals should be reported at the following meeting of the Overview and Scrutiny Committee.

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

The Chair of the Fees and Charges Task and Finish Group explained that the Group was reviewing the presentation of fees and charges data to Councillors. The Chair showed Members a copy of a draft template that he had developed for the presentation of this information and explained that the Group intended to identify ways to ensure that this information was presented in a transparent manner.

The Chair informed Members that the Group had been considering the contents of a report entitled 'Positively Charged' that had been published by the Audit Commission in January 2008. He explained that the Audit Commission had noted that relatively few local authorities had established charging policies. The Chair informed Members that the Group had, therefore, agreed to postpone consideration of the fees and charges levied by each service and instead would be concentrating on developing recommendations for a Redditch Borough Council charging policy.

The Chair explained to Members that the Group would hold a series of meetings to consider the appropriate contents for a charging policy and would be consulting relevant senior Officers. He informed Members that the Group would report recommendations about a charging policy to the Overview and Scrutiny Committee on Wednesday the 9th April 2008.

RESOLVED that

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

117. JOINT SCRUTINY EXERCISE ON FLOODING

Officers informed Members that a meeting of the Joint Scrutiny Group had occurred on Monday the 4th February 2008. Officers explained that a report had been produced by Councillor Chalk, the representative for Redditch Borough Council on the Joint Scrutiny exercise, for the consideration of Members. Members noted that the minutes from the meeting of the Joint Scrutiny Group had also

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been provided for their consideration.

RESOLVED that

the Committee note the content of these reports, all as detailed in the preamble above.

118. PORTFOLIO HOLDER ANNUAL REPORTS – COUNCILLOR HALL PORTFOLIO HOLDER FOR LEISURE AND TOURISM

Councillor Hall gave his Portfolio Holder report to the Committee, illustrated by a Powerpoint presentation.

Councillor Hall referred to the four themes that Members of the Committee had asked him to cover in his Annual Report. He informed Members that he felt that the responsibilities of the Portfolio Holders had not been clearly defined. He explained to Members that he did not have explicit control over budgets and resources within the remit of his portfolio. However, he added that the services within the remit of his portfolio were largely discretionary and therefore had significant resource and financial implications for the Council.

Councillor Hall explained that he met regularly with senior Officers who deliver the services within the remit of his portfolio. Councillor Hall informed Members that he had met with Officers to discuss an annual event that would celebrate the Paolozzi mosaics in the Kingfisher Shopping Centre. He explained that this event would be held at a minimal cost to the Council and that a variety of activities would be organised to mark the occasion. He added that he was interested in introducing a calendar of the Paolozzi mosaics, and that any money raised through selling the calendars would be invested in the Arts.

Councillor Hall explained that as Chair of the Leisure Contracts Advisory Panel he had been involved in reviewing the development of the Abbey Stadium. He informed Members that he was enthusiastic about the development of the Stadium and was encouraging Officers to ensure that it had both a “fun pool” and an eight lane pool suitable for competitions. He added that he had been encouraging Officers to investigate options for a “virtual room”, where visitors would be able to use the latest computer equipment.

Councillor Hall advised that he had recently visited the Kingsley, Arrow Vale sports facilities and Hewell Road Pool. He noted that there would be capital investment to improve the facilities. He

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added that Officers had made a bid for funding to invest in an adventure playground at Morton Stanley Park. He explained that the money would also be invested in Play Rangers who would support activities for adolescents based within the town.

Councillor Hall explained that Officers would be introducing improved signage at the Forge Mill Museum. He informed Members that Officers were investigating changes to the displays inside the Mill and that Officers would be introducing a café within the grounds of the museum. He added that the Council was investigating opportunities to enable more performances to take place within the grounds.

Councillor Hall informed Members that he was concerned that the Countryside Centre at Arrow Valley Park was in need of some improvement, particularly the cafeteria and toilet facilities. He explained to Members that Officers would be investigating options for improvement.

Councillor Hall informed Members that he had liaised with the former Head of Economic Development, before she left the Borough Council. He explained that since this Officer had left the Council, she had not been replaced. Members agreed that further work needed to be undertaken by the Council to address the needs of Economic Development.

Councillor Hall was asked to explain what decision-making powers, if any, he believed should be granted to Portfolio Holders. Councillor Hall commented that Portfolio Holders should continue to have no, or limited, influence over spending. He suggested instead that Portfolio Holders could influence budget spending and that senior Officers should be required to liaise with relevant Portfolio Holders more routinely over spending and other decisions.

The Chair thanked Councillor Hall for his presentation.

RESOLVED that

the Committee note the contents of this report, all as detailed in the preamble above.

119. SETTING THE WORK PROGRAMME

Officers advised that they had been asked to investigate examples of best practice in Work Programme setting and to

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contact Officers at Wychavon District Council to discuss the method utilised by that local authority.

Officers explained to Members that at Wychavon District Council Members attended an away-day over the Christmas period to work up Work Programme. Officers further explained that during this away-day Members selected a core number of scrutiny exercises, concentrating on subjects of relevance to the Council's core priorities. Officers added that the content of the Work Programme was regularly reviewed by Members at meetings of the Wychavon Overview and Scrutiny Committee.

Officers cautioned that, owing to the election by thirds system operated at Redditch Borough Council, it might be more appropriate for an away-day to take place following the local elections. The Chair noted that planning the Work Programme during an away day in May would be a constructive exercise for Members to undertake. However, he cautioned that both Members and Officers had to recognise that the Council only had the capacity and resources to sustain three major Task and Finish reviews at any one time.

The Chair suggested that effective scrutiny work required the commitment and enthusiasm of the Members involved in the exercise. Members, therefore, agreed that the members of the Overview and Scrutiny Committee would consult within their political groups to identify scrutiny topics that would interest Members. Officers were asked to undertake a similar process of consultation with other Council Officers.

The Chair suggested that Members would also need to review approaches to completing scoping documents. He suggested that Members and Officers needed to ensure that completed scoping documents were focused and easy to understand to ensure that Task and Finish Group work was delivered in a timely manner.

RESOLVED that

- 1) Members attend an away day in May 2008 to plan the Work Programme for the Overview and Scrutiny Committee;**
- 2) Members consult with other Members within their political groups to identify potential items for scrutiny; and**

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- 3) **Officers consult with other Officers to identify potential items for scrutiny**

all as detailed in the preamble above.

120. REFERRALS

There were no referrals.

121. WORK PROGRAMME

The Committee noted that two Task and Finish reviews were waiting to be implemented: the Gypsies and Travellers Review; and the Third Sector Review.

Members agreed to consider options for the introduction of these two reviews at the following meeting of the Committee.

RESOLVED that

the Committee Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.00 pm

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
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).
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. Officers are due to produce the next quarterly performance report for Member consideration on the 19th March. (TO BE DONE).
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.	OSSOs have informed the relevant Officers of this request. (TO BE DONE).

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.	Officers have investigated this matter further. IT Officers have requested that a couple of Member volunteers, who are interested in computers, to test access to the Ten System. Members to consider at the meeting of the Overview and Scrutiny committee on the 27th February. (DONE).
07/02/08	Officers to add consideration of the proposed scrutiny exercise into Council priorities to the Overview and Scrutiny Work Programme and agenda for the meeting of the Committee on the 9th April 2008.	OSSOs have recorded this item and date on the Work Programme. (DONE).
07/02/08	Officers to add consideration of the proposal to scrutinise the Council's Business Centres to the Work Programme. The date for consideration to be recorded once the Officer report has been provided for the consideration of Members.	OSSOs have recorded this item on the Work Programme. (DONE).
07/02/08	The Members of the District Centres Task and Finish Group to complete a scoping document for their exercise. The Chair of the Group to report the scope of the exercise back to the Overview and Scrutiny Committee on the 27th February 2008.	The Chair of the District Centres Task and Finish Group is due to present an interim report scoping the objectives of the exercise, explaining the recommendations reached so far and explaining the planned future work of the Group. (WILL BE DONE 27/02/08).
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.	OSSOs to liaise with other relevant Officers to make the required arrangements. (TO BE DONE).

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 OSSOs when this action has been completed. (TO BE DONE).
07/02/08	OSSOs to consult with other Officers within the Council to identify potential items for scrutiny.	OSSOs to liaise with other Officers over this request. (TO BE DONE).

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Crime and Anti-Social Behaviour at a Ward Level**Table 1: Criminal Offences by Ward, January 2006 to December 2007**

	Jan-Dec 06	Jan-Dec 07	% Change
Abbey	1,666	1,682	1.0%
Astwood Bank & Feckenham	208	232	11.5%
Batchley	502	601	19.7%
Central	574	573	-0.2%
Church Hill	693	657	-5.2%
Crabbs Cross	173	165	-4.6%
Greenlands	804	748	-7.0%
Headless Cross & Oakenshaw	446	410	-8.1%
Lodge Park	418	370	-11.5%
Matchborough	492	403	-18.1%
West	125	110	-12.0%
Winyates	590	608	3.1%
Redditch	6,691	6,559	-2.0%

Table 2: Anti-Social Behaviour Incidents by Ward, January 2006 to December 2007

	Jan-Dec 06	Jan-Dec 07	% Change
Abbey	1,533	1,258	-17.9%
Astwood Bank & Feckenham	345	258	-25.2%
Batchley	753	705	-6.4%
Central	568	526	-7.4%
Church Hill	969	704	-27.3%
Crabbs Cross	324	332	2.5%
Greenlands	1,194	1,061	-11.1%
Headless Cross & Oakenshaw	553	479	-13.4%
Lodge Park	465	427	-8.2%
Matchborough	644	504	-21.7%
West	167	173	3.6%
Winyates	648	588	-9.3%
Redditch	8,163	7,015	-14.1%

Table 3: Criminal Offences by Ward, April 2003 to December 2007

	Population (mid-2002 estimates)	2003-04				2004-05				2005-06				2006-07				2007-08		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Abbey	5,300	523	505	556	531	599	441	480	461	458	440	515	340	425	412	489	416	430	459	377
Astwood Bank & Feckenham	5,300	56	87	68	51	64	64	61	42	52	60	45	42	64	44	58	49	69	78	36
Batchley	6,500	253	184	180	169	204	175	162	140	139	156	129	111	159	128	104	163	150	144	144
Central	5,500	247	227	210	187	269	231	195	143	211	150	152	153	147	158	116	98	137	207	131
Church Hill	8,400	246	252	192	211	218	234	269	174	192	242	182	170	186	180	157	145	198	162	152
Crabbs Cross	5,700	82	72	44	77	98	57	62	50	34	48	53	33	55	45	40	29	54	35	47
Greenlands	8,400	321	345	325	251	317	262	246	229	256	188	207	199	194	208	203	223	223	174	128
Headless Cross & Oakenshaw	8,600	168	134	158	141	203	141	121	153	130	119	145	100	124	116	106	88	112	106	104
Lodge Park	5,100	202	166	131	146	159	130	115	99	113	114	119	96	116	103	103	109	89	91	81
Matchborough	6,000	152	146	174	184	156	162	160	130	132	113	80	128	155	117	92	89	110	104	100
West	5,600	70	43	38	48	84	48	46	28	33	43	41	30	37	25	33	23	25	33	29
Winyates	8,600	283	235	274	235	205	245	232	185	224	182	174	165	135	145	145	158	164	118	168
Redditch Average	78,900	217	200	196	186	215	183	179	153	165	155	154	131	150	140	137	133	147	143	125

Quarter 1: April to June
 Quarter 2: July to September
 Quarter 3: October to December
 Quarter 4: January to March

Table 4: Anti-Social Behaviour by Ward, April 2003 to December 2007

	Population (mid-2002 estimates)	2004-05				2005-06				2006-07				2007-08		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Abbey	5,300	192	299	366	286	321	286	281	259	392	525	357	310	377	311	260
Astwood Bank & Feckenham	5,300	33	73	51	40	67	69	44	67	102	99	77	56	73	86	43
Batchley	6,500	89	161	156	152	187	178	173	114	214	245	180	152	199	176	178
Central	5,500	95	106	144	123	119	134	126	105	164	173	126	137	127	142	120
Church Hill	8,400	117	167	173	180	239	189	199	163	326	310	170	171	201	201	131
Crabbs Cross	5,700	40	28	58	42	50	64	59	31	99	98	96	60	104	105	63
Greenlands	8,400	169	256	228	233	272	281	206	225	339	351	279	235	307	262	257
Headless Cross & Oakenshaw	8,600	70	99	131	150	162	186	125	101	150	177	125	121	137	105	116
Lodge Park	5,100	82	148	87	118	154	187	118	88	147	153	77	74	117	140	96
Matchborough	6,000	60	116	115	108	138	115	115	93	196	222	133	96	168	142	98
West	5,600	46	34	41	31	63	57	24	46	52	31	38	48	49	38	38
Winyates	8,600	116	132	134	156	155	168	142	116	182	192	158	136	148	163	141
Redditch Average	78,900	92	135	140	135	161	160	134	117	197	215	151	133	167	156	128

Quarter 1: April to June
Quarter 2: July to September
Quarter 3: October to December
Quarter 4: January to March

Overview and Scrutiny Audit Report

This year new Overview and Scrutiny processes were introduced at Redditch Borough Council. The Council adopted a single Overview and Scrutiny Committee. One of its primary functions is to commission detailed review work from Task and Finish Groups. A number of Task and Finish Groups have since been launched involving non-executive Members and work is ongoing to complete these exercises.

The Chair of the Overview and Scrutiny Committee has requested that an unofficial audit be undertaken by the Overview and Scrutiny Support Officers to assess the effectiveness of the new processes and to make recommendations about how best to improve the process in future years.

The following table addresses issues that are of relevance to the Overview and Scrutiny process. The content of this report addresses both the successful features of the current processes; areas of potential weakness; and actions that could be undertaken to improve the process in future.

1. New Overview and Scrutiny Arrangements

This year the Council changed the democratic structures for the scrutiny process by reducing the number of Overview and Scrutiny Committees to one parent Overview and Scrutiny Committee. One of its primary functions is to act as a commissioning body. Therefore, this year Members have concentrated more than in previous years upon scrutinising issues through specific Task and Finish Group exercises. The Committee has been steered by both a new Chair and a new Vice-Chair and supported by two new Overview and Scrutiny Support Officers.

ACTION: Members to note these comments.

2. Chairs' Briefing

Prior to every Overview and Scrutiny Committee meeting the Overview and Scrutiny Support Officers meet with the Chair and Vice-Chair of the Committee for a 'Chairs' Briefing'. This meeting provides a useful opportunity for the Chair and Vice-Chair to go through the agenda, to identify urgent business and to clarify points that may be raised during the meeting.

ACTION: The Chair's Briefing meeting should continue to take place.

3. Service Plans, Quarterly Performance and Budget Monitoring Reports

The Overview and Scrutiny Committee receives a copy of the Council's Service Plans annually and performance and budget monitoring reports on a quarterly basis. The Chair and Vice-Chair have expressed an interest in receiving formal presentations by Senior Officers to accompany the written documents to help clarify the contents of these reports and help Member understanding. Officers have already started to address the presentation of the quarterly performance report and the proposed scrutiny exercise exploring the Council's priorities, which was recently proposed by the Chair of the Committee, may help Members and Officers to add real value.

ACTION: Further consideration to be given to the presentation and treatment of the Council's Service Plans, quarterly monitoring and budget reports.

4. New Members

To ensure that new members of the Council understand the role of Overview and Scrutiny in the Council's democratic process it would be useful for any who are not appraised with the Overview and Scrutiny Committee to attend at least one meeting of the Committee. Corporate Induction training, which should introduce all Members to Overview and Scrutiny, should continue to be provided.

ACTION: New Members to attend at least one meeting of the Overview and Scrutiny Committee.

5. Apologies

Members need to be as timely as possible when tendering apologies for Overview and Scrutiny Committee and Task and Finish Group meetings.

ACTION: Members to give apologies for absence in advance of meetings.

6. Overview and Scrutiny Committee Agenda

This year the Overview and Scrutiny Committee has established a largely mechanistic agenda that was designed to enable the Committee to progress through the business of the meeting. The Chair and Vice-Chair propose that in future years the agenda should allow Members to focus on subjects of interest to enable the Committee to contribute more directly to the policy review process. It is further proposed that in future years the agenda should be used to engage all Members on the Committee in an initial discussion of proposed scrutiny exercises prior to scoping documents being prepared and submitted. As a consequence, the Committee may produce more recommendations through shorter review work as well as identify the scope for Task and Finish Group activities collectively.

ACTION: The agenda to be constructed to allow Members to be directly involved in the discussion and review of items of interest.

7. Call-in and the Forward Plan

At present there is a standard item on the agenda that requires Members to address the Decision Notice and to indicate whether they would like to Call-in any of the key decisions that were made at the preceding Executive Committee meeting. This item has not resulted in any call ins or discussions of Executive decisions. In addition, Members are not required to review the contents of the Forward Plan until they consider the Work Programme. Unfortunately this has encouraged the Committee to focus on the Work Programme to the detriment of consideration of the Forward Plan. To address this situation it might be appropriate to ensure that both documents are addressed together as a standard item on the agenda.

ACTION: The Overview and Scrutiny Committee to add consideration of the need for any call-ins and the Forward Plan as a standard item on their agenda.

8. Relations between the Executive and Overview and Scrutiny Committees

Interaction between the Executive Committee and Overview and Scrutiny Committee is minimal. Progress has been made this year as Portfolio Holders have been required, for the first time, to present Annual Reports to the Overview and Scrutiny Committee. However, Members may want to strengthen links further to build more productive working relationships with the Executive Committee and to effectively influence the Executive Committee when making recommendations about policy development.

ACTION: Members to investigate further ways to strengthen the links between the Overview and Scrutiny Committee and the Executive Committee.

9. Setting the Work Programme

This year the Work Programme has been reviewed at every meeting of the Committee. However, the Overview and Scrutiny Members identified a need to improve the management of the Work Programme in future years. The Committee Members, based on examples of best practice at other local authorities, have agreed to attend a Planning Day in May 2008 to organise the Work Programme for 2008/09. During the away-day Members will prioritise items for scrutiny. This Planning Day should reinforce the fact that this is a Member led process by enabling Members to identify dates and presentation styles for the various pieces of work that are presented to the Committee throughout the year. Members could reinforce the links between the Overview and Scrutiny and the Executive Committees by engaging Executive

Members in the Planning Day activities.

ACTION: Members to attend a Planning Day in May 2008 to set the Overview and Scrutiny Work Programme.

10. Portfolio Holder Annual Reports

These reports were introduced for the first time this year. The Chair and Vice-Chair have agreed that the arrangements for these presentations need to be reviewed. Members have appreciated the initial presentations which have acted as an introduction to the work of the Portfolio Holders. The Chair and Vice-Chair suggest that in future years the Portfolio Holders should be required to concentrate on reporting developments relevant to their Portfolio and the actions that they have undertaken as Portfolio Holder. The Chair and the Vice-Chair request that all Overview and Scrutiny Members are well prepared in advance of these presentations in such a way to listen to and to question the Portfolio Holders constructively.

ACTION: Portfolio Holder Annual Reports to adapt in future years to reflect developments relevant to the Portfolios and the action of the Portfolio Holders.

11. Director Annual Reports

The Chair and the Vice-Chair of the Overview and Scrutiny Committee have noted that the Council's priorities largely reflect the directorate responsibilities of the Council. The Chair and Vice-Chair have therefore requested that the Council's four Directors, like the Portfolio Holders, produce Annual Reports for the consideration of the Overview and Scrutiny Committee. Members would consider the contents of these reports with a view to identifying items / policies / activities that might require further scrutiny.

ACTION: The four Directors to present Annual Reports to the Overview and Scrutiny Committee.

12. Involving the Public in Overview and Scrutiny

Members of the public have been engaged in specific pieces of scrutiny work. In addition, the Overview and Scrutiny Support Officers regularly update the content of the Overview and Scrutiny web pages on the Council's website. However, the frequency with which members of the public access this web

based information is difficult to determine. Moreover, more could be done to engage with people in the local community. In particular, Members could publish press releases advertising the work of particular Task and Finish Groups when Members of a Group believe that the exercise might benefit from engagement with the public and / or where a matter is felt to be in the public interest.

ACTION: Members to explore options for engaging further with the public as part of the Overview and Scrutiny process.

13. Chairing Task and Finish Groups

Members of the Overview and Scrutiny Committee are required to Chair Task and Finish Group exercises. There have been concerns about the capacity of Overview and Scrutiny Members to Chair all Task and Finish Groups. It may be advisable, therefore, to ensure that members of the Committee Chair only one Task and Finish Group each at any one time. This role enhances the status of Overview and Scrutiny Members. It also provides Members on the Overview and Scrutiny Committee with an opportunity to develop their chairing skills so there would be benefits to continuing with this approach.

ACTION: Members of the Overview and Scrutiny Committee to continue to Chair Task and Finish Group exercises.

14. Scoping Document

This year the scoping document for proposed Task and Finish Groups has been developed in line with examples of best practice. The document is a useful mechanism for contextualising the topic and for identifying the aims and objectives of the exercise. However, the layout of this document needs to be simplified, possibly into a one page format. The content of this document should contain a realistic estimated completion date for the exercise.

ACTION: The layout of the scrutiny scoping document to be simplified.

15. Launching Task and Finish Group Exercises

The scoping document provides the framework for the Task and Finish Group exercise. Therefore, it is important for the Members on the Task and Finish Group to be familiar with the contents of the scoping document. To embed

this familiarity the first meeting of any Task and Finish Group should focus upon familiarising the Members on the Group with the contents of the document and requirements of the review. Generally, issues which are to be subject to a scoping document should be subject to a wide ranging discussion by members of the Overview and Scrutiny Committee.

ACTION: The first meeting of a Task and Finish Group exercise to focus on familiarising Members of the Group with the contents of the scoping document.

16. Number of Members on a Task and Finish Group

This year either five or eight Members have participated in Task and Finish Group exercises. A membership of five has proved to be more manageable. Groups of eight Members are less flexible as it can be difficult to organise meeting dates which a majority of Members can attend. Also, when there are high numbers of Councillors participating in Task and Finish Group exercises there can be capacity problems.

ACTION: Each Task and Finish Group to have a maximum of five Members.

17. Selecting Members for Task and Finish Group exercises

More effective use could be made of the Members who are available to take part in Task and Finish Group exercises. When Members volunteer for new Task and Finish Groups they should take account of their current commitments and their ability to commit time and effort to the exercise. This should help to address capacity problems by ensuring that some Members do not feel overwhelmed by scrutiny work whilst other Members do not feel they are missing an active role in the Council. The Chair and Vice-Chair should reflect on these capacity issues when confirming final membership of a Task and Finish Group activity.

ACTION: Member capacity should be considered when arranging membership for Task and Finish Group exercises.

18. Number of Task and Finish Groups

The number of Task and Finish Groups in operation at any one time requires consideration. This year the Task and Finish Groups that have been

established have tended to focus on large strategic issues. This does enable non-executive Members to contribute significantly to policy development in areas of importance to the Council. However, these topics are so wide ranging that they will take a long time to complete, thereby reducing the number of recommendations that can be issued through the Overview and Scrutiny process during the year. It may be useful in future years for Members to agree a balance of strategic review pieces and short, sharp reviews.

ACTION: Members to have a mix of strategic Task and Finish Group activities and short, sharp reviews in future years.

19. Timescales for Task and Finish Group meetings

Arrangements need to take into account Member capacity as well as the capacity of the two Overview and Scrutiny Support Officers to support meetings and the capacity of other officers required from time to time. Members need to recognise that when Officers are invited to attend meetings Members need to give Officers at least five working days notice about the subject / questions that they will be required to discuss as this provides them with time to prepare answers. Members need to be realistic about timescales and need to recognise that if they are requesting a lot of work Officers will probably need more than five working days to respond. However, meetings need to take place more frequently than once a month to ensure that a scrutiny exercise maintains momentum. Therefore, meetings every two-to-three weeks would probably be the most suitable arrangement for Task and Finish Group exercises.

ACTION: Task and Finish Groups to meet once every two-to-three weeks.

20. Presentation of Task and Finish Group recommendations

Members should have the flexibility to present recommendations in a manner that is appropriate for a particular Task and Finish Group exercise. The most appropriate arrangement could be decided by the Members of the Group.

ACTION: Recommendations to be presented in the most appropriate manner for the specific Task and Finish Group exercise.

21. Member concerns about Task and Finish Group exercises

Task and Finish Group Chairs should make sure they get the best out of Task and Finish Group Members and should regularly canvass Members to make sure all concerns and issues are recognised and addressed. Task and Finish Group Chairs should make sure that the Overview and Scrutiny Committee Members are fully aware and appraised of any concerns and issues associated with Task and Finish Group topics.

ACTION: Members to express any concerns they may have about a particular Task and Finish Group exercise.

22. Task and Finish Group reports at the Overview and Scrutiny Committee

Chairs of Task and Finish Groups need to be challenged more rigorously about the progress of Task and Finish Groups when reports are delivered at meetings of the Overview and Scrutiny Committee. The Chair and Vice-Chair suggest that each Task and Finish Group Chair should be required to complete a written checklist for each meeting of the Committee. This would provide the basis for further Member questions, should enable the Committee to identify any problems and to consider possible ways to resolve the situation.

ACTION: Task and Finish Group Chairs to complete written checklists when reporting to the Overview and Scrutiny Committee and Committee Members to question the progress of Group exercises more rigorously.

23. Member Led Process: Interpretation

Members should encourage senior/expert Officers to contribute during Task and Finish Group exercises. This should not detract from the exercise being Member led. Final decisions are always made by Members. Moreover, contributions from expert witnesses are essential, as they can provide the details that will ensure final recommendations are evidence-based.

ACTION: Members to note that involving expert witnesses in scrutiny exercises will not detract from the process being Member led.

24. Senior Officer Induction Training

Senior Officers should receive some explanation and / or training to familiarise them with the role of Overview and Scrutiny in the Council's democratic system as part of their induction. This would ensure that senior Officers, many of whom will be invited to attend meetings of the Committee, are familiar with the process. Senior Officers should also be provided with updated information about developments in Overview and Scrutiny to retain familiarity with current practice. Officer understanding about how the Overview and Scrutiny process operates should then cascade down the organisation.

ACTION: An introduction to the Overview and Scrutiny process to be included in the induction training for senior Officers.

25. Officer Reports to Overview and Scrutiny

If Members have requested information from specific Officers for a particular meeting, the Overview and Scrutiny Support Officers will request that information and lobby Officers on their behalf. However, to ensure that the Members get that information by the date required, it would be useful if Members could emphasise the fact that the information must be timely directly with the relevant Officers.

ACTION: Members to be prepared to liaise directly with Officers.

26. Councillor Calls For Action: Future Consideration

The Councillor Call for Action was raised as an issue at a meeting of the Overview and Scrutiny Committee and was referred to the Executive Committee for consideration. Further consideration must be given to how this will work in practice at Redditch Borough Council and a formal process agreed (there are implications for individual Councillors and the Executive Committee as well as for the Overview and Scrutiny Committee).

ACTION: Members to consider the implications of Councillor Calls for Action for the Overview and Scrutiny process.

27. Joint Scrutiny

The Council may need to review joint scrutiny arrangements once the current flooding scrutiny exercise is completed. The Redditch Borough Council representative for this exercise could be invited to contribute to this discussion.

ACTION: To review joint scrutiny arrangements upon the completion of the Worcestershire flooding exercise.

DRAFT

Overview & Scrutiny
Committee

27th February 2008

7.00pm

Committee Room 2, Town Hall

ITEM 12

**QUARTERLY BUDGET REPORT:
OCTOBER – DECEMBER 2007**

COVER PAGE

Borough Director Quarterly Monitoring Report

Finance

Budget for the year Actuals Apr - Dec

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	385,350.00	261066.15	67.75
TRANSPT	Transport Expenses	240.00	83.33	34.72
SUPPSERV	Supplies And Services	18,040.00	14531.92	80.55
CONTRIB	Other Grants Reimbur & Contrib	-1,100.00	-786.74	71.52
CUSREC	Customer & Client Receipts	-10,000.00	-8694.25	86.94
		398,700.00	277177.52	69.52

Staff vacancies pending review

In Curtilage Car Parking

Group	Description	Budget	Actuals	%
SUPPSERV	Supplies And Services	10,000.00	1729.92	17.30
		10,000.00	1729.92	

low take up of scheme

Local Taxation

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	357,680.00	222743.85	62.27
TRANSPT	Transport Expenses	500.00	164.42	32.88
SUPPSERV	Supplies And Services	5,050.00	3038.97	60.18
CONTRIB	Other Grants Reimbur & Contrib	-30.00	-18.16	60.53
		363,200.00	225929.08	

Staff vacancies - new staff now appointed

HOUSING REVENUE ACCOUNT

Budget
for the year
£

Actual
Apr-Dec
£

%

Communal Services

Group	Description	Budget	Actuals	%
PREMISES	Premise Expenses	1,141,310.00	66549.45	6
	Sum:	1,141,310.00	66549.45	6

Landscape and abandoned vehicle charges input at year end

Rents, Rates, Taxes & Oth Chgs

Group	Description	Budget	Actuals	%
PREMISES	Premise Expenses	221,020.00	220511.90	100
	Sum:	221,020.00	220511.90	100

Full year payments made

St.David'S Hse - Landlord

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	7,530.00	5046.17	67
PREMISES	Premise Expenses	40,810.00	27417.32	67
TRANSPT	Transport Expenses	20.00	15.42	77
SUPPSERV	Supplies And Services	4,270.00	807.26	19
CAPFIN	Capital Financing Costs	2,880.00	2161.98	75
	Sum:	55,510.00	35448.15	64

Post vacancies

Tenant Compact

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	106,730.00	70901.63	66
TRANSPT	Transport Expenses	1,500.00	746.81	50
SUPPSERV	Supplies And Services	6,430.00	1698.68	26
CONTRIB	Other Grants Reimbur & Contr	-20.00	-9.09	45

Vacant post

	Sum:	114,640.00	73338.03	64
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Upper Norgrove (Landlord A/C)

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	36,290.00	26572.78	73
PREMISES	Premise Expenses	31,070.00	16653.18	54
TRANSPT	Transport Expenses	80.00	53.63	67
SUPPSERV	Supplies And Services	8,350.00	4324.27	52
CONTRIB	Other Grants Reimbur & Contr	-600.00	-600.00	100
CUSREC	Customer & Client Receipts	0.00	0.00	0
	Sum:	75,190.00	47003.86	63

Lower than expected energy bills

HOUSING GENERAL FUND

Budget
for the year
£

Actual
Oct-Dec
£

%

Bed And Breakfast Payments

Group	Description	Budget	Actuals	%
SUPPSERV	Supplies And Services	63,100.00	23511.75	37
CUSREC	Customer & Client Receipts	-50,000.00	-4734.24	9
	Sum:	13,100.00	18777.51	0

Awaiting income payments

Comm Warden Service Support

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	633,610.00	462631.34	73
TRANSPT	Transport Expenses	32,700.00	22451.38	69
SUPPSERV	Supplies And Services	16,180.00	3609.25	22
CONTRIB	Other Grants Reimbur & Contr	-606,770.00	-422307.50	70
CUSREC	Customer & Client Receipts	-60,000.00	0.00	0
	Sum:	15,720.00	66384.47	0

Contribution from HRA at year end

Energy Monitoring

Group	Description	Budget	Actuals	%
PREMISES	Premise Expenses	6,040.00	6042.88	100
SUPPSERV	Supplies And Services	14,400.00	7900.00	55
	Sum:	20,440.00	13942.88	68

Third quarter payment to be made

Equip & Adapts Cont

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	234,590.00	152427.93	65
TRANSPT	Transport Expenses	41,380.00	19976.77	48
SUPPSERV	Supplies And Services	105,380.00	62926.01	60

Salary savings due to long term sickness

THIRDPP	Third Party Payments	2,400.00	960.87	40
CONTRIB	Other Grants Reimbur & Contr	-50.00	-49.51	99
	Sum:	383,700.00	236242.07	62

Head Of Asset & Maint Services

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	29,790.00	4561.31	15
TRANSPT	Transport Expenses	1,000.00	0.00	0
SUPPSERV	Supplies And Services	2,150.00	27.62	1
	Sum:	32,940.00	4588.93	14

Vacant Post

Lifeline - Support

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	214,640.00	158042.48	74
PREMISES	Premise Expenses	0.00	1.18	0
TRANSPT	Transport Expenses	1,740.00	936.23	54
SUPPSERV	Supplies And Services	74,120.00	53358.23	72
CONTRIB	Other Grants Reimbur & Contr	-203,020.00	-156631.12	77
CUSREC	Customer & Client Receipts	-29,170.00	-234.00	1
	Sum:	58,310.00	55473.00	95

Awaiting contribution from HRA at year end

LEISURE, CUSTOMER & BUSINESS SUPPORT

Budget
for the year
£

Actual
Apr - Dec
£

%

One Stop Shops

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	854,260.00	624020.69	73
TRANSPT	Transport Expenses	1,000.00	437.26	44
SUPPSERV	Supplies And Services	21,340.00	16240.46	76
CONTRIB	Other Grants Reimbur & Contr	-205,510.00	-2007.88	1
CUSREC	Customer & Client Receipts	-4,150.00	-4235.25	102
	Sum:	666,940.00	634455.28	95

WCC invoiced in arrears
Income higher than anticipated

Pitcheroak Golf Course

Group	Description	Budget	Actuals	%
EMPLOYEE	Employee Expenses	43,210.00	32327.03	75
PREMISES	Premise Expenses	112,370.00	30943.05	28
SUPPSERV	Supplies And Services	5,690.00	2519.33	44
CAPFIN	Capital Financing Costs	15,690.00	11770.95	75
CUSREC	Customer & Client Receipts	-86,900.00	-67253.77	77
	Sum:	90,060.00	10306.59	11

Landscape costs recharged at year end

Playing Fields/Change Room

Group	Description	Budget	Actuals	%
PREMISES	Premise Expenses	108,930.00	41848.05	38
SUPPSERV	Supplies And Services	760.00	715.00	94
CAPFIN	Capital Financing Costs	3,480.00	2612.88	75
CUSREC	Customer & Client Receipts	-20,520.00	-14262.53	70
	Sum:	92,650.00	30913.40	33

Landscape costs recharged at year end
Seasonal expenditure

Overview & Scrutiny

No Direct Ward Relevance

Committee

27th February 2008

14. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - CHRIS SMITH)
	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
	REGULAR ITEMS	
	Quarterly Performance Report	Borough Director
	Quarterly Budget Monitoring Report	Borough Director
	Review of Service Plans 2007/10	Relevant Lead Director

Overview & Scrutiny

Committee

27th February 2008

	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the District Centres Task and Finish Group; 2. the Communications Task and Finish Group; 3. the Fees and Charges Task and Finish Group; and 4. the Joint Scrutiny Exercise into Flooding 	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
27th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Monitoring Report</p>	<p>Relevant Lead Director</p>
27th February 2008	<p>REGULAR ITEMS</p> <p>Portfolio Holder Annual Report - Local Environment, Planning and Transport (Cllr Greg Chance)</p>	<p>Relevant Lead Director</p>

Overview & Scrutiny

Committee

27th February 2008

19th March 2008	REGULAR ITEMS Portfolio Holder for Community Leadership and Partnership (Cllr Phil Mould).	Relevant Lead Director
9th April 2008	REGULAR ITEMS Quarterly Performance Monitoring Report	Relevant Lead Director
9th April 2008	Annual Overview and Scrutiny Report 2007/08	Borough Director
OTHER ITEMS - DATE FIXED		
19th March 2008	District Centres Task and Finish Group - Recommendations	Relevant Lead Director
19th March 2008	Fees and Charges Task and Finish Group – Interim Recommendations – Planning Charges.	Relevant Lead Director
OTHER ITEMS - DATE NOT FIXED	Community Calls for Action – Discussion Fees and Charges Task and Finish Group – Final Recommendations Gypsies and Travellers Task and Finish Group – Start of Group Activity	Relevant Lead Director Relevant Lead Director Relevant Lead Director

Overview & Scrutiny

Committee

27th February 2008

	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