

# Overview and Scrutiny Committee

Wednesday, 14th  
October, 2009  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

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Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

**The emergency Assembly Area is on Walter Stranz Square.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

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

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



# Overview and Scrutiny Committee

Wednesday, 14th October, 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 meetings 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>

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<p><b>6. Task &amp; Finish Reviews - Draft Scoping Documents</b></p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <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;</li><li>2. Neighbourhood Groups – Chair, Councillor K Banks; and</li><li>3. Local Strategic Partnership - Membership to be confirmed.</li></ol> <p>(Oral reports)</p> <p><b>All Wards</b></p>
<p><b>8. Portfolio Holder for Corporate Management - Annual Report</b> (Pages 13 - 16)</p>	<p>To receive a presentation from the Portfolio Holder for Corporate Management, Councillor Braley, based on the questions proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>9. Corporate Plan Phase 1 - Pre-Scrutiny</b></p>	<p>To undertake pre-scrutiny of the Corporate Plan Phase 1 report.</p> <p>(Oral report – presentation to follow)</p> <p><b>All Wards</b></p>
<p><b>10. Budget Bids and Preparation Guidelines</b> (Pages 17 - 18)</p>	<p>To determine the Overview and Scrutiny Committee's input in the preparation of the budget bids process.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>

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<p><b>11. Role of the Mayor Task and Finish Group - Monitoring of Recommendations</b> (Pages 19 - 20)</p>	<p>To receive a report detailing the actions taken in response to the Role of the Mayor Task and Finish Group.  (Report attached)  <b>All Wards</b></p>
<p><b>12. Housing Mutual Exchange Task and Finish Group - Monitoring of Recommendations</b> (Pages 21 - 30)</p>	<p>To monitor the actions taken in response to the recommendations made by the Housing Mutual Exchange Task and Finish Group.  (Reports attached)  <b>All Wards</b></p>
<p><b>13. Crime and Disorder Scrutiny Panel</b> (Pages 31 - 34)</p>	<p>To discuss the terms of reference for the Crime and Disorder Scrutiny Panel.  (Report attached)  <b>All Wards</b></p>
<p><b>14. Referrals</b></p>	<p>To consider any referrals to the Overview &amp; Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none"><li>• The Executive Committee or full Council</li><li>• Other sources.</li></ul> <p>(No separate report).  <b>All Wards</b></p>
<p><b>15. Work Programme</b> (Pages 35 - 40)</p>	<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)  <b>All Wards</b></p>

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## **16. Exclusion of the Press and Public**

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

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

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# Overview and Scrutiny Committee

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Wednesday, 23rd September, 2009

## MINUTES

### Present:

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

### Also Present:

Councillors P Anderson and B Clayton

### Officers:

J Staniland, A Heighway, T Kristunas and S Mullins

### Committee Services Officer:

J Bayley and H Saunders

### 65. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received on behalf of Councillor Thomas.

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

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

### 67. MINUTES

#### RESOLVED that

the minutes of the meeting held on 2nd September 2009 be confirmed as a correct record and signed by the Chair.

### 68. ACTIONS LIST

There were no updates on actions contained within the Actions List.

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Chair

# Overview and Scrutiny Committee

Wednesday, 23rd September, 2009

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## 69. CALL-IN AND PRE-SCRUTINY

The Committee considered the current Forward Plan. The Chair explained that he had identified a number of items on the Forward Plan that the Committee could pre-scrutinise. He referred to the Feasibility Study for Garden Waste Collection report which was due to be considered by the Executive Committee on 28 October. He explained that this issue might be discussed at the all Member briefing regarding the Revised Waste Strategy on 1st October. However, if the Committee felt that more time should be dedicated to pre-scrutinising the issue, the Committee could do so at its meeting scheduled on 14th October.

The Chair noted that a report was due to be considered by the Executive Committee regarding the budget bids process. He suggested that the Committee should discuss this report at the meeting on 14th October. In addition, at the same meeting, the Chair also requested that pre-scrutiny be undertaken of the Corporate Plan Phase One report. Officers explained that this report contained a large amount of baseline information about Redditch which supported the evidence base for the Council's priorities. The report was a large document and paper copies would be costly to distribute to Members. Officers agreed to investigate alternative methods of distributing this report to Members.

Finally, the Chair suggested that the Street Naming Policy report also be pre-scrutinised before the report was considered by the Executive Committee on 18th August 2010.

There were no call-ins.

### **RESOLVED that**

- 1) the Feasibility Study for Garden Waste Collection report be pre-scrutinised at a meeting of the Committee on 14 October;**
- 2) the Budget Bids and Preparation Guidelines report be pre-scrutinised at the same meeting;**
- 3) the Corporate Plan Phase One report be pre-scrutinised at the same meeting; and**
- 4) the Street Naming Policy be pre-scrutinised prior to consideration by the Executive Committee on 18th August 2010.**

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## 70. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

The Committee considered the draft scoping documents for the proposed reviews of the Local Area Agreement and the Local Strategic Partnership. The Chair informed the Committee that both reviews had the potential to be lengthy. He felt that the Local Strategic Partnership review would be the most straightforward and therefore should be undertaken first.

Members noted that, subject to the approval of the Conservative Group Leader, it would be appropriate to appoint Councillor Norton as the Chair for the review of the Local Strategic Partnership.

### **RESOLVED that**

- 1) **the Local Strategic Partnership be scrutinised by a Task and Finish Group; and**
- 2) **subject to the approval of the Conservative Group Leader, Councillor Norton be designated the Chair of this review.**

## 71. 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 informed the Committee that the Group was behind schedule owing to a delay in obtaining information they had requested. However, they had received some of the requested information regarding usage of the Dial-a-Ride service at their previous meeting. A meeting was scheduled for the following evening where more information would be provided.

The Group had kept track of progress of the current bid for £20,000 funding for the service but as yet there had been no indication of whether the Council had been successful.

- b) Neighbourhood Groups – Chair, Councillor Banks

The Chair informed the Committee that the Group had finalised their initial proposals and were planning to consult

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with residents at the forthcoming Neighbourhood Group meetings over these proposals. Officers confirmed that both a representative from the Task and Finish Group and one of the Overview and Scrutiny Support Officers would be attending all Neighbourhood Group meetings to undertake this consultation.

## **RESOLVED that**

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

### **72. PORTFOLIO HOLDER FOR HOUSING, LOCAL ENVIRONMENT AND HEALTH - ANNUAL REPORT**

The Chair welcomed Councillor Brandon Clayton, the Portfolio Holder for Housing, Local Environment and Health, to the meeting. Councillor Clayton presented his report in accordance with the questions set by the Committee.

- a) What are your plans for Redditch Borough Council's housing stock? Is it your intention to sell the stock?

Councillor Clayton explained that it was not his intention to sell the housing stock, rather, he intended to ensure that all Council owned housing would be brought up to the Decent Homes standards.

Members commented that they had encountered constituents who as part of the five year plan had been promised new kitchens and bathrooms but had experienced delays in these being installed. Councillor Clayton informed the Committee that initially, the figures in the five year plan had been incorrect and there was a £3.5 million shortfall from the plan. Some roads had also been missed from the Saffron system. As a consequence of this, some roads had experienced delays. However, this problem had been rectified. Members asked if they could be informed of what roads had been missed from the Saffron system.

Members questioned if Councillor Clayton had concerns regarding the long term financial viability of the housing stock. Councillor Clayton assured the Committee that the money was in place to deliver the plan up until its confirmed end in 2012.

- b) How do you rank the different elements of your portfolio?

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Councillor Clayton confirmed that his portfolio was large. However, he made certain that he dealt with all three elements that constituted his portfolio equally. No one portfolio area took precedence. However, from time to time, some areas needed to be prioritised and dealt with on a more urgent basis.

- c) What action are you taking to reduce the levels of teenage pregnancy in Redditch?

Councillor Clayton explained that he took this matter seriously. He was scheduled to meet with seven head teachers from schools in Redditch to discuss the issue. He was also meeting with relevant Primary Care Trust representatives based in the town at Arrow Vale Youth Centre, Kingsley Youth Centre and the NEW College. Councillor Clayton noted that the areas in Redditch which have the highest rate of teenage pregnancy were in the Central, Church Hill and Greenlands ward.

The Committee was pleased with the actions that were being taken by the Portfolio Holder on this issue. It was noted by Members that prevention was an important aspect of this work both with young people generally and with those who had already had their first child. The work that Sure Start had been undertaking with young mothers was highlighted as important in tackling this issue.

- d) What are your top three priority actions for reducing CO<sup>2</sup> emissions?

Councillor Clayton explained that one of the Council's targets was to reduce carbon emissions and work was currently being undertaken on a strategy to address this issue. In addition, a number of measures were being taken by the Council to help reduce carbon emissions. The Council had worked in partnership with Worcestershire County Council to deliver the Warmer Worcestershire project, which enabled residents to utilise a web based tool to establish the amount of heat that was lost from their house.

Councillor Clayton stated that he wanted to reduce the Town Hall's carbon footprint by 2% each year. He also wanted to work with Registered Social Landlords to increase the numbers of low carbon houses in the Borough. A project evaluating the impact of running electric cars for business use was also being undertaken by the Council.

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- e) What are you doing to increase the range of items covered by recycling? Can we have an update on the timescales involved in extending recycling coverage to a greater variety of plastics?

Councillor Clayton noted that the amount of waste collected for recycling had only increased by 2% during the last quarter which was less than expected. He informed Members that the Waste Strategy which contained further information regarding the disposal of waste and recycling for the County, would be provided at the extra Overview and Scrutiny Committee meeting on 1st October.

A new Material Recovery Facility (MRF) system was being built which would enable all Worcestershire local authorities to recycle a wider variety of materials including margarine tubs and waxed cardboard. Officers informed the Committee that it was important that the Council continually reviewed the amount of waste being recycled and going to landfill. The amount of waste that was currently being taken to landfill needed to be reduced otherwise the County Council was liable to face large penalties.

Members commented that the Shredder Man service which was in operation a couple of years previously, was an effective scheme. Members felt that it would be more cost effective to reinstate this scheme and also encourage people to compost as an alternative to introducing a garden waste collection scheme.

## **RESOLVED that**

- 1) **Officers provide further information about the roads omitted from the SAFFRON system; and**
- 2) **the report be noted.**

## **73. QUARTERLY BUDGET REPORT - FIRST QUARTER**

The Committee considered the first quarter budget report for 2009/10. Officers informed the Committee that the report contained information regarding both the achievement of savings for the year and also the outturn forecast for 2009/10.

Appendix 1 detailed information of the savings that had been approved by Members earlier in the year. Some of these savings required ongoing adjustments as they were related to reductions in

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vacant posts. It was also highlighted that a number of savings listed would require positive action from Officers in order for them to be achieved.

Officers informed the Committee that Appendices 2 and 3 contained further information regarding the projected outturn variances as at the end of the quarter. There had been a change in methodology in the way in which this information was presented. As a consequence, the projected variances to the year end were not included in the report. The Committee heard that the projected variances at the end of the first quarter were savings of £251,840 which also included the Housing Revenue Account.

**RESOLVED that**

**the report be noted.**

#### **74. QUARTERLY PERFORMANCE REPORT - FIRST QUARTER**

The Committee considered the first quarterly performance monitoring report.

Officers informed the Committee that recent national guidance had altered the way in which the Council's performance was to be reported. In the future, the Overview and Scrutiny Committee would receive performance monitoring information subsequently to it being considered by the Executive Committee. This was based on national best practice guidance from the audit Commission.

There were 198 National Indicators, of which, the Council reported on 60. With regards to the first quarter, Officers reported that there had been 35 indicators reported of which: 21 had demonstrated improvement; 9 had shown showed a decline; and 5 had stayed the same. When reporting on indicators, Officers were encouraged to include contextual information to provide some detail about the indicators.

Where performance had declined over a period of time, the newly formed Performance Management Group would ask relevant Officers to instigate a recovery plan to address areas of underperformance. The Policy Team also worked to identify areas of underperformance and raised these with relevant Officers.

Members enquired if it was possible for information to be gathered which would enable the Council's performance to be benchmarked against that of other local authorities. Officers confirmed that they were working closely with their counterparts in Worcestershire to

# Overview and Scrutiny Committee

Wednesday, 23rd September, 2009

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develop a system that would enable comparisons to be made. It was noted that the introduction of the new performance monitoring framework would make this easier to achieve.

## **RESOLVED that**

**the report be noted.**

### **75. POLICY FOR THE AWARD OF CONTRACTS TO VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS - PRE-SCRUTINY**

Officers informed the Committee that this item had been tabled to enable the Committee to discuss the proposed additional policy for awarding contracts to the voluntary and community sector. Officers explained that this policy had been proposed by Councillor Anderson to address the 'Shopping' element of the Shopping, Investing and Giving system for Council funding of the Voluntary and Community Sector. This system had been proposed by the Third Sector Task and Finish Group and approved by full Council earlier in the year.

It was suggested that many Voluntary and Community Sector organisations would not have the same level of skills as the private sector to effectively engage in tendering processes and many organisations might need to undergo training to acquire these skills. Furthermore, the type of services that could be offered by the sector differed from that of privately run companies and as such should be dealt with differently by the Council. A decision had therefore been taken to postpone implementation of the Shopping element of the funding framework until these areas had been addressed.

Officers believed that Councillor Anderson's additional policy was not required as the points he had made were already covered in the Council's procurement procedures. They also raised concerns that if implemented Councillor Anderson's policy could be anti-competitive. As such, Officers suggested that the Policy for the Funding of Voluntary and Community Sector Organisations, which had been produced in accordance with the recommendations made by the Third Sector Task and Finish Group, should remain unchanged.

Councillor Anderson explained that the Council historically was poor at monitoring grants they awarded to Voluntary and Community Sector organisations and therefore it had been difficult to be certain about how funding had been spent. He felt that the most effective method for overcoming this issue was to enter into contractual



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arrangements with these organisations when providing them with funding.

Officers reminded the Committee that there was a subtle difference between awarding a grant and the procurement of a service. Awarding grants enabled the Council to provide money to an organisation so that it could undertake work that would correspond with the aims of the Council. Procurement enabled the Council to contract organisations to provide a service or a product in return for payment.

Having considered the information provided by Officers and Councillor Anderson the Committee agreed that they did not wish to endorse Councillor Anderson's proposed policy.

## **RECOMMENDED that**

- 1) **the proposed policy for the Award of Contracts to Voluntary and Community Sector Organisations not be approved; and**
- 2) **the Policy for the Funding of Voluntary and Community Sector Organisations, which was approved by full Council on 22nd June 2009, remain unchanged.**

## **RESOLVED that**

**the report be noted.**

### **76. PORTFOLIO HOLDER ANNUAL REPORT - QUESTIONS**

The arrangements for the Portfolio Holder for Corporate Management's Annual Report were considered by the Committee. Members agreed a number of questions for the Portfolio Holder to address during his Annual Report (Appendix A).

### **77. REFERRALS**

There were no referrals.

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## **78. WORK PROGRAMME**

Members discussed the Committee's Work Programme. They noted that an additional meeting of the Committee was scheduled to take place on Thursday 1st October at 7pm to pre-scrutinise the revised Joint Municipal Waste Management Strategy.

**RESOLVED that**

**the Work Programme be noted.**

The Meeting commenced at 7.00 pm  
and closed at 9.10 pm

**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).
23rd September 2009  <b>4</b>	Members approved the Local Strategic Partnership (LSP) Task and Finish Group. It was agreed that Councillor Norton would chair this review.	OSSOs to contact all Members and Group Leaders to ask them to submit their nominations for this Task and Finish Group. (DONE)
23rd September 2009  <b>5</b>	Members did not discuss the Local Area Agreement (LAA) scoping document and no decision was made about whether to approve this as a review.	OSSOs to ensure that the scoping document for the proposed review of the LAA is considered by the Committee at an appropriate later date (TO BE DONE).
23rd September 2009  <b>6</b>	Members expressed some confusion over whether the original Shopping Investing and Giving Policy, produced by relevant Officers on the basis of the recommendations of the Third	OSSOs to provide clarification to the O&S Committee on whether the original Shopping Investing and Giving Policy had been approved at the June 2009 full Council meeting (TO BE DONE).

	Sector Task and Finish Group, had been approved.	
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**Glossary**

- LSP - Local Strategic Partnership
- LAA - Local Area Agreement
- MTFP - Medium Term Financial Plan
- OSSO - Overview and Scrutiny Support Officer

## **Overview & Scrutiny Committee**

No Direct Ward Relevance

14th October 2009

### **PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR BRALEY, PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT**

The following questions have been suggested by Members of the Overview and Scrutiny Committee. These questions will be posed to Councillor Braley, Portfolio Holder for Corporate Management, at the Overview and Scrutiny Committee meeting on Wednesday 14th October 2009.

- 1) **What, in your view, is the future of the Business Centres?**
- 2) **How do you rank the different elements of your portfolio?**
- 3) **What are you doing to modernise the Council's IT systems, and in particular, improve IT access for Members?**
- 4) **How robust are the Council's disaster and emergency recovery plans? When were the plans last checked and what were the results of any assessment?**
- 5) **What are your views on the amount of money the Council writes off in debt? Do you have any suggestions for improving the processes currently used by the Council?**

# Overview & Scrutiny

Committee

14th October 2009

## PORTFOLIO HOLDER / EXECUTIVE COMMITTEE MEMBER ROLES

The following role description for Portfolio Holders at Redditch Borough Council was adopted at full Council on 14<sup>th</sup> September 2009. This description outlines the role and responsibilities of a Portfolio Holder in detail. Members of the Overview and Scrutiny Committee may find it useful to refer to this role description when considering the Annual Report from the Portfolio Holder.

### Executive duties

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in all services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's decision-making processes.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with the Overview and Scrutiny Committee on matters relating to the development and formulation of policy.
- To consult with local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.
- To support positive relationships and practices through co-operative working with Officers and Trade Unions.
- To oversee the investigation of and responses to all Local Authority Ombudsman reports, including any findings of maladministration.
- To commission research, studies or the collection of information relating to policy issues or service delivery.

### Portfolio Holder duties

- To provide pro-active political leadership and to be the principal political spokesperson for the designated function / service of the Council set out in the allocated Portfolio.
- To initiate (***subject to any necessary Executive Committee/ Council approvals***) and/or promote policies and programmes in the allocated Portfolio within the Council and externally.
- To provide political leadership in ensuring that service strategies, plans, objectives and targets within his/her area of responsibility are monitored, implemented and achieved.
- To present and consult on the Council's policies in the allocated Portfolio with the public, directly and through appropriate media.

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- To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.
- To make recommendations about the implementation of policies within the allocated Portfolio.
- To report to the Council on decisions made, actions taken and progress achieved within the allocated Portfolio.
- To consult with and report as required to the Executive Committee and the Overview and Scrutiny Committee.
- To commission and consider reports from appropriate Officers as required for the efficient discharge of the Portfolio Holder's duties / responsibilities.
- To keep abreast of national best practice / new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision.
- To consider and act on performance data and reports from the Executive Committee and the Scrutiny Committee.
- To contribute to the corporate development of the Council's policies and objectives through active engagement of the Executive Committee.
- To work closely with relevant Senior Officers of the Council to support the efficient management of the Council and to uphold high standards of performance and conduct and in enabling Officers to exercise any powers delegated to them.
- To attend meetings of the Overview and Scrutiny Committee as and when required.
- At meetings of the Executive, normally to present / speak to and to move any necessary motions in relation to his/her areas of responsibility.
- To advise the Executive on how to respond to a scrutiny report relating to his/her area of responsibility.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.







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### 10. BUDGET BIDS AND PREPARATION GUIDELINES

Budget preparation guidelines and timetable – 2010/11 initial estimates and projections for 2011/12 AND 2012/13

Date	Committee etc	Description
23 <sup>rd</sup> September 2009	SMT	Consideration of outline bids for 2010/11, 2011/12 and 2012/13
24 <sup>th</sup> September 2009	CMT	Budget Guidelines and Timetable
5 <sup>th</sup> October 2009	Financial Services Section/Budget Holders	Commence work on initial estimates for 2010/11 and forecasts for 2011/12 and 2012/12 OMS timesheets to be issued
15 <sup>th</sup> October 2009	Portfolio Holder Briefing	Budget Guidelines and Timetable
16 <sup>th</sup> October 2009	Officers	OMS timesheets to be returned to Financial Services Section
22 <sup>nd</sup> October 2009	CMT	Consideration of bids
23 <sup>rd</sup> October 2009	Finance Officers	Internal Service Unit (ISU) values to be provided to Group Accountant
28 <sup>th</sup> October 2009	Executive	Budget Guidelines and Timetable
5 <sup>th</sup> November 2009	Portfolio Holder Briefing	Consideration of bids
5 <sup>th</sup> November 2009	CMT	Fees and Charges
13 <sup>th</sup> November 2009	Group Accountant	OMS allocations to be available for inclusion in direct service estimates All other recharges to be available
18 <sup>th</sup> November 2009	Executive	Consideration of bids
26 <sup>th</sup> November 2009	Portfolio Holder Briefing	Fees and Charges
7 <sup>th</sup> December 2009	Council	Approval of Guidelines
9 <sup>th</sup> December 2009	Executive	Fees and Charges
17 <sup>th</sup> December 2009	CMT	Draft Initial Estimates and Forecasts Report Council Tax Base (for info)
? December 2009	DCLG	Confirmation of Formula Grant
14 <sup>th</sup> January 2010	Portfolio Holder Briefing	Draft Initial Estimates and Forecasts Report
27 <sup>nd</sup> January 2010	Executive	Approval of Initial Estimates 2010/11 and Forecasts 2011/12



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		and 2012/13. Rent Setting for 2010/11 Approval of Council Tax Base
22 <sup>ND</sup> February 2010	Exec/Council	2010/11 Budget Approval Council Tax Setting

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### 11. ROLE OF THE MAYOR TASK AND FINISH GROUP – MONITORING OF RECOMMENDATIONS

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The Role of the Mayor Task and Finish Group reported its recommendations to the Executive Committee on 18th February 2009. The recommendations of the Task and Finish Group were that:

- 1) a picture of the current Mayor be placed in a prominent position within the Town Hall;
- 2) a revenue bid be submitted to obtain an additional £1000 for the Mayoral Hospitality Budget;
- 3) the Mayoral induction booklet be updated and developed;
- 4) funds totalling £800 be made available to enable total redecoration of the Mayor's Parlour;  
and
- 5) the content of the Mayoral web pages be developed and expanded.

Subsequently at the Executive Committee, the wording of recommendation 4 was slightly altered to read "the planned programme of work within the Town Hall be reviewed to seek redecoration of the Mayor's Parlour before the presently scheduled date in 2010/11." This was because redecoration of the parlour had been programmed into the Council's current maintenance and redecoration schedule but was not due to take place until at least 2010/11.

The Executive Committee agreed all of the recommendations in principle. However, given the current financial circumstances, the Committee felt that it was not appropriate to bid for additional funding for the above purposes in the current year. Recommendations 2 and 4 have therefore not been implemented. Trish Buckley, the Mayor's Secretary, has been working on recommendations 1, 3 and 5 and can provide an update on these recommendations.



# Executive

## Committee

20 May 2009

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### Housing Mutual Exchange Task and Finish Group - Report

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(Report of the Housing Mutual Exchange Task and Finish Group)

#### 1. Summary of Proposals

The Housing Mutual exchange Task and Finish Group have reviewed the Council's Housing Mutual Exchange and Home Swap procedures. The Group have concluded that current procedures at the Council are satisfactory and require no further scrutiny at present. However, Members are recommending that existing inspection practices are more explicitly stated in the Council's Housing Mutual Exchange Policy and Procedure documentation to ensure that the process is transparent.

#### 2. Recommendation

**The Committee is asked to RESOLVE that:**

**subject to suitable rewording by Officers the following details should be incorporated into the Council's Housing Mutual Exchange Policy and Procedure:**

**“The Repair and Maintenance Officers should be employed to make the initial checks on each property to establish that no unauthorised alterations have been made to the properties and whether any rechargeable works need to be undertaken.**

**Any defects should be photographed and the details placed on file together with written reports concerning both properties.**

**Electrical tests for both properties should be arranged by Repairs and Maintenance.**

**The Tenancy Officer who is responsible for the mutual exchange together with the tenants involved should be advised in writing of any works required to be undertaken by them or the Council.**

**Normal Housing Mutual Exchange and Home Swap procedures should commence after the actions listed above have been completed satisfactorily. (i.e. the Tenancy Officer responsible for the exchange should visit both properties with both tenants).”**

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**3. Financial, Legal, Policy Risk and Sustainability Implications**

Financial

- 3.1 There are no financial implications.

Legal

- 3.2 There are no legal implications.

Policy

- 3.3 The Housing Mutual Exchange Task and Finish Group is recommending that the Housing Mutual Exchange Policy and Procedure documentation be amended to state current practice more explicitly. This would not require a change to the Council's current working policy.

Risk

- 3.4 There are no risk implications.

Sustainability / Environmental

- 3.5 There are no sustainability, environmental or climate change implications.

**Report**

**4. Background and Key Issues**

- 4.1 The Housing Mutual Exchange Task and Finish review took place in April 2009. Members were tasked with scrutinising the Council's Housing Mutual Exchange and Home Swap processes and with making recommendations that would lead to procedural improvements if required.
- 4.2 A particular case in the Crabbs Cross ward encouraged the Chair of the Group, Councillor Smith, to instigate the Task and Finish review. This case had been the subject of a Local Government Ombudsman's review in 2007, which had concluded by making a number of recommendations for the consideration of the Council.
- 4.3 The Group convened two meetings. During the course of these meetings: relevant Officers were interviewed by Members; the Group received a presentation on the subject of the Choice Based Lettings system and the role of mutual exchanges within that system; and Members scrutinised the contents of the Council's Housing Mutual Exchange Policy and Procedure.

# Executive Committee

20 May 2009

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- 4.4 The Group concluded that the Council had responded to all of the recommendations contained within the Local Government Ombudsman's report. They were also satisfied that the Council's Housing Mutual exchange and Home Swap processes worked effectively. Consequently, they concurred that the Council's Housing Mutual Exchange process required no further scrutiny.
- 4.5 However, the Group agreed that current practice at the Council for inspecting properties that were the subjects of exchanges was not clearly stated in the Council's Housing Mutual Exchange Policy and Procedure documentation. Therefore the Group recommended that current practice should be more explicitly stated in this documentation to ensure that the process was transparent for both Officers and residents.
- 4.6 The Group have identified the particular processes which they believe need to be more clearly detailed in the Council's Housing Mutual exchange Policy and Procedure. However, they agreed that relevant Officers should rephrase the points that have been raised in the recommendation because those Officers should be able to incorporate the most appropriate terminology into the document.

## 5. Other Implications

- 5.1 Asset Management - There are no Asset Management implications.
- 5.2 Community Safety - There are no Community Safety implications.
- 5.3 Human Resources - There are no Human Resources implications.
- 5.4 Social Exclusion - There are no social exclusion implications.

## 6. Lessons Learnt

No lessons have been learnt during this review.

## 7. Background Papers

- 7.1 Draft Internal Audit Report: Housing Mutual Exchange, (8 December 2008).
- 7.2 Local Government Ombudsman's Report, Summary, (2007).
- 7.3 Mutual Exchange Procedures (Redditch Borough Council).

- 7.4 Tenancy Mutual Exchange: Condition Repairs Letter (036).
- 7.5 Tenancy Mutual Exchange: Inspection Letter (030).
- 7.6 Tenancy Mutual Exchange: Letter Approving (031).
- 7.7 Tenancy Mutual Exchange: Out of Area Authority Letter (034).
- 7.8 Tenancy Mutual Exchange: Receipt of Application Letter (029).
- 7.9 Tenancy Mutual Exchange: Refusal Letter – Not Connected to Tenancy (033).
- 7.10 Tenancy Mutual Exchange: Refusal Letter – RE Arrears (032).

## 8. **Consultation**

- 8.1 Relevant Officers, including the Head of Housing and Community Services and the Housing Options Manager, have been consulted by the Housing Mutual Exchange Task and Finish Group.

## 9. **Author of Report**

The author of this report is Jess Bayley (Overview and Scrutiny Support Officer), who can be contacted on extension 3268 (e-mail: [jess.bayley@redditchbc.gov.uk](mailto:jess.bayley@redditchbc.gov.uk)) for more information.

## 10. **Key**

- 10.1 Housing Mutual Exchange - Housing Mutual Exchange is a term which applies to exchanges involving properties situated within the Borough.
- 10.2 Home Swap - Home Swap is a term which applies to the exchange of a property situated within the borough with a property located in another local authority area.



## Task 10. Mutual Exchange Procedure

### **What is a Mutual Exchange**

*A Mutual Exchange is an exchange of accommodation between two, three, four, or more parties and relies on each party moving permanently into their exchanged property. A tenant cannot exchange into an empty property.*

- Mutual Exchange forms can be obtained from any One Stop Shop or sent directly from Housing Services.
  - Mutual Exchanges should be actively encouraged to enable tenants to improve their own Housing situation.
1. On receipt of completed application form;
    - **Check that the names of the parties to the exchange are the same as those on the Rent System and the Tenancy Agreement**
    - **Send a mutual exchange acknowledgement letter (T41).**
    - **The applications should be dealt with alphabetically; the Officer with the address that comes first should be the lead Officer.**
    - **Log mutual exchange application onto CBL as per task 10a.**
  2. If the exchange includes a tenant from outside the area, or with a Housing Association tenant, the Tenancy Officer designated to the Council property will deal with the exchange and liaise with the other party.
  3. Check the rent account.
    - **If any arrears have accrued, NOPP has been served, referral to court for possession or a suspended Possession Order has been obtained then the exchange can be refused. This is on the grounds contained in Schedule 3, Housing Act 1985.**
    - **In this situation send letter refusal (T42) to the tenant(s) whose circumstances make the exchange inappropriate.**
    - **Send refusal letter not connected to tenancy (T43) to the other tenant(s).**
  4. The Council can grant consent for a mutual exchange which is conditional (**T44**).
  5. Where a tenant has outstanding obligation to repair their property arising out of a failure to use the property in accordance with their tenancy conditions, the Tenancy Officer would refuse the mutual exchange on these grounds, however, the exchange could proceed if the repairs identified can be rectified by the tenant before the properties change hands.

- **Write to the tenant clearly setting out the grounds on which the exchange has been refused.**
  - **If the tenant agrees to rectify the repairs identified the property must be inspected again before the exchange can continue.**
  - **Any defects should be photographed and details placed on file, together with written reports concerning both parties.**
6. Check to ensure that the property is suitable for the needs of the applicant.
  7. Check whether there is overcrowding or disabled adaptations in a property that are not needed for the new occupier.
  8. If under occupied one bedroom more than requirements is allowed, e.g. a couple with no children would be allowed to exchange into a 2 bedroom property.
  9. Applicants may exchange to sheltered accommodation as long as they are the required age, e.g. over 60 years of age for a bungalow.
  10. Contact must be made with both parties as soon as possible to arrange an inspection, (carried out by the Tenancy Officer and Voids Supervisor) **(T45)**. **Both parties swapping homes should attend both inspections.**
  11. If both parties are not at the inspection, then a further inspection date should be made and the exchange put on hold.
  12. No exchanges will be permitted if both parties do not attend.
  13. Tenants agree to accept the properties in the decorative state they are in.
  14. The main purpose of the inspection is to ensure that no unauthorised alterations have been made or any rechargeable works are identified. **Photographs should be taken at this inspection.**
  15. Tenants both sign the exchange form and one of the parties agrees to replace or pay the recharge or to accept any alterations. A checklist form is used at this time and a copy should be given to both parties (mutual exchange carbon copy checklist form)
  16. If the Mutual Exchange is cancelled and an applicant reapplies then another inspection of the property **MUST** be carried out regardless of the time frame.
  17. If the other party to the exchange lives out of the area, then a reference giving brief details of our tenant should be sent to their Authority **(T46)**.
  18. In the event of a tenant refusing to complete repairs to their property, the Tenancy Officer will in normal circumstances, continue to insist the repairs are carried out before the mutual exchange is permitted.

19. In a situation where the repairs are of an urgent nature the Tenancy Officer will arrange for the repairs to be carried out and for the cost of the repairs to be recharged.

The Tenancy Officer could arrange for a NOPP to be served on the tenant for the failure to maintain the property in a tenant like manner. The Tenancy Officer will formally refuse the mutual exchange and inform the tenant in writing **(T47)**.

20. Once both inspection reports have been received and are satisfactory, then an electrical test should be carried out at all RBC properties. A job ticket should be raised on the Saffron Housing Management System.

- **Log on job ticket onto Saffron as per Task 10b.**

21. Once the electrical test has been **completed** the electrical contractor will fax through confirmation that the test has been completed successfully.

22. A letter approving the exchange should be sent to both tenants **(T48)**.

23. If the electrical test **fails** the contractor will need to complete the work before the exchange can continue. The tenant may receive a recharge for works if they have caused the damage.

24. Both parties will need to attend an appointment to sign the new Tenancy Agreements. If they are RBC tenants a Notice to Vacate form must be completed **(V1 or V1a)** as appropriate. *Relevant sign up information concerning rent, repairs, anti social behaviour and housing benefit should be thoroughly explained at this time.*

25. Mutual exchanges should bear no cost to Redditch Borough Council. Belongings or rubbish will not be removed by RBC unless it is considered to be a Health and Safety issue. Should RBC remove the items a recharge will be made to the tenant responsible.

26. It is a statutory requirement that all mutual exchanges should be completed within 6 weeks of receiving the application. *For any reason should the exchange be delayed ie. Tenant carrying out repair obligations the exchange time frame will be halted and re-started once the obligations have been met.*



Your Ref:  
Our Ref: TT/MX  
Contact: Tenancy Team  
Extn: 3174

E-mail: [Tenancy.management@redditchbc.gov.uk](mailto:Tenancy.management@redditchbc.gov.uk)

Dear

Following the inspection of your property in connection with your wish to effect a mutual exchange, I have to inform you that you are responsible for carrying out the following works before the exchange can be agreed:

.....  
.....  
.....  
.....  
.....

Please contact me when these works have been completed. Contact should be made with myself within the next 7 days.

Yours sincerely

Tenancy Officer



## Overview & Scrutiny Committee

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### Crime and Disorder Scrutiny Panel Terms of Reference

#### CONSTITUTION

The Panel will operate as a formal 'Sub-Committee' of the Overview and Scrutiny Committee and will be Redditch Borough Council's designated Crime and Disorder Scrutiny Committee in accordance with Sections 19 and 20 of the Police and Justice Act 2006.

The Panel shall comprise either 5 or 7 elected non-Executive Members (2+2+1 or 4+2+1, if to be politically proportionate) of the Council. These will be appointed by the Overview and scrutiny committee or else at the Annual Meeting of the Council. The Chair of the Panel will be a member of a political group not forming part of the ruling administration. The Chair will also be a member of the parent Overview and Scrutiny Committee.

The Panel will have the power to commission specific policy reviews relating to the work of the Community Safety Partnership. These could be undertaken as Task and Finish Groups. Each Task and Finish Group established by the Crime and Disorder Scrutiny Panel will be led by an identified member of the Crime and Disorder Scrutiny Panel.

For the purposes of continuity, substitute membership on Task and Finish Groups is discouraged and allowed only at the Chair's discretion.

#### RULES OF OPERATION

The Panel has power to discuss, but no power to make decisions on, matters listed in the Terms of Reference below.

It shall meet as often as necessary, though it shall have at least 4 or 6 scheduled meetings per year.

Meetings shall normally take place early evening.

The Panel shall advise and make recommendations to the Overview and Scrutiny Committee. The Chair of the Scrutiny Panel will report on the work of the Panel at meetings of the Overview and Scrutiny Committee.

For the purpose of accountability, adequate notes shall be taken of business transacted, which shall be available for inspection by other Members of the Council, subject to proper control, in accordance with the Code of Conduct, of information deemed by the Proper Officer to be exempt.

## **Overview & Scrutiny Committee**

### TERMS OF REFERENCE

The Crime and Disorder Scrutiny Panel will be Redditch Borough Council's designated Crime and Disorder Scrutiny Panel in accordance with Sections 19 and 20 of the Police and Justice Act 2006.

The Panel will carry out the following functions:

- a) to hold the Redditch Community Safety Partnership to account for its decision making;
- b) to scrutinise the performance of the Redditch Community Safety Partnership;
- c) to undertake policy reviews of specific crime and disorder issues;
- d) to highlight and challenge people's perceptions of crime and disorder in the local area;
- e) to undertake community engagement and consultation to establish local people's priorities for crime and disorder issues; and
- f) to promote the positive work of the Redditch Community Safety Partnership.

### OFFICER SUPPORT

The work of the Crime and Disorder Scrutiny Panel will be supported by the Overview and Scrutiny Support Officers.









# Overview and Scrutiny

No Direct Ward Relevance

## Committee

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### 15. 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

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	<p><b>REGULAR ITEMS</b></p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> <li>1. the Dial-A-Ride Task and Finish Group;</li> <li>2. the Neighbourhood Groups Task and Finish Group; and</li> <li>3. the Local Strategic Partnership Task and Finish Group.</li> </ol>	<p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>14th October 2009</b>	Corporate Plan Phase 1 – Pre-Scrutiny	Relevant Lead Head(s) of Service
<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

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<b>4th November 2009</b>	Quarterly Budget Report – second quarter 2009/10.	Relevant Lead Head of Service
<b>4th November 2009</b>	Garden Waste Strategy – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>4th November 2009</b>	Quarterly Performance Report – second quarter 2009/10.	Relevant Lead Head of Service
<b>4th November 2009</b>	Options for use of the Former Covered Market area – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>25th November 2009</b>	Local Strategic Partnership Presentation	Relevant Lead Head(s) 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	

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<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
<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

# Overview and Scrutiny

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<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

