

# Overview and Scrutiny Committee

Wed, 2nd Sept  
2009  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



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

---

**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**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: 01527 64252 (Ext. 3268 / 3267) Fax: (01527) 65216  
e.mail: [jess.bayley@redditchbc.gov.uk](mailto:jess.bayley@redditchbc.gov.uk) / [helen.saunders@redditchbc.gov.uk](mailto:helen.saunders@redditchbc.gov.uk)  
Minicom: 595528**

# 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 Walter Stranz Square.**

# 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, 2nd September, 2009

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs: P Mould (Chair) W Norton  
D Smith (Vice-Chair) J Pearce  
K Banks D Taylor  
G Chance D Thomas  
R King

<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>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>3. Minutes</b> (Pages 1 - 10)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.  (Minutes attached)  <b>All Wards</b>
<b>4. Actions List</b> (Pages 11 - 12)	To note the contents of the Overview and Scrutiny Actions List.  (Report attached)  <b>All Wards</b>
<b>5. Call-in and Pre-Scrutiny</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>All Wards</b>

# Overview and Scrutiny

Committee

Wednesday, 2nd September, 2009

<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> <p>(No reports attached)</p> <p><b>All Wards</b></p>
<p><b>7. Task and Finish Groups - Progress Reports</b></p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none"><li>1. Dial-A-Ride – Chair, Councillor R King; and</li><li>2. Neighbourhood Groups – Chair, Councillor K Banks.</li></ol> <p>(Oral reports)</p> <p><b>All Wards</b></p>
<p><b>8. Fees and Charges Task and Finish Group – Update</b></p> <p>(Pages 13 - 14)</p>	<p>To receive an update on the response to the planning charges recommendations made by the Fees and Charges Task and Finish Group.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>9. Town Centre Strategy</b></p>	<p>To undertake pre-scrutiny of the Town Centre Strategy and discuss the presentation by consultants Arup which was given on 20 August 2009.</p> <p>(Report to follow)</p> <p><b>All Wards</b></p>
<p><b>10. Portfolio Holder for Planning, Economic Development and Transport - Annual Report</b></p> <p>(Pages 15 - 18)</p>	<p>To receive a presentation from the Portfolio Holder for Environment, Planning and Transport based on questions proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>

# Overview and Scrutiny

Committee

Wednesday, 2nd September, 2009

<b>11. Portfolio Holder Annual Report - Questions</b>	<p>To consider and approve a series of questions for the Portfolio Holder for Housing, Local Environment and Health to address during his annual report before the Overview and Scrutiny Committee.</p> <p>(No separate report)</p> <p><b>All Wards</b></p>
<b>12. 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>All Wards</b></p>
<b>13. Work Programme</b> (Pages 19 - 24)	<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>All Wards</b></p>
<b>14. Exclusion of the Press and Public</b>	<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>







# Overview and Scrutiny Committee

---

Wednesday, 29 July 2009

## MINUTES

### Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, G Chance, R King, W Norton, D Taylor and D Thomas.

### Officers:

L Bellaby, S Hanley, B Houghton and S Mullins.

### Committee Services Officer:

J Bayley and H Saunders.

### 38. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received on behalf of Councillor Brunner, who had been expected to attend the meeting as the Portfolio Holder for Community Safety for Item Eight on the agenda.

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

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

### 40. MINUTES

#### RESOLVED that

**the minutes of the meeting of the Committee held on 8 July 2009 be confirmed as a correct record and signed by the Chair.**

### 41. ACTIONS LIST

The Committee considered the latest version of the Actions List. Specific mention was made of the following matters:

#### a) Scrutiny of the Countryside Centre

Members were informed that the Executive Committee had considered the Committee's suggestion that work examining

.....  
Chair

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

the future use of the Arrow Valley Countryside Centre be undertaken by the Overview and Scrutiny Committee as an alternative to commissioning consultants to review the subject. The Executive Committee had decided that they would employ consultants to undertake the work. However, they stated that if the Overview and Scrutiny Committee wished to conduct their own piece of work on this issue then they could do so. Alternatively, it had been suggested that the Overview and Scrutiny Committee could undertake pre-scrutiny of the consultant's report before the report was presented to the Executive Committee. Members agreed that they would prefer to pursue the pre-scrutiny option.

b) Letter of Thanks to John Rostill

The Committee was informed that, as requested at the previous meeting, Officers had contacted John Rostill, the Chief Executive of the Worcestershire Acute Hospitals NHS Trust, to thank him for providing the Committee with further information regarding public and private transport access to the Alexandra Hospital.

c) Proposed Scrutiny of the Local Strategic Partnership (LSP) and Local Area Agreement (LAA)

Members were informed that scoping documents had been completed outlining the possible terms of reference for reviews of the LSP and LAA as proposed by Councillor Thomas at the previous meeting of the Committee. A meeting had been arranged between Councillor Thomas, the Chief Executive, and the Overview and Scrutiny Support Officers to discuss the terms of reference further. These scoping documents would be presented to the Committee on 23 September.

d) Medium Term Financial Plan – Examples of Best Practice

The Chair informed the Committee that he had asked Officers earlier that day to find out if examples of best practice Medium Term Financial Plans had been identified by Officers. Officers confirmed that they had contacted the Head of Financial, Benefits and Revenue Services but that she had been in a meeting and unable to provide the information.

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

## RESOLVED that

- 1) **the Committee undertake pre-scrutiny of the consultant's report regarding the future use of the Arrow Valley Countryside Centre when completed; and**
- 2) **the Actions List be noted.**

## 42. CALL-IN AND PRE-SCRUTINY

The Chair referred to the Decision Notice of the Executive Committee which detailed the decisions relating to the Council Flat Communal Cleaning Task and Finish Group Final Report. He explained that the Executive Committee had approved the majority of the recommendations and that Officers could commence the statutory consultation process. There had been some debate regarding the statutory consultation process and Members had felt that before the Council could undertake this consultation process, Officers had to calculate the exact charge that tenants and leaseholders would be expected to pay if the cleaning contract was to be extended to all communal areas. The Chair expressed the view that this would be a difficult task as the cost would be dependant on the outcome of the renegotiation of the cleaning contract. He also explained that the Executive Committee had extended the consultation to cover those tenants living in the Council's sheltered accommodation that currently do not pay for the cleaning of their communal areas.

It was questioned how Members would be informed of the progress of the consultation. Officers explained that they could liaise with the lead Officers for this process to ensure that members of the Task and Finish Group had an opportunity to be involved. There would also be a chance for all Members of the Committee to track the progress of the recommendations through the standard Overview and Scrutiny monitoring procedures.

Councillor King expressed concern about the potential for a democratic discrepancy that may have occurred through the scheduling of recent Executive Committee and full Council meetings. He questioned how Members could call-in decisions made at the Executive Committee at their meeting on 22 July and the meeting held just before full Council on 27 July, as the resolutions had been approved at full Council on 27 July. Officers explained that even though full Council had considered decisions made by the Executive Committee on 22 July, Members still had the power to call these decisions in as the five day call-in period still

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

applied. With regards to the Executive Committee meeting held shortly before the full Council meeting on 27 July, Members were informed that the Executive had only made recommendations which could not be called in.

Councillor King went on to question how the recommendations made to full Council could be challenged. Officers suggested that if Members wished to raise concerns about the process they could ask the Overview and Scrutiny Committee to look at this.

There were no call-ins or suggestions for pre-scrutiny.

#### **43. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS**

There were no draft scoping documents.

#### **44. TASK AND FINISH GROUPS - PROGRESS REPORTS**

The Committee received reports in relation to current reviews.

##### a) Dial-A-Ride – Chair, Councillor R King

Councillor King explained that at the Group's previous meeting they had discussed their experiences of visiting the Dial-a-Ride Office. Members had viewed the system used to schedule the buses. They had noted that this system required a large amount of manual input by the operator for the system to work.

The Dial-A-Ride Manager had attended the meeting to discuss the service and to provide information that had been requested by the Group. Councillor King explained that unfortunately it had not been possible to provide this information to the Group. However, he explained that the Group needed to look at this information as it would help provide them with an idea of the current position for the service.

##### b) National Angling Museum – Chair, Councillor P Mould

This was discussed under Item Eleven on the agenda.

##### c) Neighbourhood Groups – Chair, Councillor K Banks

Councillor Banks informed the Committee that the Group was due to meet the following day where they would look at the feedback from the questionnaires that had been sent out

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

to Officers, Members and the Police. It was noted that there had been a good response to the questionnaire.

## **RESOLVED that**

**the Task and Finish Group update reports be noted.**

### **45. CRIME AND DISORDER SCRUTINY**

The Committee received a report by Officers which contained information regarding the recently introduced powers for Overview and Scrutiny to scrutinise the local Crime and Disorder Partnership (CDRP). Officers explained that the Council were required by provisions in the Police and Justice Act to establish a Committee or Panel to undertake the scrutiny of the CDRP. This Committee or Panel was required to meet a minimum of once a year but it was expected that any bespoke crime and disorder scrutiny committee or panel should be convened more frequently than this in order to undertake effective scrutiny.

The Council's constitution stated that the Overview and Scrutiny Committee should act as the Crime and Disorder Scrutiny Committee. However, there were several other models that could be implemented by the Council in order to comply with the legislation. Officers had identified three potential models. Each model had advantages and disadvantages.

The first model would require Members to use the Overview and Scrutiny Committee as the Crime and Disorder Scrutiny Committee. The second model involved establishing a stand alone panel which would be a sub-Committee of the existing Overview and Scrutiny Committee. A small number of Members would sit on this panel which would be chaired by a member of the Overview and Scrutiny Committee. The third option involved setting up a Joint Redditch and Bromsgrove Crime and Disorder Scrutiny Panel. However, it was noted that separate crime and disorder scrutiny procedures would still be required at each of the authorities.

The Chair explained that he had met with Officers and the Portfolio Holder for Community Safety to discuss the options that had been presented to Members. He suggested that the preferred model would be to establish a separate Crime and Disorder Scrutiny Panel. He explained that he felt that the first model of using the Overview and Scrutiny Committee would overburden the Committee which already had a busy Work Programme. Meanwhile, the third option of setting up a joint Committee might be problematic as there was still a requirement for each Council to

# **Overview and Scrutiny Committee**

Wednesday, 29 July 2009

---

have an additional structure to scrutinise crime and disorder issues. The majority of Members agreed with the Chair; though some Members noted that the Council should not abandon the idea of joint scrutiny for relevant reviews.

**RECOMMENDED that**

**the Council establish a Crime and Disorder Scrutiny Panel to undertake the scrutiny of the Crime and Disorder Partnership; and**

**RESOLVED that**

**the report be noted.**

**46. COUNCILLOR CALLS FOR ACTION**

The Committee considered the final version of the Council's proposed procedures for the Councillor Call for Action (CCfA) (Appendix A). Officers explained that they had utilised details about best practice procedures from other local authorities to produce a document bespoke to Redditch.

Members were informed that some minor changes had been made to the document since it had been printed. The Committee were informed that on page 18 of the agenda pack the second title had been changed to "What Issues are Excluded from Referral as a CCfA and what Happens with a Referral?". On page 19, the wording of the final paragraph regarding the order of response to a CCfA had been altered slightly and the number of levels of responses reduced from four to five. On page 20, the reference to the Councillor being informed of whether their CCfA had been successful had been removed and instead changed to reflect the fact that the Councillor would be informed of the date of when their CCfA would be considered by the Overview and Scrutiny Committee.

The document would also explicitly state that the councillor proposing the CCfA should attend the relevant meeting of the Overview and Scrutiny Committee to present their proposal. As a consequence the box on the CCfA Referral form which asked if Members wished to speak to the Overview and Scrutiny Committee had been removed. Finally, the part of the document relating to CCfA case studies had been altered to make "The Initial Issue Checklist" statements into questions.

# **Overview and Scrutiny Committee**

Wednesday, 29 July 2009

---

Members concluded by noting that it would be good practice to review the CCfA procedure once a couple had been completed.

## **RESOLVED that**

- 1) **the amendments detailed in the preamble above be made to the document; and**
- 2) **the report be noted; and**

## **RECOMENDED that**

**the Councillor Call for Action (CCfA) guidance for the Council be approved.**

## **47. PERFORMANCE MONITORING - OUTTURN REPORT**

The Committee considered the Council's performance outturn report for 2008/09. Officers reported that the performance report now provided information about performance in relation to the national set of indicators (NIs) including the indicators listed in the Local Area Agreement for Worcestershire. The figures collected for 2008/09 would form the baseline for future reporting by the Council. The Committee was informed that the indicators provided had been reported on an exception basis which included those indicators where targets had been exceeded and where targets had been missed.

The Chair explained that he had concerns about the Council's performance in relation to Indicator BVPI 79b "the amount of Housing Benefit overpayments recovered as a percentage of all Housing Benefit overpayments". He had asked Officers prior to the meeting to establish why the target for this indicator had not been met. Officers had provided a written explanation which noted that concerns over performance in this area had previously been identified by Members. Officers had responded by devising a Benefits Improvement Plan. This Plan was due to be considered by the Executive Committee on 26 August.

Members enquired how the target for each indicator was calculated. It was explained that targets were derived through a variety of methods; some were based on national best practice and national standards whilst some were based on historical performance data for the authority.

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

Members discussed the new Comprehensive Area Assessment (CAA) performance framework and questioned how the authority would be rated within this framework. Officers explained that it would be difficult to make a judgement at this stage. The Council was rated "Fair" under the previous performance management system. As part of the CAA process, the Council had completed: a Value for Money assessment; a Direction of Travel assessment; self assessment of Managing Performance; and a Use of Resources assessment. The feedback the Council had received from the Audit Commission in relation to these assessments had been positive as they had been regarded as being practical and realistic. Officers stressed that within the new performance management framework the standards were extremely high.

Members queried performance in relation indicators BVPI 16a, the percentage of local authority employees with a disability, and 17a percentage of local authority employees from minority ethnic communities. The Chair explained that as the numbers of disabled people working in the authority were small, any small change might have a major impact on the performance figures. Members also queried performance indicator LT1, total concessionary use of sports and leisure facilities. It was noted that the figures included one less sports centre facility due to the operation returning to a school. Members asked for clarification on these figures.

## **RESOLVED that**

- 1) **clarification be provided regarding the Council's performance in relation to Performance Indicators BVPI 16 and 17a and LT1 as detailed in the preamble above; and**
- 2) **the report be noted.**

## **48. NATIONAL ANGLING MUSEUM TASK AND FINISH GROUP - REPORT**

The Chair introduced the report produced by the National Angling Museum Task and Finish Group. He explained that the Group had recorded a series of actions that they wished the Committee to resolve rather than recommend. These actions needed to be undertaken by Officers before Members could proceed in assessing the viability of having a National Angling Museum in the town.

It was noted in relation to the first resolution that Officers would be staging a temporary fishing tackle exhibition at Forge Mill Needle



# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

Museum which would help to gauge interest in angling displays. Officers were also scheduled to meet with a Regional Manager from the Heritage Lottery Fund. During this meeting Officers would discuss the feasibility of obtaining funds from the Heritage Lottery Fund and other external sources of funding to establish a National Angling Museum in Redditch. This information would be important as the Group had discovered that the Council could not afford independently to establish a National Angling Museum and so would be reliant on external sources of funding to pursue the project.

The chair explained that the fishing tackle exhibition was not due to take place until mid-2010. Officers would require some time to collate information about the number of visitors to this exhibition. Therefore, in relation to resolution three, he suggested that the Overview and scrutiny Committee should consider the outcomes with respect to resolutions one and two at a meeting in late 2010.

## **RESOLVED that**

- 1) **the Group's request that Officers stage a temporary fishing tackle exhibition, incorporating an angling competition, in 2010 in order to demonstrate the level of interest in an Angling Museum be noted;**
- 2) **Officers' intention to discuss with the Regional Manager for the Heritage Lottery Fund the feasibility of securing funding for the establishment of a National Angling Museum in Redditch be noted; and**
- 3) **the Overview and Scrutiny Committee monitor the outcome of resolution 1 and 2 above at a meeting of the Committee in 2010/11 in order to determine the viability of establishing a National Angling Museum in Redditch.**

## **49. SCRUTINY TRAINING - REPORTS**

Members delivered reports on the subject of scrutiny related training which they had recently attended.

- a) Chairing Scrutiny – INLOGOV, University of Birmingham – Councillor Banks

Councillor Banks explained that a variety of points relating to chairing and facilitating scrutiny meetings came out during the day. These included: the need to keep meetings to a maximum of two hours in length; to keep agendas short; to

# Overview and Scrutiny Committee

Wednesday, 29 July 2009

---

avoid providing large amounts of associated documentation; to keep any presentations short but with a longer amount of time for questions and answers; and to use private briefing meeting sessions of the Group or Committee to prepare before the actual meeting. Councillor Banks explained that whilst the venue and the food provided were of a high standard, the cost of the course was very high and therefore she felt that the overall value for money of the course was poor.

b) Comprehensive Area Assessments: The Role of Scrutiny, the Local Government Information Unit (LGIU) – Councillor R King

Councillor King explained that this course had represented excellent value for money. Many ideas had been discussed that could be implemented at the Council. Issues relating to the scrutiny of the Local Strategic Partnership; two tier government working; and incorporating the views of the public effectively were addressed. He explained that he would deliver a more comprehensive presentation on the subject at the following meeting of the Committee.

**RESOLVED that**

**the reports be noted.**

**50. REFERRALS**

There were no referrals.

**51. WORK PROGRAMME**

Members considered the Committee's Work Programme. Officers confirmed that consideration of the Local Strategic Partnership and Local Area Agreement scoping documents had been postponed and would be considered at a meeting of the Committee scheduled for 23 September.

**RESOLVED that**

**the Committee's Work Programme be noted.**

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

<b>Date Action Requested</b>	<b>Action to be Taken</b>	<b>Response</b>
4th February 2009  <b>1</b>	Members received a presentation on the Shared Services Board and Joint Working and requested that Overview and Scrutiny be involved throughout the shared services process.	Relevant Officers to report before the Overview and Scrutiny Committee as part of the shared services process where appropriate. (TO BE DONE) – ONGOING.
8th July 2009  <b>2</b>	Officers were asked to contact the Council's auditors to enquire about best practice examples of Medium Term Financial Plan (MTFP) documents produced by other local authorities.	Officers requested further information regarding best practice examples of MTFPs on 17 July 2009. Examples have yet to be provided to the Committee (TO BE DONE).
29th July 2009  <b>3</b>	The Committee agreed that the consultants report regarding the Arrow Valley Countryside Centre should be pre-scrutinised by the Committee.	Relevant Officers to arrange for this report be to be considered by the Committee once it has been completed. OSSOs (TO BE DONE).
29th July 2009  <b>4</b>	The Committee asked for further clarification on Performance Indicators BVPI 16a - BVPI 16a, the percentage of local authority employees with a disability, and 17a percentage of local authority employees from minority ethnic communities. They also questioned Indicator LT, total concessionary use of sports and leisure facilities.	Relevant Officers to provide further explanations on these Performance Indicators. Policy Officers and OSSOs. Information emailed to Members on 3 August 2009. (DONE)

**Glossary**

MTFP	-	Medium Term Financial Plan
OSSO	-	Overview and Scrutiny Support Officer



**Item 8 - Fees and Charges Task and Finish Group: Update on Response to Recommendations Regarding Planning Charges.**

Fees and charges for non-statutory planning services.

Below is a table of the fees received so far following the introduction of the charging for existing services on 1 January 2009. Also included are figures relating to the number of requests received, and a comparison figure from the previous year.

Table 1: Income from non-statutory planning fees

<b>Income stream</b>	<b>1 January 2009-31 March 2009</b>	<b>1 April 2009-14 August 2009</b>
PD Enquiries	£970	£1042
Pre-application discussions	£675	£845
Post-decision amendments	£0	£125
<b>Total income p.a.</b>	<b>£1645</b>	<b>£2012</b>
<b>Overall income</b>		<b>£3657</b>

Table 2: Comparison of number of enquiries received

	<b>Number of enquiries received</b>
1 January – 14 August 2008	176
1 January -14 August 2009	150

It is therefore concluded that despite the drop in formal application submissions due to the current economic climate, there remains a relatively consistent level of enquiries received by the Development Control Team. As a result, the income received is welcomed.

Ailith Rutt  
Development Control Manager  
17 August 2009





## **Overview & Scrutiny Committee**

No Direct Ward Relevance

2nd September 2009

### **PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR MACMILLAN, PORTFOLIO HOLDER FOR PLANNING, ECONOMIC DEVELOPMENT AND TRANSPORT**

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor MacMillan, Portfolio Holder for Planning, Economic Development and Transport at the Overview and Scrutiny Committee meeting on Wednesday 2nd September 2009.

- 1. Do you think that as the Planning Authority the Council should influence and encourage private developers to build new developments to certain design standards, especially with regards to room sizes and environmental features?**
- 2. The Town Centre Strategy appears to be very good, however, considering the current fiscal constraints, is it realistic, deliverable and achievable?**
- 3. Not in Employment, Education or Training (NEETs) – how do you see the Council working in partnership with other agencies to tackle this issue?**
- 4. What do you think is the future of the Business Centres?**
- 5. Can you provide any further information regarding timescales for the implementation of the Smartcard scheme and the installation of real time information boards at bus stops?**

# Overview & Scrutiny

Committee

2nd September 2009

*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

Committee

2nd September 2009

		<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>	

# Overview & Scrutiny

Committee

2nd September 2009

		<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 and Scrutiny

## Committee

No Direct Ward Relevance

2nd September 2009

### 13. WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(CHIEF EXECUTIVE)</b>
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	<b>REGULAR ITEMS</b> Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2010 / 13	Chief Executive Chief Executive Relevant Lead Heads of Service

# Overview and Scrutiny

Committee

2nd September 2009

	<p><b>REGULAR ITEMS</b></p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> <li>1. the Dial-A-Ride Task and Finish Group;</li> <li>2. the Neighbourhood Groups Task and Finish Group.</li> </ol>	<p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>2nd September 2009</b>	Fees and Charges Task and Finish Group – Update on Response to Recommendations – Planning Charges	Relevant Lead Head(s) of Service
<b>2nd September 2009</b>	Portfolio Holder for Planning, Economic Development and Transport – Annual Report	
<b>2nd September 2009</b>	Questions for the Portfolio Holder for Housing, Local Environment and Health Annual Report	
<b>2nd September 2009</b>	Town Centre Strategy – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>23rd September 2009</b>	Quarterly Budget Report – first quarter 2009/10	Relevant Lead Head of Service
<b>23rd September 2009</b>	Quarterly Performance Report – first quarter 2009/10	Relevant Lead Head of Service

# Overview and Scrutiny

Committee

2nd September 2009

<b>23rd September 2009</b>	Options for use of the Former Covered Market area – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>23rd September 2009</b>	Local Strategic Partnership and Local Area Agreement – Scoping document	Relevant Lead Head(s) of Service
<b>23rd September 2009</b>	Policy for the Award of Contracts to the Voluntary and Community Sector Organisations by Redditch Borough Council – pre-scrutiny	Relevant Lead Head of Service
<b>23rd September 2009</b>	Portfolio Holder for Housing, Local Environment and Health – Annual Report	
<b>23rd September 2009</b>	Questions for the Portfolio Holder for Corporate Management Annual Report	
<b>14th October 2009</b>	Role of the Mayor Task and Finish Group – Monitoring the Implementation of Recommendations	Relevant Lead Head(s) of Service
<b>14th October 2009</b>	Housing Mutual Exchange Task and Finish Group – Monitoring the Implementation of the Group's Recommendation	Relevant Lead Head of Service
<b>14th October 2009</b>	Portfolio Holder for Corporate Management – Annual Report	
<b>4th November 2009</b>	Dial-A-Ride Task and Finish Group – Final Report	Relevant Lead Head of Service
<b>4th November 2009</b>	Quarterly Budget Report – second quarter 2009/10.	Relevant Lead Head of Service

# Overview and Scrutiny

Committee

2nd September 2009

<b>4th November 2009</b>	Quarterly Performance Report – second quarter 2009/10.	Relevant Lead Head of Service
<b>25th November 2009</b>	Neighbourhood Groups Task and Finish Group – Final Report	Relevant Lead Head of Service
<b>3rd February 2010</b>	Update on fly tipping and the progress of the 'Worth It' campaign.	Relevant Lead Head of Service
<b>3rd February 2010</b>	Quarterly Budget Report – third quarter 2009/10.	Relevant Lead Head of Service
<b>3rd February 2010</b>	Quarterly Performance Report – third quarter 2009/10.	Relevant Lead Head of Service
<b>3rd February 2010</b>	Questions for the Portfolio Holder for Leisure and Tourism Annual Report	
<b>24th February 2010</b>	Portfolio Holder for Leisure and Tourism – Annual Report	
<b>24th February 2010</b>	Questions for the Portfolio Holder for Community Safety Annual Report	
<b>17th March 2010</b>	Review of Ditches - update report	Relevant Lead Head of Service
<b>17th March 2010</b>	Fees and Charges Task and Finish Group – update on implementation of the Charging Policy	Relevant Lead Head of Service

# Overview and Scrutiny

Committee

2nd September 2009

<b>17th March 2010</b>	Portfolio Holder for Community Safety – Annual Report	
<b>17th March 2010</b>	Questions for the Portfolio Holder for Community Leadership and Partnership Annual Report	
<b>7th April 2010</b>	Portfolio Holder for Community Leadership and Partnership – Annual Report	
<b>23rd June 2010</b>	Performance Outturn Report	Relevant Lead Head of Service
<b>17th November 2010</b>	National Angling Museum Task and Finish Group – update on actions	Relevant Lead Head of Service
<b>2nd March 2011</b>	Council Flat Communal Cleaning Task and Finish Group – update on implementation of recommendations.	Relevant Lead Head of Service
<b>June 2011</b>	Third Sector Task and Finish Group – Stage Two Update on responses to the Group's recommendations	Relevant Lead Head of Service
<b>OTHER ITEMS – DATE NOT FIXED</b>		
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service

