

# Overview and Scrutiny Committee

Wednesday, 3rd  
February, 2010  
2010  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact**

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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, 3rd February, 2010

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	

<p><b>1. Apologies and named substitutes</b></p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p><b>2. Declarations of interest and of Party Whip</b></p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p><b>3. Minutes</b> (Pages 1 - 8)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p>
<p><b>4. Actions List</b> (Pages 9 - 12)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>5. Call-in and Pre-Scrutiny</b></p>	<p>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.</p> <p>(No separate report).</p> <p><b>All Wards</b></p>

# Overview and Scrutiny

Committee

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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>(No Specific Ward Relevance)</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 Task and Finish Group – Chair, Councillor R. King; and</li><li>2. Local Strategic Partnership Task and Finish Group – Chair, Councillor W Norton.</li></ol> <p>(Oral reports)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>8. Joint Worcestershire Hub Task and Finish Review - Progress Report</b></p>	<p>To consider a progress report on the subject of the Joint Worcestershire Hub Task and Finish Review.</p> <p>(Oral report).</p>
<p><b>9. Arrow Valley Countryside Centre - Pre-Scrutiny</b> (Pages 13 - 52) Head of Leisure and Arts</p>	<p>To pre-scrutinise the contents of the Consultants' report regarding the Arrow Valley Countryside Centre.</p> <p>(Report attached)</p> <p><b>(Winyates Ward)</b></p>
<p><b>10. Initial Estimates 2010/11</b> Head of Financial Revenues and Benefit Services</p>	<p>To consider the contents of the Initial Estimates for 2010/11 and to make recommendations pertaining to their final content.</p> <p>(Reports to follow).</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>11. Housing Revenue Accounts Initial Estimates 2010/11</b> (Pages 53 - 66)</p>	<p>To scrutinise the contents of the Housing Revenue Accounts Initial Estimate 2010/11.</p> <p>(Reports attached).</p> <p><b>All Wards</b></p>

# Overview and Scrutiny

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<p><b>12. Scrutiny Work Programme Planning Event</b></p>	<p>To consider whether it would be appropriate to hold a Scrutiny Work Programme Planning event for the 2010/11 year and when this event should take place.</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>13. Crime and Disorder Scrutiny Panel - Update</b></p> <p>Head of Legal, Democratic &amp; Property Services</p>	<p>To receive an update on the reporting mechanisms for the Crime and Disorder Scrutiny Panel and progress with the introduction of the Panel.</p> <p>(Oral report)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>14. Good Scrutiny Awards 2010</b></p> <p>(Pages 67 - 78)</p> <p>Head of Legal, Democratic and Property Services</p>	<p>To consider the criteria for the Centre for Public Scrutiny's Good Scrutiny Awards in 2010 and to determine whether it would be suitable to submit any entries for Redditch Borough Council.</p> <p>(Report attached).</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>15. Questions for the Portfolio Holder for Leisure and Tourism</b></p>	<p>To approve a number of questions</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>16. Referrals</b></p>	<p>To consider any referrals to the Overview &amp; Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none"><li>• The Executive Committee or full Council</li><li>• Other sources.</li></ul> <p>(No separate report).</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>17. Work Programme</b></p> <p>(Pages 79 - 84)</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)</p> <p><b>(No Specific Ward Relevance)</b></p>

# Overview and Scrutiny

Committee

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## **18. 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”.

**(No Specific Ward Relevance)**

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# Overview and Scrutiny

Committee

16th December 2009

## Minutes

### Present:

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

### Officers:

T Horne, S Horrobin and R Kindon

### Committee Services Officers:

J Bayley and I Westmore

### 129. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Pearce, Taylor and Thomas.

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

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

### 131. MINUTES

#### RESOLVED that

the minutes of the meeting held on 25th November 2009 be confirmed as a correct record and signed by the Chair.

### 132. ACTIONS LIST

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

#### a) Scrutiny Training Event

It was reported that a number of Councillors and the Overview and Scrutiny Support Officer had attended a training event at Bromsgrove Council Chamber in November. The session had covered Councillor Calls for Action (CCfA)

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Chair

# Overview and Scrutiny Committee

16th December 2009

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and Crime and Disorder Scrutiny and had confirmed that the Council was very much in line with current good practice in both areas. The Chair added that the pioneers in the roll-out of CCfA had not experienced much of a response as yet.

## **RESOLVED that**

**The report be noted.**

### **133. CALL-IN AND PRE-SCRUTINY**

#### a) Opt-in Chargeable Garden Waste Collection

The Committee received an update on the changes that had been made to the proposals for the Opt-in Chargeable Garden Waste Collection that had been made following the resubmission of the report to the Executive Committee on 9th December 2009.

Officers attended to outline the major amendments that had been made following the initial consideration of the report in November. One of the more significant amendments had been to the pilot scheme, whereby the pilot area was being extended to give a clearer reflection of the impact on the entire Borough. The pilot would now take place in two parts of the Borough, one in the east and the other in the west.

The tone of the report had been altered in those sections that had elicited most comment from Members. It was made clear that an educative approach would be taken with regard to the discouragement of garden waste from being placed in grey bins. This educative approach would be extended to the future provision of the orange sacks throughout the Borough, this service being continued and accompanied by the provision of information on the possibilities available for recycling.

Additional information on sustainability and economy had been incorporated, with predictions of performance and the out-turn for recycling in Worcestershire. On a purely practical level it was now proposed to use green bins with appropriate stickers rather than brown bins for the additional service.

In response to questions from Members it was clarified that there would be no charge for this additional bin, that the charge for the service was to be £35 per annum and that provision had been made through a draft service standard for

# Overview and Scrutiny Committee

16th December 2009

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the charging for missing bins. It was also clarified that the area in the east of the town that was to be the subject of the pilot was a part of Matchborough East and Winyates East and West.

It was acknowledged that this would be an additional bin for those householders that took up the service, but the optional nature of the service was highlighted. The bins were also to be collected from properties rather than being put out on the highway for collection.

b) Voluntary Sector Grant Applications 2009/10

Officers informed the Committee that the Grants Officer post that had come about as a result of the Third Sector Task and Finish Group Review was to be made up to a full-time post following a decision made at the meeting of the Executive on 9th December. It was explained that funding for this was being made available through the County Council.

There were no call-ins.

**RESOLVED that**

**the report be noted.**

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

There were no scoping documents for the Committee to review.

**135. 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's activity had been temporarily curtailed following the postponement of several meetings and the loss of the Group's support officer to a secondment. Members were made aware of the Group's concerns at the lack of progress they had been able to make and the circumstances leading to the failure of the Council to secure grant funding from the County Council and the Worcestershire Acute NHS Trust.

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It was agreed that Councillor King would seek an answer in writing from the relevant Director as to the reasons for failing to secure the grant funding. It was also agreed that the completion date for the review be put back to March 2010 in the light of the difficulties that were being experienced.

b) Local Strategic Partnership – Chair, Councillor W Norton

Councillor Norton reported that the first meeting of the Group would be taking place on 14th January 2010.

**RESOLVED that**

**the progress reports be noted.**

**136. FORMER COVERED MARKET**

The Committee received a draft report on the subject of the Former Covered Market in the Town Centre for pre-scrutiny.

Officers provided a brief update on the background to the Covered Market site, noting that the Council did not currently have a use for this asset. The Town Centre Strategy, which had recently been considered by some Members of the Committee, recommended what the consultants deemed to be the best possible use for the site. This was for a single-aspect residential development with ancillary restaurant or retail use. The Committee was informed that the Executive was minded not to proceed with recommendations 3 and 5 in the draft report.

Members expressed a number of views as to their vision for this site. On the one hand it was suggested that the site could be used as a residential scheme for older people. However, support was also given to its use for a residential scheme aimed more at younger people, given the site's proximity to the night time economy of the town. Officers highlighted the other aspects of the Town Centre Strategy that would impact on this site, such as the proposed removal of the Redditch Ringway and the opening up of roads into the town centre.

There was support for declaring the site surplus as there was seen to be little benefit in the Council retaining the asset in the long term. It was suggested that the Council might look to realise some income from use of the site in the time before disposal could be achieved. Members were reassured that the production of a detailed development brief of the site would be expected to be met from within existing resources. The Committee recommended that

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the Executive Committee approve the course of action that was contained within recommendations 1), 2) and 4) of the draft report.

## **RECOMMENDED that**

- 1) the site be declared surplus to the Council's requirements;**
- 2) Property Services, in conjunction with Planning Services, be authorised to work up a detailed development brief to be reported to a future meeting of the Executive Committee; and**
- 3) Property Services be authorised to secure any short term interim uses of the former covered market area that would generate income, subject to planning.**

### **137. REVENUE AND CAPITAL BIDS 2009/10 TO 2012/13**

Due to the absence of the reporting Officer, this item was not considered in detail by the Committee. Members did raise a number of matters of interest, however.

There was concern that the fencing proposal for local allotments would not be successful as it had been deemed low priority. Members noted that the recent increases in charges for allotments had been predicated on the assumption that maintenance work would be carried out. Officers were also requested to establish which were the two allotments that were due to be provided with a water supply as detailed in bid no. 19.

Concern was also expressed at the potential revenue implications of the capitalisation of the costs arising through the creation of the single management team. This extended to the predictions for the costs of Job Evaluation and for the redundancy costs of the single management team proposal.

## **RESOLVED that**

**the report be noted.**

### **138. FEES AND CHARGES 2010/11**

Due to the absence of the reporting Officer, this item was not considered in detail by the Committee.

# **Overview and Scrutiny Committee**

16th December 2009

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It was noted that there was one recommendation, for the Home Support Service, that allowed Members to choose between a rise of 2% or a rise that reflected the cost of the provision of the service in respect of the Home Support Service. Members were informed that the Executive Committee had agreed that this be increased by 2%, which was in accordance with the views expressed by the Overview and Scrutiny Committee.

**RESOLVED that**

**the report be noted.**

**139. WORCESTERSHIRE HUB - SCRUTINY**

The Committee considered a scrutiny proposal from the County Council for a joint scrutiny of the Worcestershire Hub. It was proposed that a member of the Overview and Scrutiny be co-opted onto the Group undertaking this exercise.

**RECOMMENDED that**

**Councillor Robin King be nominated to represent the Council as a co-optee on the Worcestershire Hub Scrutiny Group.**

**140. CENTRE FOR PUBLIC SCRUTINY - GOOD SCRUTINY AWARDS**

The Overview and Scrutiny Support Officer reported that Councillor Thomas had attended the Centre for Public Scrutiny (CfPS) Good Scrutiny Awards 2009 and had subsequently proposed that the Council put forward nominations for the coming year. The Chair proposed that this be considered further at the meeting on 3rd February when additional information would be available to the Committee.

**RESOLVED that**

**the nomination of Redditch Borough Council reviews for the CFPS Good Scrutiny Awards be considered further at the meeting of the Committee on 3rd February 2010.**

**141. REFERRALS**

There were no referrals.

# Overview and Scrutiny Committee

16th December 2009

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## 142. WORK PROGRAMME

The Committee considered its current Work Programme.

Officers highlighted the Crime and Disorder Scrutiny training that was due to take place on Wednesday, 6th January 2010. All Members had been invited but the priority was for Sub-Committee members to attend.

The forthcoming monitoring of the implementation of some of the recommendations made by the Council Flat Communal Cleaning Task and Finish Group was also noted.

Members noted the outcome of the One Place Survey which had been published by the Audit Commission and identified Redditch as having a significant issue to address. The Committee was keen to assist in helping the Council fight for the necessary resources to enable these issues to be addressed and asked for this matter to be considered further at the following meeting.

### **RESOLVED that**

- 1) the current Work Programme be noted; and**
- 2) the outcome of the One Place Survey be considered at the meeting of the Committee on 13th January 2010.**

The Meeting commenced at 7.00 pm  
and closed at 8.25 pm

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Chair





**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.	This report will be delivered at a meeting of the Committee on 13th January 2010. (DONE). Lead Officer, Head of Leisure and Arts.
14th October 2009  <b>4</b>	Members agreed that Councillor Braley should liaise with the Head of Strategy and Partnerships at the Council to complete a scoping document for the proposed review of possible actions that could be taken to reduce the length of time individuals remain on the priority waiting list for disabled facilities grants and the lifetime grant.	This action remains to be completed. Lead Member, Councillor Braley, lead Officer, Head of Strategy and Partnerships. Estimated completion date, not specified. (TO BE DONE).

<p>14th October 2009</p> <p><b>5</b></p>	<p>Officers reported an item that had been raised by the Portfolio Holder for Community Safety for the consideration of the Crime and Disorder Scrutiny Panel.</p>	<p>Members agreed that this item should be referred for consideration at the first meeting of the Panel. Lead Officer, Overview and Scrutiny Support Officer, estimated completion date, not specified. (TO BE DONE).</p>
<p>25th November 2009</p> <p><b>6</b></p>	<p>Members discussed NI 192: the percentage of household waste sent for reuse, recycling and composting. They questioned why the figures for September had not yet been provided by Worcestershire County Council.</p>	<p>Officers were asked to investigate the reasons for the delay in obtaining these figures. Lead Officer, Head of Strategy and Partnerships, estimated completion date not specified. TO BE DONE.</p>
<p>25th November 2009</p> <p><b>7</b></p>	<p>Members agreed that Overview and Scrutiny could contribute to the development of an effectively working Single Equalities Scheme by scrutinising the different elements of the scheme on a case by case basis. The Committee agreed that the Gender Equalities Scheme should be the first element to be scrutinised as part of these arrangements.</p>	<p>Members and Officers to complete a scoping document for each review, following consideration of the scheme at a meeting of the Executive Committee in February 2010. TO BE DONE. Lead Officer Head of Strategy and Partnerships, estimated completion date not specified.</p>
<p>16th December 2009</p> <p><b>8</b></p>	<p>Members requested clarification about the 2 allotments referred to under item 19 of the general fund capital bids in the revenue and capital bids 2009/10-2012/13 report.</p>	<p>Officers have explained that the two sites were the Beoley Road and Sandpits Lane allotments. This information was circulated for the consideration of members of the Committee by email 31/12/09. DONE.</p>
<p>16th December 2009</p> <p><b>9</b></p>	<p>Members raised a number of questions about the potential capitalisation of the Joint Management Board.</p>	<p>Officers have provided answers to these questions which were circulated by email for the consideration of Members 04/01/10. DONE.</p>

<p>16th December 2009 <b>10</b></p>	<p>Members noted that the Council Flat Communal Cleaning Task and Finish Group had recommended that a revenue bid be submitted for the stripping, cleaning and sealing of the flooring in the three storey Batchley flats. This had been approved by the Executive Committee in July 2009.</p>	<p>Relevant Officers were requested to submit a revenue bid for this action urgently as part of the 2009/10 budget setting process. Lead Officers: Asset Maintenance Supervisor and Head of Finance, Revenues and Benefits. Officers have reported that a revenue bid will be submitted for this action as a matter of urgency in January 2010. Estimated completion date January 2010, WILL BE DONE SOON.</p>
<p>16th December 2009 <b>11</b></p>	<p>The Committee agreed to reconsider information relating to the Centre for Public Scrutiny Good Scrutiny Awards 2010 following the publication of the organisation's criteria for receiving the awards.</p>	<p>Officers to alter the Committee's Work Programme to ensure that the CfPS Good Scrutiny Awards are considered in further detail on 3rd February 2010. DONE.</p>
<p>16th December 2009 <b>12</b></p>	<p>The Committee agreed that the final Comprehensive Area Assessment and Redditch Borough Council's organisational assessment published as part of the One Place survey was a suitable topic for scrutiny. The Committee could add value, particularly through reviews of issues that were the subject of red flags.</p>	<p>Officers to alter the Committee's Work Programme accordingly. DONE.</p>

### Glossary

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



By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted





## Overview and Scrutiny Committee

No Specific Ward Relevance

3rd February 2010

### 11. HOUSING REVENUE ACCOUNT INITIAL ESTIMATE 2010/11

(Report of Head of Financial, Revenues and Benefits Services)

#### 1. Summary of Proposals

To present Members with the Initial Estimates for the Housing Revenue Account for 2010/11 and the proposed dwelling rents for 2010/11. Also for members to consider a number of revenue and capital bids for the forthcoming three year period.

#### 2. Recommendations

The Committee is asked to RECOMMEND that

- 1) the draft 2010/11 Estimates for the Housing Revenue Account attached to the report at Appendix A, be approved;
- 2) the actual average rent increase for 2010/11 is 2.6%;
- 3) the Housing Revenue Account bids for revenue resources categorised as unavoidable and high set out in Appendix B be approved as follows:

2010/11	£63,000
2011/12	£49,000
2012/13	£187,000;

- 4) the Housing Revenue Account bids for capital resources categorised as high and unavoidable set out in Appendix C be approved as follows:

2010/11	£600,000
2011/12	£730,000
2012/13	£6,020,000; and

- 5) the bid as recommended by the Overview and Scrutiny Committee be approved as follows:

Cleaning and maintenance of flooring at Three Storey Flats - estimated cost £6,000.

# Overview and Scrutiny

Committee

3rd February 2010

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## 3. Financial, Legal, Policy, Risk and Climate Change / Carbon Management Implications

### Financial

- 3.1 The Financial Implications are as set out throughout the report.

### Legal

- 3.2 Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.

### Policy

- 3.3 The Council has since 2002/03 set its dwelling rents by reference to the rent formula introduced as part of the Government Rent Restructuring policy.
- 3.4 The Executive Committee sets Fees and Charges within the Council's Policy of a general budget guideline increase

### Risk

- 3.5 It is important for budgetary control and forecasting purposes to ensure that the initial budgets are updated to take account of all known changes and that these are reflected in the initial estimates for the forthcoming year.

### Climate Change / Carbon Management

- 3.6 There are no specific sustainability/environmental or climate change implications arising from this report.

### Report

## 4. Background

- 4.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.
- 4.2 The Council, through the system of Housing finance introduced by the Local Government and Housing Act 1989, has been subject to reducing external support to the Housing Revenue Account in the form of diminishing Housing Subsidy over the past few years. The Council now pays in excess of £6 million to central government because it is in a negative subsidy position.

# Overview and Scrutiny

Committee

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- 4.3 Rent restructuring was introduced in 2002/03. The objective of this is set out in a Government policy statement "Quality and Choice: A Decent Home for All – The Way Forward for Housing". It is proposed that rent setting in the social housing sector should be brought on to a common system based upon relative property values and local earnings levels. The intention was for there to be rent convergence between sectors within 10 years. Briefly, the rent increase each year should be based on an increase for inflation plus an adjustment of 10% of the difference between the formula rent and the actual rent on an individual property basis. The 10% adjustment, which is aimed at achieving the formula rent for all properties within 10 years, may result in an increase or decrease in rent.
- 4.4 The date for rent convergence has been reinstated to 2012/13. In 2009/10 it had been extended to 2023/24 because RPI for September 2008 was 5% and this would have resulted in rent increases of 9%.
- 4.5 During February 2010 the government is expected to set out the details of an offer to allow council housing services to be 'Self Financing'. The offer will be in the form of a financial settlement which individual authorities will be able to accept or reject. The offer may also have implications for the General Fund.
- 4.6 At the 18th November 2009 meeting of the Executive Committee Members considered a number of revenue and capital bids for the current year and the forthcoming three years ending in 2012/13. Members approved the bids for 2009/10 and approved, in principle, the bids for the forthcoming three years, subject to the availability of resources.

## 5. Key Issues

- 5.1 This section of the report outlines the major issues which have an impact upon the Housing Revenue budget Account setting process for 2010/11.
- 5.2 Based on the data included in the Draft Housing Revenue Account Subsidy Determination for 2010/11 the actual average rent increase for 2010/11 will be 2.6%. The average rent on a 52 week basis will be £63.38, or £68.66 on a 48 week basis. This compares to the actual average for 2009/10 on a 52 week basis of £61.79 and £66.94 on a 48 week basis.

# Overview and Scrutiny

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## Housing Subsidy

- 5.3 The amount of Housing Revenue Account Subsidy payable by the Authority is now calculated as follows:-

allowance for management and maintenance  
+  
allowance for major repairs (MRA)  
+  
charges for capital  
+  
other items of reckonable expenditure  
-  
a notional amount for rent  
-  
interest on receipts.

- 5.4 The constituent parts of this are as follows:-

- a) The management and maintenance figure is calculated by using the Department for Communities and Local Government (DCLG) target allowance multiplied by the number of houses as at the 1st of April 2009
- b) The major repairs allowance is an amount, notified by the DCLG, per property type multiplied by the number of each property type as at the 1st of April 2009
- c) The amount of charges for capital are based on subsidy capital financing requirement, assumed debt management expenses, an allowance for premiums and discounts and the authority's consolidated rate of interest.
- d) Other reckonable expenditure is again a notified figure from the DCLG based on expenditure on leasehold properties.
- e) The amount of notional rent income is calculated by using the notional target rent income figure notified by the DCLG multiplied by the number of properties as at the 1st of April 2009.
- f) The interest on receipts is again a notified notional figure based on an estimate of the Council's mortgage interest and the interest from Housing Revenue Account balances.

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5.5 To exemplify the above the actual subsidy figures are given below:-

## Draft Subsidy Calculation

	2010/11 Initial £
(i) Management and Maintenance	9,190,775
(ii) Other reckonable expenditure	84
(iii) Major Repairs Allowance	3,773,812
	<hr/>
	12,964,671
(iv) Rent Income	(18,884,457)
(v) Interest on Receipts	(150,970)
	<hr/> <hr/>
	(6,070,756)

Members will note from this that the financial position with regard to Housing Revenue Account subsidy in 2010/11 is that the Council will again be in overall negative subsidy.

Consultation on the Housing Revenue Account Subsidy Determination for 2010/11 runs until the 25th January 2010.

## Capital Resources

- 5.6 From the 1st of April 2004 capital receipts from the sale of housing land and dwellings have been subject to pooling, (75% of Right To Buy (RTB) receipts have to be paid to the Government for redistribution). Officers have estimated that in the short term the number of RTB sales for this Council will be around 5 per annum, generating around £85k in usable capital receipts.
- 5.7 The introduction of the Major Repairs Allowance from April 2001 provided the Council with additional capital resources. This will continue for 2010/11. In 2010/11 £3,773,812 will be transferred from the Housing Revenue Account into a Major Repairs Reserve. This Reserve will then be available to fund capital expenditure for Housing Revenue Account purposes and to repay any Prudential Borrowing.

## Housing Repairs Account

- 5.8 The budgeted contribution to the Housing Repairs Account as shown at Appendix A is £4,130,150 for 2010/11, including inflationary increases where appropriate.

# Overview and Scrutiny

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## Right to Buy Scheme - Rent Income

- 5.9 The 10/11 figures at Appendix A allow for the sale of 5 Council homes. The full effect is an anticipated £16,065 loss of rent income.

## Provision for Bad and Doubtful Debts

- 5.10 Members will be aware that the provision was increased by £500,000 to £1,100,000 at the 31st of March 2008. Appendix A reflects the need to maintain this provision for 2010/11.

## Supporting People

- 5.11 From the 1st of April 2003 the support service elements of the following services were transferred to the General Fund to coincide with the introduction of Supporting People funding :-

St David's House and Queens Cottages (Support Services)  
Wardens (Support Services)  
Community Alarm for Council tenants.

These services are funded from Supporting People subsidy, Housing Revenue Account subsidy (due to those tenants who currently pay or receive a free service but should pay if a charge were levied) and the charges that continue to be collected from those tenants not in receipt of benefit. Any deficit in funding is met from the Housing Revenue Account. For 2010/11 the cost to the Housing Revenue Account is estimated to be £351,470.

## Housing Revenue Account Balances

- 5.12 The Head of Financial, Revenues and Benefits Services has previously advised Members on the minimum level of revenue balances to be maintained in lieu of unforeseen events affecting the Housing Revenue Account and the Council's housing stock. Members have previously approved the retention of a minimum balance of £600,000
- 5.13 The figures shown in Appendix A indicate that the balance carried forward at the 1st of April 2010 will be £698,278, which will leave a working balance of £697,808.

## Job Evaluation

- 5.14 The outcome of the Job Evaluation exercise is due to be implemented from 1st April 2010. There is a potential for this to impact on the Housing Revenue Account. It is therefore recommended that a provision is set aside for this purpose. The estimate cost to the Housing Revenue Account is £190,000.

# Overview and Scrutiny

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3rd February 2010

## Revenue Bids 2010/11 – 2012/13

- 5.15 Appendix B details 3 bids for HRA revenue resources totalling £63,000 for 2010/11, £49,000 for 2011/12 and £187,000 for 2011/12. These have also been categorised into unavoidable and high.

	<b>2010/11 £'000</b>	<b>2011/12 £'000</b>	<b>2012/13 £'000</b>
Unavoidable	63.0	49.0	62.0
High	0.0	0.0	125.0
<b>Total Budget Pressures</b>	<b>63.0</b>	<b>49.0</b>	<b>187.0</b>

## Capital Bids 2010/11 – 2012/13

- 5.17 Appendix C details 6 bids for HRA capital resources, including the 2012/13 proposed Decent Homes Programme. These have been categorised as unavoidable and high.

	<b>2010/11 £'000</b>	<b>2011/12 £'000</b>	<b>2012/13 £'000</b>
Unavoidable	230.0	110.0	6,020.0
High	220.0	400.0	0.0
* Roof replacement programme	150.0	220.0	
<b>Total Budget Pressures</b>	<b>600.0</b>	<b>730.0</b>	<b>**6,020.0</b>

\* omitted from report considered by the Executive Committee on 18th November 2009.

\*\* £3.7m assumed to be funded from Major Repairs Reserve.

# Overview and Scrutiny

## Committee

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- 5.18 The above bids will need to be funded from borrowing. The estimated cost to the HRA is as follows:

	2010/11 £'000	2011/12 £'000	2012/13 £'000
Unavoidable	5.2	12.8	67.5
High	8.3	30.6	44.5
<b>Total Budget Pressures</b>	<b>13.5</b>	<b>43.4</b>	<b>112.0</b>

### Overview and Scrutiny Committee Recommendation

- 5.19 The Council Flat Communal Cleaning Task and Finish Group reported to the Executive Committee on the 22nd July 2009. The Group recommended that a revenue bid be submitted to enable the flooring in the Three Storey Flats in Batchley to be stripped, cleaned and sealed. The cost of this work is £6,000.

### Summary

- 5.20 The combined impact of the revenue and capital bids on the Housing Revenue Accounts are as follows:

	2010/11 £'000	2011/12 £'000	2012/13 £'000
<b>Estimated level of balances 31<sup>st</sup> March 2011</b>	<b>698.3</b>		
Unavoidable and high revenue bids	63.0	49.0	187.0
Unavoidable and high capital bids *	13.5	43.4	132.0
O & S bid	6.0		
<b>Total budget pressures</b>	<b>82.5</b>	<b>92.4</b>	<b>319.0</b>
Reduced level of balances if all bids are approved	615.8		

\* including ongoing maintenance.

- 5.21 If Members were to approve all the proposed bids then the estimated level of Housing Revenue Account balances at as the 31st March 2011 would still be within the recommended minimum level of £600k.
- 5.22 The position of the Housing Revenue Account for the period commencing 1st April 2011 will be dependant upon the outcome of the 'Self Financing' offer expected in February.



# Overview and Scrutiny

Committee

3rd February 2010

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## 6. Other Implications

Asset Management	-	The Housing Revenue Account provides for the maintenance of the Council's housing stock.
Community Safety		The Housing Revenue Account provides funding for community safety issues concerning the Council's housing tenants.
Health	-	None identified.
Human Resources	-	None identified.
Social Exclusion		The provision of social housing assists with addressing some issues associated with social exclusion.
Environment / Sustainability	-	The capital bids include items concerned with environmental/sustainability issues.

## 7. Lessons Learnt

None.

## 8. Background Papers

Relevant papers on Financial Services files.

## 9. Consultation

9.1 Only relevant Borough Council Officers have been consulted in the preparation of this report.

9.2 The Borough Tenants' Panel has not been consulted at this stage.

## 10. Author of Report

The author of this report is Teresa Kristunas (Head of Financial, Revenues and Benefits Services), who can be contacted on extension 3295 (e-mail [teresa.kristunas@redditchbc.gov.uk](mailto:teresa.kristunas@redditchbc.gov.uk)) for more information.

# Overview and Scrutiny

Committee

3rd February 2010

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## 11. Appendices

Appendix A. Housing Revenue Account – 2010/11 Initial Estimate

Appendix B Revenue Bids 2010/11 – 2012/13

Appendix C Capital Bids 2010/11 – 2012/13

## Appendix 18

### Overview and Scrutiny

3rd February 2010

<b>Potential Revenue Bids</b>		<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>Commentary</b>	<b>Appendix B Link to Priorities</b>
<b>Description</b>	<b>Housing Revenue Account</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>Unavoidable</b>						
1	Legionella - Sheltered Schemes	18,500	4,500		At present the stored water system are cleaned and disinfected and tested for legionella and TVC's yearly as a control measure. If control measures are to remain effective, then regular monitoring of the systems are essential. More frequent inspection/cleansing for vulnerable groups.	Safe and Well Managed Organisation
2	Servicing and Inspection of all fire equipment, smoke detectors and emergency lighting to landings and stairways.	44,500	44,500	12,500 49,500		Safe and Well Managed Organisation
<b>Total Unavoidable</b>		<b>63,000</b>	<b>49,000</b>	<b>62,000</b>		
<b>High</b>						
3	Unadopted paved areas			125,000	Subject to calrification HRA subsidy review	Safe and Well Managed Organisation
<b>Total High</b>		<b>0</b>	<b>0</b>	<b>125,000</b>		
<b>Total Housing Revenue Account</b>		<b>63,000</b>	<b>49,000</b>	<b>187,000</b>		



# Appendix 17

## Overview and Scrutiny

3rd February 2010

Potential Capital Bids		2010/11	2011/12	2012/13	Revenue Implications	Appendix C
Description		£	£	£	£	Link to Priorities
<b>Housing Revenue Account Unavoidable</b>						
1	Decent Home Programme			5,320,000		Well Managed Organisation
2						Enterprising and Safe
3	Equipment & Adaptations	80,000	110,000	700,000		Continuation of Decent Home Programme
	Installation of fire and smoke detection equipment (continuation of project)	150,000				Additional funds are required in the years 2009/10 to 2011/12 to deal with the increased demand for the installation of larger works e.g. stair lifts and building works.
	<b>Total HRA Unavoidable</b>	<b>230,000</b>	<b>110,000</b>	<b>6,020,000</b>		
<b>High</b>						
4	Upgrade of security doors to communal blocks	120,000	100,000			
5	Solid external wall insulation	100,000	200,000			
6						
	Housing Management System replacement		100,000			
	Roof Replacement Programme	150,000	220,000		20,000	Transfer from a property based system to a person centred system. Upgrade to current system.
	<b>Total HRA High</b>	<b>370,000</b>	<b>620,000</b>	<b>0</b>	<b>20,000</b>	
	<b>Total HRA Capital Bids</b>	<b>600,000</b>	<b>730,000</b>	<b>6,020,000</b>		



**Good Scrutiny Awards 2010**  
**Further information from the Centre for Public Scrutiny (CfPS) website on the**  
**subject of the Good Scrutiny Awards 2010**

(Accessed 25th January 2010, at <http://www.cfps.org.uk/what-we-do/events/cfps-annual-conferences/?id=65> ).

## **CfPS annual conference & Good Scrutiny Awards 2010**

**01 July 2010**

**The Brewery, Barbican, London**

**£0.00 +VAT per ticket**

**CfPS 8th Annual Conference**  
**Accountability Works: sustaining outcomes in changing times**  
**30th June - 1st July 2010**  
**The Brewery, Barbican, London**

*Earlybird discount for all bookings made before the 31 March 2010. [Book here](#).*

The Annual Conference attracts an audience of over 400 non-executive scrutineers and practitioners from across the public sector and tiers of government to look at how effective accountability can lead to improved service delivery and drive efficiency savings across public services.

In 2010, the conference will feature for the first time 'Scrutiny Exchange Live!' bringing local government, public, private, voluntary and community sector scrutineers together enabling delegates to share ideas and learn lessons from each others experience. The highly popular 'scrutiny café' is also likely to feature on both days.

### **REDUCED DELEGATE RATES FOR 2010**

Tiered packages available depending on type of organisation.

### **Sponsorship opportunities and branding/advertising opportunities**

Raising the profile of your organisation at the conference or awards dinner has never been easier. We offer sponsorship and exhibition opportunities: [Sponsorship packages](#).

For further details please contact the CfPS Conference Office on 01323 637707.

Email: [cfps2010@confpeople.co.uk](mailto:cfps2010@confpeople.co.uk).

TO BOOK NOW AND FOR THE LATEST PROGRAMME UPDATES [CLICK HERE](#).

### **Good Scrutiny Awards 2010**

We want to hear how you have successfully influenced excellent public services.

If you, or your organisation, have done something in the last year that you are proud of CfPS encourages you to submit an entry for the Good Scrutiny Awards 2010. We want to help you celebrate your success and help others to learn from what you've done.

Now in their 3rd year, the Awards celebrate accountability and transparency in public services, the work of non-executives in the public sector and also public sector organisations that respect the work of non-executives.

Anyone with a non-executive role in the public sector can submit an entry and public sector organisations can apply for the 'accountable organisation of the year' award.

The new categories for 2010 are:

- Community influence
- Raising the profile
- Added value
- Joint working
- Innovation
- Practitioner of the year
- Team of the year
- Accountable organisation of the year

With an Overall Impact Award being selected from the category winners.

Along with the prestige of being a part of the Good Scrutiny Awards, the shortlisted entries will have the opportunity to showcase their work in the Successful Scrutiny Zone at CfPS 2010 and will be offered a free delegate pass to the conference and gala dinner on 30 June 2010. The Awards will be presented during the gala dinner.

Previous winners have found that receiving an award has raised the profile of their work.

*'A key component of the work for which we won our award was the effectiveness of joint working with our partners in the community and voluntary sector. By acknowledging the effectiveness of the engagement with third sector colleagues, the award has strengthened this partnership and at the same has highlighted the profile of scrutiny and the contribution it can make to service improvement'* **Lynne Margetts, Service Manager Scrutiny, London Borough of Harrow**

*'Winning the scrutiny chair of the year award and being part of the winning entry for health scrutiny has done much to raise the profile of scrutiny in Gloucestershire. Through coverage in the local media the public are becoming aware of the important role of scrutiny in holding public service providers to account. Our award winning scrutiny chair, Cllr Andrew Gravells, has been invited to events throughout the country and is spreading the word that scrutiny done well can really add value and make a difference for local people.'* **Simon Harper, Scrutiny Support Team Leader, Gloucestershire County Council**

We think that most people and organisations will have done something in the last year that they are proud of and we look forward to receiving your entry.

**DEADLINE: 31 MARCH 2010**

[Category definitions](#)

[Judging criteria](#)

[Application form](#)



## Category definitions

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### Community influence

Awarded to the entry demonstrating the most positive outcomes from working with communities, for example, through:

- setting priorities for work programmes
- working with communities on individual projects
- involving people and groups who are 'hard to hear'

Open to any group of non-executives who have allowed local people and communities to directly influence their work.

### Raising the Profile

Awarded to the entry demonstrating the most impact in terms a greater profile for the work of 'non-executives', for example:

- positive coverage in local or national media
- public awareness of the ways in which decisions can be influenced
- raising awareness of the role and value of 'non-executives' within or across public sector organisations

Open to any group of non-executives who have raised their profile or the profile of non-executives generally.

### Added Value

Awarded to the entry demonstrating the most 'added value', for example:

- a single organisation resourcing its own non-executive function
- a partnership approach, jointly resourcing non-executives in an area
- non-executives using limited resources to achieve positive outcomes
- non-executives influencing the effective use of resources

Open to organisations or groups of partners that resource non-executives or groups of non-executives who make effective use of scarce resources or influence use of resources to deliver services.

### Joint working

Awarded to the entry demonstrating most effective joint working, for example:

- two or more groups of non-executives working together
- executives and non-executives building positive relationships

Open to groups of non-executives who have worked together to make a difference or organisations where decision makers and scrutineers work effectively together to improve services.

## Category definitions

### Innovation

Awarded to the entry demonstrating the most creative ways of working, for example:

- innovative ways of engaging the community with the work of non-executives
- innovative approaches to reviewing issues, developing recommendations or holding executives to account
- new approaches to developing the role of non-executives within an organisation or across a partnership

Open to groups of non-executives who have worked in a non-traditional way or organisations or groups of partners who do something creative to support non-executives.

### Practitioner of the year

Awarded to an individual who has made an outstanding contribution towards:

- advocating the role of non-executives
- accountability of a particular organisation
- helping communities to have a stronger voice

Open to people who promote accountability, have played an outstanding role directly related to a particular organisation or have helped other people to make their views heard.

### Team of the year

Awarded to the entry demonstrating the most effective teamwork:

- officers supporting non-executives
- a group (or groups) of non-executives working together

Open to groups of people who support non-executives to carry out their work or groups of non-executives themselves who work effectively together, either in their own organisation or with others across partnerships or geographic areas.

### Accountable organisation

Awarded to the entry demonstrating the most awareness and acceptance of the need for accountability:

- implementing recommendations for positive improvement
- embedding a culture of openness and transparency
- developing positive relationships/partnerships with non-executives for improved accountability

Open to any public sector organisation.

### Overall impact

Awarded to the entry demonstrating the most overall impact, for example:

- on-going impact throughout the year
- impact through work around a particular topic





## Judging criteria

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### Key principles

#### Judges will be looking for entries demonstrating evidence that non-executives:

- challenge decision-makers in ways that positively influence culture, strategy or policy
- respond to the priorities and concerns of service users, communities or the public generally
- act independently but recognise they need to work with others to achieve success
- focus on outcomes so that their work is effective and leads to improved services for local people

#### Community influence

It is vital that the work of non-executives focuses on issues that are priorities or concerns of service users, communities or the public generally. To win this award, entrants will have to demonstrate positive outcomes from working with service users, communities or the public generally. Judges will be looking for evidence that non-executives have allowed those on whose behalf they work to influence what they have done. They will be keen to see that people have been able influence in ways that suit them.

#### Raising the Profile

Non-executives need to make sure that their role is valued and respected and that the public know who they can raise issues for them to tackle. To win this award, entrants will have to demonstrate how the work they have done has raised the profile of the non-executive role. Judges will be looking for evidence of positive media coverage or an increasing awareness and respect for the non-executive role. They will be keen to see creative ideas for raising the profile of accountability and scrutiny.

#### Added Value

In the current financial climate it might be tempting to see scrutiny and accountability as an 'expensive luxury'. To win this award, entrants will need to demonstrate value for money either in the way they resource scrutiny and accountability, how non-executives work themselves or the impact they have on how public money is spent by organisations or partners. Judges will be looking for evidence of effective resourcing, outcomes from limited resources or financial savings.

#### Joint working

Scrutiny and accountability can be particularly effective when non-executives either work together on common issues or when executives and non-executives share a common vision about the benefits of being 'held to account'. To win this award, entrants will need to demonstrate effective ways of joint working. Judges will be looking for evidence that two or more groups of non-executives working together or of effective relationship building with executives.

## Judging criteria

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### **Innovation**

Traditional ways of working do not always provide the basis for effective working or achieving results. To win this award, entrants will need to demonstrate that they have worked in creative or innovative ways to achieve success. Judges will be looking for evidence that non-executives have thought about how to work differently in terms of working with communities or influencing decision-makers. They will also be looking for evidence that organisations or groups of partners have developed new approaches to developing the non-executive role.

### **Practitioner of the year**

Champions and advocates are vital to ensure that accountability and scrutiny continue to be respected and supported in the public sector. To win this award, entrants will need to demonstrate that they have worked to advocate the non-executive role, had an impact within a particular organisation or partnership or helped communities to have a stronger voice. Judges will be looking for evidence of the personality and skills necessary to hold decision-makers to account constructively.

### **Team of the year**

Bringing together people with a range of skills, either within a group of non-executives themselves or to support their work, can help to bring different perspectives to accountability and scrutiny. To win this award, entrants will have to demonstrate effective teamwork and provide evidence that a range of diverse skills have positively contributed to the outcomes of their work. Judges will be looking for examples of groups of non-executives working together or effective officer support.

### **Accountable organisation**

Trust in public services is at an all time low and many people feel that their voice is not heard or that decision-makers do not act on the outcomes from consultation and engagement activity. To win this award, entrants will need to demonstrate that they have a culture of openness and transparency and listen, understand and respond to the priorities and concerns of local people. Judges will be looking for evidence of recommendations from non-executives being implemented or relationships or partnerships being built between decision-makers and non-executives.

### **Overall impact**

Judges will choose an overall winner from the winners of each category. This award will go to the entry that demonstrates the most impact in terms of either on-going work throughout the year or through work on a particular topic.

# Good Scrutiny Awards 2010



## Submission Form

### Closing date: 31 March 2010

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Please tick the box for the award you are entering. If you are entering more than one award please complete a separate form for each entry.

<input type="checkbox"/>	<b>Community influence</b>	<input type="checkbox"/>	<b>Joint working</b>
<input type="checkbox"/>	<b>Added value</b>	<input type="checkbox"/>	<b>Practitioner of the year</b>
<input type="checkbox"/>	<b>Innovation</b>	<input type="checkbox"/>	<b>Team of the year</b>
<input type="checkbox"/>	<b>Raising the profile</b>	<input type="checkbox"/>	<b>Accountable organisation of the year</b>

**Organisation name:**

**Contact Details**

Title: Mr/Mrs/Ms/Cllr/Dr/Other (please specify):

First Name:

Surname:

Job Title:

Correspondence address:

Tel:

Fax:

Email:

#### Award Key Dates

25 January 2010      Entries to awards accepted

31 March 2010      Deadline for entries

26 May 2010      Shortlist announced

30 June 2010      Winners announced at the CfPS Annual Conference Gala dinner

#### Competition Rules

1. A summary of no more than 1000 words should be submitted describing how the entry relates to the criteria set out.
2. Each entry must be returned with a completed application form to be considered.
3. Entries will only be accepted electronically.
4. Entries are accepted for more than one category. However, the same piece of work will not be accepted for more than one category.
5. Entrants can submit supporting material which demonstrates how the entry meets the judging requirements. In particular entrants are asked to provide at least one external endorsement of their work. However, supporting material cannot exceed 5MB, cannot be compressed data. Supporting material which cannot be submitted electronically cannot be accepted except in exceptional circumstances.
6. Closing date for submissions is 5:00pm 31 March 2010.
7. Shortlisted entries will be invited to attend the CfPS annual conference, showcase their work in the Successful Scrutiny Zone and attend the awards ceremony to be held at The Brewery, Barbican on 30 June 2010.
8. By entering the competition all applicants agree that the submitted material can be used by CfPS to promote the role and impact of accountability and scrutiny.
9. The judges' decisions are final.

# Good Scrutiny Awards 2010

## Submission Form



**Closing date: 31 March 2010**

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### Submission form continued

Entrants are recommended to submit their application using the below headings. The approximate word count for each section is a suggestion only. However, the total word count for the submission must not exceed 1000 words.

#### Summary of entry (approx 200 words)

**1. How has the work described in this entry influenced decision-makers? How do you know the non-executive role is effective? (200 words)**



# Good Scrutiny Awards 2010

## Submission Form



**Closing date: 31 March 2010**

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**2. How has the work described in this entry reflected the concerns of service users, communities or the public generally? How do you know non-executives are doing the right things? (200 words)**

**3. How has the work described in this entry stood out in the context in which it has taken place? How do you know that non-executives are doing something special? (200 words)**

# Good Scrutiny Awards 2010

## Submission Form



**Closing date: 31 March 2010**

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**4. How have the outcomes of the work described in this entry led to positive change? How have non-executives influenced organisational culture, strategy, particular improvements to service user or public experience? (200 words)**

**5. Please list below and enclose at least one external endorsement (approx. 300 words) in support of how your entry meets our criteria . By external we mean anyone or any organisation not directly involved in carrying out or supporting the scrutiny process, for example chief executive or executive member, member of the public or service user, regulator, someone who has been scrutinised, e.g. senior police officer, NHS employee, civil servant.**

1.

2.

3.

Please send this form and supporting materials (of up to 5MB) to [events@cfps.org.uk](mailto:events@cfps.org.uk).

If you have any problems please call CfPS on 020 7296 6451.



# Overview and Scrutiny Committee

No Direct Ward Relevance

3rd February 2010

## 17. 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	Chief Executive
	Consideration of the Forward Plan	Chief Executive
	Consideration of Executive Committee key decisions	Chief Executive
	Call-ins (if any)	Chief Executive
	Pre-scrutiny (if any)	Chief Executive
	Consideration of Overview and Scrutiny Actions List	Chief Executive
	Referrals from Council or Executive Committee, etc. (if any)	Chief Executive
	Task & Finish Groups - feedback	Chief Executive
	Committee Work Programme	Chief Executive
	<b>REGULAR ITEMS</b>	
	Quarterly Performance Report	Chief Executive
	Quarterly Budget Monitoring Report	Chief Executive
	Review of Service Plans 2010 / 13	Relevant Lead Heads of Service

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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 Local Strategic Partnership Task and Finish Group; and</li> <li>3. Joint Worcestershire Hub Scrutiny.</li> </ol>	<p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>3rd February 2010</b>	Arrow Valley Countryside Centre – Pre-Scrutiny of Consultants’ Report.	Relevant Lead Head of Service
<b>3rd February 2010</b>	Crime and Disorder Scrutiny Panel - Update	Relevant Lead Head of Service
<b>3rd February 2010</b>	Good Scrutiny Awards 2010 – consideration of 2010 criteria	Relevant Lead Head of Service
<b>3rd February 2010</b>	Housing Revenue Accounts Initial Estimates 2010/11	Relevant Lead Head of Service
<b>3rd February 2010</b>	Initial Estimates 2010/11	Relevant Lead Head of Service
<b>3rd February 2010</b>	Questions for the Portfolio Holder for Leisure and Tourism Annual Report	Relevant Lead Head of Service

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<b>3rd February 2010</b>	Work Programme Planning Day	Relevant Lead Head of Service
<b>24th February 2010</b>	Consideration of the contents of the final Comprehensive Area Assessment and Redditch Borough Council's organisational assessment.	Relevant Lead Head of Service
<b>24th February 2009</b>	Council Flat Communal Cleaning Task and Finish Group – Update on Implementation of Recommendations Stage One	Relevant Lead Head of Service
<b>24th February 2009</b>	Member Role Descriptors – Adoption of Changes – Pre-Scrutiny	Relevant Lead Head of Service
<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	Relevant Lead Head of Service
<b>17th March 2010</b>	Business Centre Review – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>17th March 2010</b>	Dial-A-Ride Task and Finish Review – Final 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	Relevant Lead Head of Service

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<b>17th March 2010</b>	Quarterly Budget Report – Third Quarter 2009/10.	Relevant Lead Head of Service
<b>17th March 2010</b>	Quarterly Performance Report – Third Quarter 2009/10.	
<b>17th March 2010</b>	Questions for the Portfolio Holder for Community Leadership and Partnership Annual Report	
<b>17th March 2010</b>	Review of Ditches - Update Report	Relevant Lead Head of Service
<b>17th March 2010</b>	Update on fly tipping and the Progress of the 'Worth It' Campaign.	Relevant Lead Head of Service
<b>7th April 2010</b>	Overview and Scrutiny Annual Report – Finalising Content	Relevant Lead Head of Service
<b>7th April 2010</b>	Portfolio Holder for Community Leadership and Partnership – Annual Report	
<b>7th April 2010</b>	Sub-Regional choice Based Lettings Scheme – Pre-Scrutiny	Relevant Lead Head of Service
<b>23rd June 2010</b>	Performance Outturn Report	Relevant Lead Head of Service
<b>19th August 2010</b>	Neighbourhood Groups Task and Finish Group – Monitoring Report	Relevant Lead Head of Service

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<b>17th November 2010</b>	National Angling Museum Task and Finish Group – Update on Actions	Relevant Lead Head of Service
<b>19th January 2011</b>	Local Strategic Partnership – Final Report	Relevant Lead Head of Service
<b>2nd March 2011</b>	Council Flat Communal Cleaning Task and Finish Group – Update on Implementation of Recommendations Stage Two.	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>		
	Civil Parking Enforcement – Monitoring Report	Relevant Lead Head of Service
	Crime and Disorder Scrutiny Training – for members appointed to the Crime and Disorder Scrutiny Panel.	Relevant Lead Head of Service
	Local Area Agreement Review – Consideration of Scoping Document.	Relevant Lead Head of Service
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service

