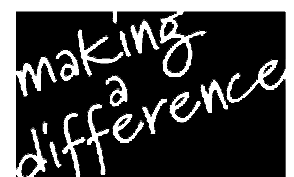


Overview and Scrutiny Committee

Wednesday, 19th
January, 2011
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
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- 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

**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 Michael Craggs
Overview and Scrutiny Support Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Ext. 3268 / 3267) Fax: (01527) 65216
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Minicom: 595528**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

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

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



Overview and Scrutiny Committee

Wednesday, 19th January, 2011

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Diane Thomas (Chair)	William Norton Brenda Quinney
	Anita Clayton (Vice-Chair)	Mark Shurmer Graham Vickery
	Peter Anderson	
	Bill Hartnett	
	Robin King	

<p>1. Apologies and named substitutes</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>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p>3. Minutes (Pages 1 - 12)</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>(No Specific Ward Relevance)</p>
<p>4. Actions List (Pages 13 - 14)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>5. Call-in and Scrutiny of the Forward Plan</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 are suitable for scrutiny.</p> <p>(No separate report).</p> <p>(No Specific Ward Relevance)</p>

Overview and Scrutiny

Committee

Wednesday, 19th January, 2011

<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>(No Specific Ward Relevance)</p>
<p>7. Task and Finish Groups - Progress Reports</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">1. Promoting Redditch – Chair, Councillor Graham Vickery;2. Work Experience – Chair, Councillor Peter Anderson. <p>(Oral reports)</p> <p>All Wards</p>
<p>8. Civil Parking Enforcement</p> <p>(Pages 15 - 24)</p> <p>P Liddington, GIS/Design Officer</p>	<p>To receive an annual update on the Civil Parking Enforcement scheme.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Budget Bids 2011/12 Update</p> <p>(Pages 25 - 36)</p> <p>J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p>To receive the Budget Bids 2011/12 update and to consider whether to make any recommendations on the subject.</p> <p>(Reports attached)</p> <p>All Wards</p>
<p>10. National Angling Museum Task and Finish Group - Update on Actions</p> <p>(Pages 37 - 46)</p> <p>J Bayley, Overview and Scrutiny Support Officer</p>	<p>To receive an update on the agreed actions of the National Angling Museum Task and Finish Group.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

Overview and Scrutiny

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<p>11. Joint Worcestershire Scrutiny Framework (Pages 47 - 50)</p>	<p>To consider and approve the Joint Worcestershire Scrutiny Framework (Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>12. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p>
<p>13. Work Programme (Pages 51 - 56)</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">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>14. Exclusion of the Press and Public</p>	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>"That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act".</p>



Overview and Scrutiny Committee

Wednesday, 8th December, 2010

MINUTES

Present:

Councillor Diane Thomas (Chair), Councillor Anita Clayton (Vice-Chair) and Councillors Peter Anderson, Bill Hartnett, Robin King, William Norton, Brenda Quinney, Mark Shurmer and Graham Vickery

Also Present:

Michael Braley, Andrew Brazier, Roger Hill and Derek Taylor

Officers:

H Bennett, T Kristunas, S Skinner and A de Warr

Committee Services Officer:

J Bayley and M Craggs

145. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies or named substitutes.

146. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

147. MINUTES

The minutes of the last meeting were agreed as an accurate record.

148. ACTIONS LIST

Members considered the latest version of the Committee's Actions List. Officers advised Members that all the actions had either already been completed or were due to be completed during the course of the meeting.

RESOLVED that

the Committee's Actions List be noted.

.....
Chair

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

149. CALL-IN AND SCRUTINY OF THE FORWARD PLAN

Members were advised that, as detailed in the Decision Notice of 2nd December 2010, all of the Committee's recommendations regarding the Council's Grants Policy had been accepted by the Executive.

Members were referred to the Forward Plan and were advised that the proposed item on North Worcestershire Economic Development and Regeneration Service would be received beforehand at a meeting of the Shared Services Board.

There were no call-ins and no items were selected for pre-scrutiny.

150. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents for consideration.

151. TASK AND FINISH GROUPS - PROGRESS REPORTS

Members considered the following reports in relation to current reviews:

- 1) External Refurbishment of Housing Stock – Chair, Councillor Graham Vickery

Members were advised that this review was to be considered under item 9 on the agenda.

- 2) Joint Worcestershire Hub – Redditch Borough Council representative, Councillor Roger Hill

Members were advised that this review was to be considered under item 8 on the agenda.

- 3) Work Experience Opportunities – Chair, Councillor Peter Anderson

The Chair of the review, Councillor Peter Anderson, informed Members that he had met to discuss work experience opportunities for young people with an Officer from the local Connexions office. A more detailed update would be provided at the following meeting.

- 4) Promoting Redditch

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

The Chair of the review, Councillor Graham Vickery, informed Members that the Group had held a number of meetings and were making significant progress in terms of collecting both written and verbal evidence on which to base their final report. The evidence contained both positive and negative perceptions of the Borough. The Group had received a tutorial on social networking sites and how these were increasingly useful tools in terms of communicating with local residents.

The Chair advised Members that the Group was on course to complete their review by March as required and he praised the hard work of the Officers involved.

RESOLVED that

the update reports be noted.

152. JOINT WORCESTERSHIRE HUB TASK AND FINISH GROUP REPORT

Members received the final Joint Worcestershire Hub Task and Finish Group Report for consideration. The co-opted member from Redditch Borough Council on the review, Councillor Roger Hill, provided a verbal summary of the report and referred to the Group's recommendations. Members were also referred to the response of the County Council Cabinet Member with Responsibility for Corporate Services to the report and were informed that the Task Group had also taken on-board the recommendations of the Redditch Overview and Scrutiny Committee that had been proposed in September 2010.

Members expressed some disappointment with the review. There were concerns about the approach that had been adopted to joint scrutiny for this review, the number of recommendations that had been proposed and the potential difficulties involved in monitoring implementation of any approved actions due to the number of recommendations. However they endorsed the presentation of the Group's report and recommendations for the consideration of the Executive Committee.

Councillor Braley informed Members that he would address the Committee's concerns regarding the Hub at a forthcoming meeting with Councillor Adrian Hardman, Leader of Worcestershire County Council.

RESOLVED that

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

- 1) the 22 recommendations contained within the Joint Worcestershire Hub Scrutiny Task Group's final report be noted and presented for the consideration of the Executive Committee;
- 2) a letter be sent to Worcestershire County Council outlining the Committee's concerns with the Hub and the approach that had been adopted to the Joint Scrutiny Review; and
- 3) the Chair raise the Committee's concerns regarding both the Hub and the approach to the joint scrutiny review at the following Joint Scrutiny Chairs' and Vice Chairs' Network meeting.

153. EXTERNAL REFURBISHMENT OF HOUSING STOCK

The Chair of the review, Councillor Graham Vickery, referred Members to the updated details contained within the report. This included the provision of information regarding the pebbledash façade on houses on Ombersley Close and Rushock Close; road surfaces on Rushock Close; and garages in Wishaw Close.

It was suggested that the proposed re-painting of the pebbledash façade on houses on Ombersley Close and Rushock Close could be made available to owner occupiers as well as Council tenants.

RECOMMENDED that the following additional recommendations be incorporated into the report for presentation to the Executive Committee on 12th January 2011:

- 1) Worcestershire County Council Highways Officers be contacted to require them to repair the road surface entrance to Rushock Close;
- 2) the Portfolio Holder for Housing, the Local Environment and Health be urged to consider the abolition of the garages in Wishaw Close as a priority case due to their bad state of repair; and
- 3) consultation be undertaken with Council tenants and owner occupiers to find out whether they would support repainting of the pebbledash properties on Ombersley Close and Rushock Close using lighter colours and if so what colours; and

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

RESOLVED that

- 1) **the recommendations previously agreed at a meeting of the Committee on 17th November 2010 be noted;**
- 2) **the updated details contained within the report in paragraphs 4.7.5; 4.11 - 4.13.2; 19.2; and Appendix 3 be noted; and**
- 3) **the report be noted.**

154. PORTFOLIO HOLDER ANNUAL REPORT - PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT

Councillor Michael Braley provided Members with responses to the Committee's list of questions that had been agreed at the previous meeting of the Committee, as detailed below:

1) What is the current role in respect of sickness absence?

Councillor Braley advised that the Council was currently within its sickness absence target for the year of 9.02 days, although it was acknowledged that the sickness absence level might rise during the winter period. He commented that although the Council's absence record was better than average for a local authority, it was worse compared to that of other district councils. He also commented that, with regards to sickness absence rates, the public sector had performed poorly historically compared to the private sector.

The 'return to work' interview process was identified as a useful method to lower sickness absence rates.

2) ICT Shared Services – how successful has Phase 1 been and how is Phase 2 proceeding?

Councillor Braley advised that Phase 1 of the ICT shared services programme had been delivered successfully. Delivery of Phase 2 of the project was dependent on the approval of budget bids that had been submitted as part of the budget setting process. Councillor Braley commented that it was essential to have contingency funds in place to deal with any significant IT issues that might emerge during the course of the year.

Overview and Scrutiny Committee

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Members raised concern that a number of IT problems did not appear to have been resolved. However, Officers responded that the Shared Services project had uncovered rather than caused a number of existing IT problems and these were being addressed

3) What are the options for the former covered market area?

Councillor Braley advised that Officers were considering a number of short-term options. This included letting out the area to local business for car parking. Emphasis was being placed on ensuring that short-term options would not negatively affect the long-term plans included within the Council's Town Centre Strategy which focused on creating an area with a community focus.

4) What effect have the Shared Services arrangements for the Senior Management Team had on the lower levels of management at the Council?

Councillor Braley advised that the transition to Shared Services had proceeded relatively smoothly. It was acknowledged, however, that the move to Shared Services had created a testing working environment for some staff.

5) How can we improve Customer Services when the Council is beholden to the Worcestershire Hub which does not perform well and over which we have no control?

Councillor Braley advised that an action plan drawn up by the Head of Customer Services to improve the performance of the Hub had begun to take effect. He added that Redditch Borough Council was able to feed in any concerns regarding the Hub to the County based Hub Strategic Management Group.

Members were informed that reducing call queues was a priority for Worcestershire County Council and Redditch Borough Council to help improve the overall quality of service. Managing resources to meet public demand and improving the efficiency of responses to enquiries were seen as essential to achieving this.

6) What has been done to sort out recent ICT and phone system failures?

Overview and Scrutiny Committee

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Councillor Braley advised of the measures taken to rectify recent ICT and phone system failures and to prevent these failures from re-occurring. In particular, the Committee were informed that additional heat and humidity sensors had been installed in the Town Hall's server room to alert ICT to any re-occurrence of overheating.

The Committee was also informed that a budget bid had been submitted for the implementation of a new Council phone system to remove current phone issues. Councillor Braley stressed the importance of having contingency plans in place to help rectify future problems as they arose.

7) Please explain the “systems thinking” method introduced for fourth tier managers.

Councillor Braley explained that the “systems thinking” method was a change management method that looked at how all parts of the organisation influenced one another. Central to the method was an emphasis on improving value for the Council's customers.

8) What problems does he foresee in respect of services within his Portfolio and how will he deal with them?

Councillor Braley suggested that managing the financial risk associated with the grant settlement represented a considerable challenge for the Council. Other significant challenges identified included: managing additional benefit claims in the Borough following an increase in unemployment; monitoring the Worcestershire Enhanced Two-Tier (WETT) shared services to ensure they were delivered in line with the Business Case; implementing new ways of working to address the reduced government grant; and eliminating existing ICT issues.

9) How much has Bromsgrove District Council benefited from Shared Services arrangements?

Councillor Braley advised that the shared service arrangement had delivered £450,000 of savings to Bromsgrove District Council and £514,000 to Redditch Borough Council. He added that the arrangements promised to deliver further substantial savings to both Councils in the long-term.

On behalf of the Committee, the Chair thanked Councillor Braley for his annual report.

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

RESOLVED that

the report be noted.

155. QUARTERLY BUDGET MONITORING REPORT - SECOND QUARTER - APRIL TO SEPTEMBER 2010

The Committee received the budget report for the second quarter of 2010/11.

RESOLVED that

the report be noted.

156. QUARTERLY PERFORMANCE MONITORING - QUARTER 2 - APRIL TO SEPTEMBER 2010

Members received the performance monitoring report for the second quarter 2010/11.

Officers explained that over half of the total number of National Indicators (NIs) had shown improvement compared to the same period for the previous year. It was understood that a new set of indicators were to be introduced in the New Year which would allow further opportunity for scrutiny.

Members were supportive of the Council's performance although concern was raised with the decline of the Council's recycling figures.

RESOLVED that

the report be noted.

157. FEEDBACK FROM THE BUDGET SCRUTINY WORKSHOP

The Committee received a summary of feedback provided by Members and Officers on the Budget Scrutiny Workshop held on 22nd November 2010. Members were informed that the feedback received was largely constructive, with the following suggestions given for improving the workshop should it be held in future years:

- (a) the workshop represented an improvement on budget scrutiny in previous years and would be worth revisiting in the future;

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

- (b) the workshop was held too early and if a similar event occurs in future it should be held once more detailed information about budget proposals are available;
- (c) the workshop provided a useful opportunity to challenge senior Officers in a constructive manner;
- (d) pre-set questions should not be required in future years;
- (e) the answers provided by Officers during the speed dating sessions should be recorded (consideration would need to be given as to how to record this information and share the ideas discussed during the speed dating sessions);
- (f) the use of a presentation to start the workshop was considered to be a useful introduction; and
- (g) more time should be provided to allow Members to speak to Officers during the speed dating sessions.

RESOLVED that

the points raised regarding the budget scrutiny workshop be noted.

158. PERFORMANCE REPORT FOR THE SERVICES WITHIN THE COMMUNITY LEADERSHIP AND PARTNERSHIPS PORTFOLIO

The Committee received a written report which detailed the performance of services within the remit of the Portfolio Holder for Community Leadership and Partnership, Councillor Carole Gandy. On the basis of the information contained within the report Members requested that the following questions be addressed by the Portfolio Holder in her Annual Report to the Committee, which was scheduled to be delivered on 9th February 2011.

- 1) What did the Educational Attainment Conference achieve? What further action is planned on this by the Council?
- 2) Please clarify what further information will be coming through about tackling Health Inequalities in Redditch?
- 3) What changes to the lives of Redditch people has been achieved by identifying red flag issues?
- 4) What problems do you foresee for the future in relation to the areas for which you have Portfolio Holder responsibility?

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

- 5) How have partnerships:
 - (a) improved the delivery of services to Redditch?
 - (b) enhanced the accountability of Officers and Councillors?
- 6) Do you feel that Shopping, Investing and Giving (SIG) has been effectively implemented?
- 7) Are we gathering any evidence from the roadshows? What added value has been achieved by holding the roadshows?

RESOLVED that

- 1) **the Portfolio Holder for Community Leadership and Partnership be invited to answer the questions detailed in the preamble above when delivering her Annual Report before the Committee; and**
- 2) **the report be noted.**

159. REVIEW INTO PUBLIC SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

Members received a written report which summarised research into the public engagement arrangements at a number of other local authorities across the nation.

Members felt that the Committee already possessed sufficient arrangements for engaging the public in its scrutiny process and that the necessary public guidance was readily accessible on the Council's website. Despite the absence of a formal process for public speaking at meetings of the Committee, Members were satisfied that the Chair could exercise her discretion to allow public speaking at meetings as set out in the Constitution.

It was suggested that the Committee could consider occasionally holding meetings in Council premises away from the Town Hall in order to engage further with the community.

RESOLVED that

the report be noted.

160. FEEDBACK FROM THE WORCESTERSHIRE SCRUTINY CHAIRS AND VICE CHAIRS NETWORK MEETING

Overview and Scrutiny Committee

Wednesday, 8th December, 2010

The Chair gave a summary of the Worcestershire Scrutiny Chairs and Vice Chairs Network meeting held on 29th November 2010 in Redditch. In particular, Members heard that no items had been selected for joint scrutiny, and that the possibility of establishing a shared services scrutiny board had been declined. The next meeting was due to be held in Malvern Hills in early March 2011.

Members questioned the need for the Network's continuation. It was felt that the three meetings held so far had failed to yield any significant outcomes. However, Members expressed support for undertaking joint scrutiny on an ad hoc basis as and when required.

Officers informed Members that the draft Joint Scrutiny Protocol would be received for consideration at the next Committee meeting on 19th January 2011.

RESOLVED that

the report be noted.

161. REFERRALS

There were no referrals.

162. WORK PROGRAMME

Officers informed Members that the Sustainable Communities Strategy was scheduled to be received for consideration at the Committee meeting on 2nd March 2011.

Officers advised Members that they had the capacity to commission further Task and Finish reviews. Furthermore, it was argued that the recent short-sharp review into the external refurbishment of housing stock demonstrated the value of undertaking more short-sharp reviews as part of the scrutiny process.

RESOLVED that

the Committee's Work Programme be noted.

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
8th December 2011 1	Members requested that a letter be sent on behalf of the Chair to Worcestershire County Council detailing the Committee's concerns about the Joint Worcestershire Hub Scrutiny Review and the approach that had been adopted to joint scrutiny.	The Chair is in the process of being consulted about the draft letter TO BE DONE
8th December 2011 2	Members requested that the Joint Worcestershire Hub review be raised for discussion at the following Joint Chairs and Vice Chairs' Scrutiny Network Meeting in February /March 2011.	This matter will be raised during the next network meeting when it takes place in February / March 2011. TO BE DONE, Lead Officers, Overview and Scrutiny Support Officers, estimated completion date, March 2011.
8th December 2011 3	Members proposed a series of questions for the consideration of the Portfolio Holder for Community Leadership and Partnership, Councillor Gandy, to be addressed during her Annual Portfolio Holder Report before the Committee on 9th February 2011.	The questions were forwarded to Councillor Gandy on 10th December 2010. DONE.
8th December 2011 4	Members agreed that the Joint Scrutiny Framework should be considered as an item on the agenda at the following meeting of the Committee on 19th January 2011.	This is an item due for consideration during this meeting. WILL BE DONE DURING THIS MEETING.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE**

19th January 2011

Annual Report on Civil Parking Enforcement (CPE)

Relevant Portfolio Holder(s)	Councillor Brandon Clayton, Portfolio Holder for Housing, Local Environment, and Health; and Councillor Jinny Pearce, Portfolio Holder for Planning, Regeneration, Economic Development and Transport
Relevant Head of Service	Guy Revans, Head of Environment Services

1. SUMMARY

This report provides an annual update on the Civil Parking Enforcement service.

2. RECOMMENDATIONS

**The Committee is asked to RESOLVE that
the report be noted.**

3. BACKGROUND

CPE formally commenced on 31st March 2009, with Wychavon District Council undertaking enforcement operations on behalf of this Council.

4. CURRENT SITUATION

4.1 As CPE has progressed, the general public have become used to seeing the Civil Enforcement Officers (CEOs) patrolling the Borough, and more importantly taking the time to park their vehicles in accordance with the current Traffic Regulation Orders (TROs).

4.12 The formal arrangements, whereby Wychavon District Council (WDC) operate CPE on behalf of this Council, the Officer is happy to report, has continued to work extremely well. Officers reiterate the statement from last year's Report, that it is an excellent example of how a successful partnership arrangement between adjacent Local Authorities can work.

4.2 Penalty Charge Notices

REDDITCH BOROUGH COUNCIL

**OVERVIEW AND SCRUTINY
COMMITTEE**

19th January 2011

- 4.21 The applicable tariffs for PCNs are currently set at either £70 or £50, depending on the seriousness of the contravention. If payment is received within 14 days, the fine is automatically reduced by 50%. Non payment of PCNs, will ultimately result, after the issue of statutory reminders, in Bailiffs being engaged to obtain the outstanding monies from the liable owners of the vehicles' responsible. To date, within this Financial Year, there are 404 cases of unpaid Penalty Charge Notices which Bailiffs will be instructed to recover, if left unpaid.
- 4.22 Contrary to public opinion, the CEOs are not set targets to ensure that a certain number of PCNs are issued to drivers.
- 4.3 Civil Enforcement Officers**
- 4.31 There are currently four CEOs employed by WDC, who patrol all areas of the Borough where TROs exist. The CEOs are managed by WDC's Parking Administration Supervisor, who undertakes regular Performance Management Reviews with the CEOs, to ensure the quality of the Service is maintained. The performance of these Officers has been exceptional.
- 4.32 CPE enables enforcement to be undertaken where drivers contravene TROs. Currently, for other traffic offences, such as causing an obstruction by parking in front of a vehicular crossing, where no TROs exist, then such offences must still be dealt with by the Police. CEOs will report such offences direct to the Police, if they witness these incidents during their daily routes.
- 4.4 Residents' Parking Schemes**
- 4.41 Around the Town Centre, there are currently five Residents' Parking Schemes (RPS) in operation. They are in Archer Road, Other Road, Oakly Road, Prospect Hill and Smallwood. Such schemes allow residents to park their vehicles at all times on the highway in the vicinity of their property, in preference to other highway users. For this facility residents pay a small charge for a permit for their vehicle (see 4.44). In addition, each property is entitled to one Visitors' Permit, at no cost.
- 4.42 These schemes are very advantageous, particularly where the properties are generally of older construction, and do not have off-street car parking facilities. Also, where such properties are located close to the Town Centre, the RPS restricts the parking of vehicles by drivers, who are either visiting the Town Centre for shopping purposes or actually working there.

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4.43 If residents feel that they would benefit from the introduction of RPS, they are advised that they should consult with their Local County Councillor in the first instance, who will, if considered appropriate, and meeting the necessary criteria, put forward the request to the County Council's Traffic Management Team. There have been a number of applications made to the County, but to date, unfortunately no additional schemes have been approved and implemented by them.

4.44 The cost of an individual Parking Permit is to remain at £10 for 2011/2012. The income received, only covers the administration costs incurred by the Council. With CPE now running effectively, there is obviously a greater demand for Permits.

4.5 Pay and Display Car Parks

4.51 With the introduction of CPE, this Council now has the Service necessary to monitor and enforce Pay and Display Car Parks. Consequently, Members resolved to make the appropriate Order for the Town Hall and Trescott Road car parks to become Pay and Display facilities, at weekends only. These commenced operation on 9 January 2010. Unfortunately, the income from these car parks has not reached their predicted targets, which is almost certainly due to the fact, that at present the Trafford Park Retail Area now offers free unrestricted parking.

5. Issues highlighted from Overview and Scrutiny Committee – 24 February 2010

5.1 Parking in locations where previously no enforcement action had taken place:

5.1.1 As stated previously, drivers are now used to complying with all TROs, where perhaps they had previously ignored such Orders in the past.

5.2 On a small number of occasions verbal abuse of CEOs had taken place:

5.2.1 These actions are of course of great concern. Since August, and in consultation with Redditch District Inspector Ian Joseph from West Mercia Police, the CEOs have been issued with body worn cameras that allow them to film any potential conflict that may occur during the course of their work.

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5.2.2 Body worn video cameras are a discreet, personal CCTV system, that provides high quality digital colour and sound recording that operates both in daylight and at night. In the event that a conflict is likely to occur, the camera is switched on, and the motorist is advised that they are being recorded. The CEOs also wear arm bands that clearly states, 'Body worn video in operation'.

5.2.3 Inspector Ian Joseph has stated within the local press, that, "Our support for these cameras follows numerous reports we have received from Civil Enforcement Officers, concerning confrontations with motorists over parking issues. The cameras seemed to be an ideal way to assist in managing these complaints, as they provide excellent evidence of disputes. They may also act as a deterrent. While the cameras have been in use for only a short time the initial results are encouraging."

5.2.4 Officers are happy to report that since introducing the cameras, the conflict and aggression towards the CEOs has been significantly reduced.

5.3 The TRO covering the Town Centre pedestrian area did not allow CEOs to undertake enforcement action, with regard to unauthorised parking:

5.3.1 The County Council have confirmed that a Temporary Order will be operative within the next few weeks, that will allow the CEOs to enforce unauthorised parking, covering all of the Town Centre pedestrian area. The Order will be reviewed after eighteen months, with a view to making it permanent.

6. FINANCIAL IMPLICATIONS

6.1 The Financial Statement for 2009/2010 is available. This shows that income from PCNs from the first full operating year, provided sufficient funds to meet all of the initial Set Up costs, and the operating costs.

6.12 The third quarter financial report for this Financial Year is shown overleaf:

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
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**Penalty Charge Notice (PCN) Report for third Quarter
(1 April 2010 – 28 December 2010)**

Number Issued	2,973
Outstanding	404
Paid	2,251
Cancelled	207
Written Off	61
Part Paid	50
Collection Rate (%)	77.39
Total received (£)	<u>104,361.95</u>

- 6.13 It is the normal trend for the issue of PCNs within an Authority to reduce, during the following years after the introduction of CPE. This is obviously due to the public being aware of the consequences of contravening TROs. The inclement weather has also impacted on enforcement, with reduced patrols due to the snow.
- 6.14 However, as only operating costs need to be financed, it is anticipated that income received for this Financial Year will meet all such commitments for CPE.

7. WARDS AFFECTED

No direct ward relevance

8. BACKGROUND PAPERS

Civil Parking Enforcement Financial Statement (2009-10)

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**OVERVIEW AND SCRUTINY
COMMITTEE**

19th January 2011

AUTHOR OF REPORT

Name: Pete Liddington (GIS/Engineering Design Officer)
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2009/2010PENALTY CHARGE NOTICE (PCN) REPORT

		Remarks
Number Issued	6,733	
Outstanding	648	see Note 1
Paid	5,342	
Cancelled	542	see Note 2
Written Off	120	see Note 3
Part Paid	81	
Collection Rate (%)	80.54	
Total Received	<u>£187,003</u>	

Note 1

Outstanding cases indicate that the PCNs are unpaid, and are progressing through the Traffic Management Act 2004's recovery process

Note 2

PCNs that have been cancelled - e.g. Disabled Badge displayed the incorrect way or forgotten to display, loading evidence provided, valid Pay & Display ticket provided. Details of our Cancellation Guidance Policy can be found on the website

Note 3

PCNs that have been written off, include foreign vehicles with no DVLA address, vehicles with no DVLA registered keeper, Bailiff returns whereby the debtor cannot be traced

2009/2010OVERALL EXPENDITURE

Initial Set Up Costs **£74,307**

Includes:

RTA Associates Consultancy Fees - CPE support and consultancy, mapping and Traffic Regulation Orders' reviews.

CEO recruitment - advertising and travelling costs.

CEO equipment - handhelds, printers, uniforms, ticket rolls, pocket books, manual tickets, PCN carriers and cameras.

IT - download links, PC and monitor.

Administration - dispensation cards, appeal forms and stationary.

AA - information signs on entry to Borough, at start of Service.

Training - Conflict Management Course.

Debt Management System - new configuration

Service Level Agreement with Wychavon District Council to operate the Service	£153,505
--	-----------------

RBC's costs	£28,507
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2009/2010**BALANCE**

Income received from PCNs	£187,003
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Income received from Worcestershire County Council (one off payment)	£70,000
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Sub Total	<u>£257,003</u>
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Initial Set Up Costs	£74,307
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Payment for SLA with Wychavon DC	£153,505
----------------------------------	----------

RBC's costs	£28,507
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Sub Total	<u>£256,319</u>
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Income	£257,003
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Less Expenditure	£256,319
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= Positive Balance	£684
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2009/2010CONSULTANT'S PREDICTED (PCN) REPORT

Number Issued	5,779
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Total Received	£135,490
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2009/2010OVERALL EXPENDITURE

Initial Set Up Costs	£118,160
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Service Level Agreement with adjacent Local Authority to operate the Service	£156,770
---	-----------------

RBC's costs (not initially included)	£0.00
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2009/2010BALANCE

Income received from PCNs	£135,490
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Income received from Worcestershire County Council (one off payment)	£0.00
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Sub Total	£135,490
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Initial Set Up Costs	£118,160
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Payment for SLA with adjacent Local Authority	£156,770
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RBC's costs (not initially included)	£0.00
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Sub Total	£274,930
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Income	£135,490
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Less Expenditure	£274,930
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= Negative Balance	£-139,440
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REDDITCH BOROUGH COUNCIL**EXECUTIVE**

12th January 2011

UPDATE OF MEDIUM TERM FINANCIAL PLAN 2011/12 – 2013/14

Relevant Portfolio Holder	Councillor Mike Braley, Portfolio holder for Corporate Management
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1. To provide information to enable Members to review the current position on the Medium Term Financial Plan 2011/12 – 2013/14 and to make changes to the draft budget proposals.

2. RECOMMENDATIONS

It is recommended that the Executive Committee

- 1) consider the revenue bids 2011/12 – 2013/14 as identified in Appendix A and recommend any changes in priority categorisation;**
- 2) consider the new capital bids 2011/12 – 2013/14 at Appendix B and recommend any changes in priority categorisation; and**
- 3) request Heads of Service continue to review the budget with the aim of presenting a balanced position to the Executive Committee meeting in February 2011.**

3. BACKGROUND

- 3.1 Following approval of the Council priorities officers prepared Business Plans to ensure their services were aligned to these priorities and were to be delivered in an efficient and effective way to give quality provision to the customer. As a result of these plans a number of revenue and capital bids have been identified by Heads of Service to enable services to improve.
- 3.2 An officer review has been undertaken of the bids and they have been classified as “High, Medium or Low” depending on the link to the Council priorities. Within the summary statement at 4.5 only those rated as “High”

REDDITCH BOROUGH COUNCIL

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- have been included for funding within the medium term financial plan. These bids are detailed at Appendix A (revenue) and B (capital).
- 3.3 In addition a full detailed review of all unavoidable pressures (costs associated with maintaining current delivery) and proposals for income generation have been identified.
- 3.4 To mitigate the impact of the assumed grant cuts an extensive line by line analysis of all expenditure and income was undertaken. This has realised a number of “quick wins” proposed by officers which will deliver savings with no impact on service delivery.
- 3.5 Any additional income currently generated that delivers more than the target revenue has been built into the projections as a revised target to achieve.
- 3.6 The summary position at 4.5 includes the financial impact of the areas reviewed above.
- 4. KEY ISSUES**
- 4.1 On 13th December 2010 the Council received the 2 year provisional grant settlement from the Government. This reflected a significantly greater cut than was previously estimated and has resulted in the 4 year assumption of savings to be made now be realised over 2 years.
- 4.2 Officers have been working towards delivering £1.4m over a 4 year period through delivery of shared service and joint working arrangements together with realising efficiencies and transforming service provision. The increase in the reduction in grant may result in a number of the current plans to share services with Bromsgrove District Council to be brought forward to ensure savings are realised earlier than previously assumed.

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4.3. The revised provisional grant settlement is as follows :

	2011/12 £'000	2012/13 £'000
Original Grant	6,458	6,458
Adjust concessionary Fares & Misc adj	-1,159	-1,159
Revised Grant	5,299	5,299
Provisional Settlement	4,409	3,903
Provisional Reduction	890	1,396
Provisional % Reduction	16.8%	26.34%
Assumed Reduction	496	880
Assumed % Reduction	10.33%	19.92%
Additional Reduction	394	516

In addition to the reduction in Revenue Support Grant the Council has also seen a reduction in Area Based Grant and Planning Delivery Grant.

4.4 The current summary position includes:

- The impact of a reduction in the 2011/12 pay award to 0% - this would result in a zero pay across the Council staff. The current Government proposals are to award £250 for every employee earning under £21k. This has not been factored into the current budget position as the officer recommendation is to keep the award at zero for all staff.
- The funding is allocated to all bids rated as "High" by Corporate Management Team. The impact of these proposals would ensure that the Councils services are delivered in a quality and effective way to our customers. A number of the Capital proposals are funded by Grant or reserve currently available.
- All savings realised from the shared services implemented between Redditch and Bromsgrove and those resulting from the WETT arrangements.
- The anticipated savings from the sharing of Human Resources & Organisational Development and Policy, Performance Communications and Equalities service across the Councils

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- A reduction to the Council Tax in 2011/12 to 0%. The difference of the original assumption of 2.5% increase to be offset by Government Grant allocation over the 4 year period.
- The implementation of Job Evaluation at 3% (£300k) per annum.
- An assumption that the reduction in grant monies for local travel concessions is reinstated.

4.5 The revised summary position is shown below. This includes the proposed high pressures only for both revenue and capital.

	2011/12 £'000
Base cost of General Fund Services	13,713
Pressures – ‘high bids’	319
Borrowing to fund capital programme ‘high’ bids	89
Savings (quick wins, additional income, shared services, review of provisions)	(1,513)
Adjustment re concessionary travel	(954)
Net operating expenditure	11,654
Adj. Concessionary travel	(400)
Area Based Grant	0
Government Grant	(4,409)
Assumed Council Tax @ 0% (offset by 2.5% Gov Grant) 2011/12 & 4.45% 2012/13)	(5,900)
Overall Shortfall	945

- 4.6 The Council is to set a balanced budget for 2011/12 – 2013/14 and therefore will have to utilise general fund balances, approve further savings, increase income or reduce high pressures for the 3 year period. Any additional spending, over and above the pressures identified above, would also need to be funded by additional savings. Officers are continuing the work on the 2012/13-2013/14 at present and the balanced projected position in February.
- 4.7 In March 2010 a number of schemes were proposed and approved for the period 2011/12 – 2012/13. These schemes are under review by Heads of Service with the aim to reduce these to those of high priority in the delivery of the Councils objectives.

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4.8 Fees and charges

4.8.1 Fees and charges are currently under review with the aim to maximise the revenue generated whilst ensuring the charges are sustainable in the community. A report will be presented to the February Executive meeting to propose the fees and charges to be levied as part of the formal approval of the medium term financial plan.

4.9. General Fund Balances

General Fund Balances at the end of 2009/10 stood at £1.5m. The approved minimum level of balances is £750k. The estimated level of balances at the end of 2010/11 is £1.1 million.

4.10. Provision for Housing Benefit Overpayment Bad Debts

At the close of the 2009/10 financial year a bad debt provision of £410k was created at the request of the Council's external auditor. The actual level debt written off during the year was less than £50k. Officers are currently reviewing the level of the provision based on an analysis of the actual debt outstanding. Any agreed reduction in the provision will be transferred to General Fund balances which could be used to support future budgets.

5. FINANCIAL IMPLICATIONS

5.1 None other than those identified in this report.

6. LEGAL IMPLICATIONS

6.1 None as a direct result of this budget update.

7. POLICY IMPLICATIONS

7.1 None as a direct result of this budget update. Should a number of the bids be approved in February there are potentially policy changes to ensure their implementation. These will be advised to members if required.

8. COUNCIL OBJECTIVES

8.1 The delivery of a balanced budget demonstrates the Council's ability to fund objectives and priorities within a reasonable level of increase to residents.

REDDITCH BOROUGH COUNCIL

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9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 9.1 The main risks associated with the details included in this report are:
- 9.2 Non compliance with the statutory deadlines to set a balanced budget.
- 9.3 No formal consultation undertaken with the public
- 9.4 These risks are being managed as follows:
- 9.5 Key actions and controls to manage these risks include:
- Detailed timetable in place to manage the budget process with departments and accountancy support
 - Allocation of qualified and professional staff to focus on budget setting accounts
 - Regular updates at Corporate Management Team in relation to budget processes
 - Formal consultation on the budget with the Budget Jury
 - Formal consultation in place with unions and individual employees

10. CUSTOMER IMPLICATIONS

- 10.1 The setting of the budget against the Corporate Priorities will ensure that the Council demonstrates to the customer that we have aligned our resources to the key services required.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

- 11.1 The bids proposed will aim to deliver services to all members of the community in a quality and standard way.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

- 12.1 All funding received and expended by the Council is subject to a robust framework of procurement and value for money to ensure the Council is maximising its resources.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

- 13.1 None as a direct result of this report

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14. HUMAN RESOURCES IMPLICATIONS

14.1 The proposals contained within the report are subject to formal member decision in relation to the sharing of services and any potential employee implications. Staff are being kept fully informed of member and officer considerations together with the union representatives.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None as a direct result of the budget update.

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None as a direct result of the budget update

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None as a direct result of the budget update

18. LESSONS LEARNT

18.1 The budget report is reviewed to ensure the information enables members to make informed and considered decisions on the future budget and financial arrangements of the Council.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 The Budget Jury has been involved fully in the budget review and rating of proposed bids and savings. The formal feedback from the Jury will be presented as part of the meeting.

REDDITCH BOROUGH COUNCIL**EXECUTIVE**

12th January 2011

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Head of Service	Yes
Head of Finance & Resources	Yes
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	N/A

21. WARDS AFFECTED

All Wards

22. APPENDICES

Appendix A – Revenue Bids

Appendix B – Capital Bids

23. BACKGROUND PAPERS

Detailed Budget working papers

AUTHOR OF REPORT

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**NEW REVENUE BIDS
2011/12 - 2013/14**

APPENDIX A

Department	Description	2001/12 £'000	2012/13 £'000	2013/14 £'000	H/M/L	Commentary (link to priorities etc)
COMMUNITY SERVICES	Grants Officer Post	40	40	40	H	To fund the post to ensure the effective allocation of grants to the 3rd sector and other partners of £250k. The post is currently funded by the LSP but this is being withdrawn for 2011/12. The post builds relationships with our partners and aims to develop a sustainable 3rd sector provision in the Borough and looks to support organisations to maximise resources available
COMMUNITY SERVICES	Private Sector Housing Officer	21	21	21	H	The licensing of the Boroughs 135 HMOs is a statutory requirement from 2011/12 - the 0.5 fte post will ensure the inspection and compliance of the HMOs in accordance with statutory legislation
TRANSFORMATION	Microsoft Office & PC suite - upgrade	69	69	69	H	The project will upgrade the Microsoft Licenses at RBC to bring MS Office to a supported version (current version support has expired). This will enable officers to work in the most efficient way and to ensure support is available if issues arise
TRANSFORMATION	Security for PCs	6	6	6	H	The virus scanning at RBC has proved to be inadequate as viruses have spread in the past. Encryption is also required to provide security for removable storage as used by both authorities and is a requirement from the code of connection to the GCSX (Government Secure data transfer). This bid will provide for the security system to be implemented
TRANSFORMATION	GCSX (Gov connect) connection charges	18	18	18	H	There is a statutory compliance to ensure the Council has secure lines linked for transfer of documents and information to Government Departments. This was implemented in 2010/11 and was funded by grant. This grant is being withdrawn but the compliance remains and therefore the Council will have to fund the Gov Connect connection charges to connect to Government secure services. The Council would be unable to send information to DWP and other Gov departments without the connector
TRANSFORMATION	Customer Feedback - Tagish	2	2	2	H	This cost relates to the ongoing support and maintenance costs for the Complaints and Freedom of Information system
TRANSFORMATION	Organisational Development	50	50	50	H	To support the workforce to develop to meet the needs of the organisation in the future. This will include support and training in customer service and transformation to ensure our staff have the capacity and capability to provide excellent and consistent services to our community and customers
POLICY AND COMMS	Redditch Matters	10	10	10	H	To maintain the provision of Redditch Matters to inform the community of the Borough services and raise awareness of opportunities available
POLICY AND COMMS	Core Strategy review	55			H	To fund the statutory review of the Core Strategy
FINANCE AND RESOURCES	Develop and deliver Training & Development Programme	13			H	To increase the corporate training budget across the Council from £20k. This will ensure staff are fully trained in all issues including Health and Safety, Risk and Financial Management and HR policies and procedures.
FINANCE AND RESOURCES	Asbestos - Surveys of premises and removal/encapsulation of any unsound materials.	35			H	To obtain asbestos surveys for all Public Buildings owned by Redditch Borough Council. To meet responsibilities for managing the risks from asbestos in non-domestic premises under regulation 4 of the 'Control of Asbestos Regulations 2006 (CAR 2006)'. To budget will also be used to remove minor/encapsulate any unsound asbestos identified.
HIGH BIDS ONLY		319	216	216		
PLANNING	Town Centre Regeneration - Grants evening economy	15	15	15	M	To implement a Business Support Scheme to provide financial incentives to local business to locate and trade within the town centre, particularly for Town Centre uses which will contribute to the early evening economy. Incentives may be through a number of streams as detailed in the Town Centre Strategy. A better trading environment enhances the status of town centres and the demand for property, increasing both its capital worth and rentable value. Increasing competitiveness enlarges the customer base, fuels a continuing drive for differentiation and unlocks opportunities for new facilities and attraction:
PLANNING	Aftercare service	15			M	To develop an aftercare service to establish high level relationships with key strategic businesses through a programme of company visits and ensure that the companies are receiving maximum support. The purpose of the service is to embed businesses in the Borough and to minimise the risk of relocation.
PLANNING	Business Start Up Grant	5	5	5	M	This activity is included in the Redditch Economic Development Strategy Action Plan and without funding this activity will not be able to take place.
PLANNING	Careers Fair for Year 8 Students	1	1	1	M	The project would provide a £500 grant to people who start a new business and undertake a free business start up course provided by NEW College.
PLANNING	Graduate Programme	1	1	1	M	This activity is included in the Redditch Economic Development Strategy Action Plan and without funding this activity will not be able to take place.
FINANCE AND RESOURCES	Stress Audit	3			M	Due to the tertiary system of education in Redditch, students do not receive careers advice until year 9 (first year of high school).
FINANCE AND RESOURCES	Develop and introduce Health & Well Being Programme	10			M	The Careers Fair aims to foster economic ambition in young people and encourage them to think about their future opportunities in relation to their educational attainment.
CUSTOMER SERVICES	Automated customer feedback	6	6	6	M	This activity is included in the Redditch Economic Development Strategy Action Plan and without funding this activity will not be able to take place.
CUSTOMER SERVICES	Customer Service excellence	4			M	To develop a graduate placement programme within the Borough
POLICY AND COMMS	Monthly Staff newsletter	3	3	3	M	The Social Science Workplace Experience Programme (SSWEP) is funded by the Economic and Social Research Council. The programme is used to access the skills and knowledge of undergraduate social science students and the programme is subject to application.

**NEW REVENUE BIDS
2011/12 - 2013/14**

APPENDIX A

Department	Description	2001/12	2012/13	2013/14	H/M/L	Commentary (link to priorities etc)
POLICY AND COMMS	Big Society Campaign	5			M	This campaign will build on the 'Redditch - it's my place' campaign that started in early summer and continues until October. Although details are yet to be formulated it will seek to mark and celebrate community involvement and local decision making and provides a good fit with the previous pride campaign. The campaign will celebrate volunteering and encourage residents to be active in the community. It will encompass bold, hopefully memorable and fun messages about 'doing your bit' for your community.
POLICY AND COMMS	Childrens and Young People magazine	4			M	This one-off publication is an opportunity to engage with our younger residents, and fits in with the new town/younger population profile for Redditch. While the Council supports the Redditch Student Council, runs a successful Local Democracy Day, has its Sur Start centres and runs theatre and sporting activities for its younger population, in print there is nothing aimed at children and young people. A magazine would also help promote all those services and activities for children and young people. We would envisage attracting sponsorship to help meet production costs but suggest £4,000 to pump prime the project.
POLICY AND COMMS	Information Boards	10			M	To provide branded Council information boards at community centres and other community focal points (as permitted) to inform residents about the Council - its work, contact details, major developments, events information etc. Information posted would need to be updated on a regular basis to ensure its relevance and accuracy.
POLICY AND COMMS	Removal of tourist signs	1			M	To remove the lit tourist information signs which are in need of an upgrade and are a cost to the Council in terms of both energy consumption and the carbon footprint.
POLICY AND COMMS	U Decide	10	10	10	M	The U Decide project is a participatory budgeting exercise that will allow young people from Redditch Borough to put in bids for positive activities and equipment for themselves and other young people in the Borough, according to a set of criteria developed with young people and that reflect the issues and priorities of the Borough. The bids will be evaluated on a rolling programme by a group of young assessors or 'young bankers' and the most beneficial projects will be granted funding. It will step into the gap left by Worcestershire County Council's FLOSS initiative (the Youth Opportunity Fund monies have been un-ringfenced), which was well accessed by young people in Redditch during the lifetime of the scheme.
TOTAL REVENUE BIDS		411	272	272		

**NEW CAPITAL BIDS
2011/12 - 2013/14**

APPENDIX B

Department	Description	2011/12 £'000	2012/13 £'000	2013/14 £'000	Revenue Implications - including impact of borrowing £'000	Savings identified £'000	H/M/L Based on CMT decision	Commentary (link to priorities etc)
HOUSING REVENUE ACCOUNT (HRA)								
HOUSING	Winslow Close (Winyates) - Flats central Heating Project	120	0	0	5	5	H	To install a modern electrical oil filled radiator system to the flats. This would enable an efficient and more economical system to be in place for tenants which would reduce maintenance provision and reduce CO2 emissions.
Total HRA		120	0	0	5	5		FUNDED FROM HRA
TRANSFORMATION	Member ICT facilities	32			14		H	The project will deliver standard ICT equipment for all Members at RBC to ensure that members have full secure access to all information in a timely way and to improve accessibility to reports and information. Members will also be able to use the wireless system that is being implemented as part of the ICT shared service improvements.
PLANNING	Market Traders car park - fencing	17			2		H	To improve the security of the Market Traders parking area at car park 2.
ENVIRONMENT SERVICES	Flood Alleviation	80			4		H	To improve the infrastructure in areas of the Borough that are impacted from flooding - these include Batchley Brook, Bromsgrove Road and Callow Hill
ENVIRONMENT SERVICES	Site Investigations - new cemetery	35			2	0	H	To identify a new site, on which a cemetery can be established. To be owned and managed by Redditch Borough Council, and to agree funding for a feasibility study and the development of a timetable
ENVIRONMENT SERVICES	Fleet Replacement	471			67		H	To purchase new vehicles to ensure the fleet can provide an effective and reliable service to customers. This can be part funded by the £250k that has been built up in the fleet replacement reserve.
HIGH BIDS ONLY		635	0	0	89	0		
FINANCE AND RESOURCES	IBS Debtors (Revenues and Benefits debtors)	10					M	To provide an enhanced functionality of the current debtors system to enable officers to manage the debts more effectively and to identify trends and age of debt to ensure effective recovery of customer debt in the future.
TRANSFORMATION	New Telephone System	90			44	40	M	To deliver a new phone system at the Council. This new system would save rental costs of £20k and enable free calls between RBC & BDC (saving approx £20k). In addition this would ensure that the system in place has adequate lines and monitoring provision to manage the customer calls to the Council. Further savings can be delivered through the reduction in having to move phone lines etc during office moves (currently £2k per move)
CUSTOMER SERVICES	Automated customer feedback	10			2		M	Implementation of an automated customer feedback mechanism enables customer to provide real time feedback on their experience of contact at the time of the contact. This helps inform service delivery improvements and provides us with greater ability to evaluate the success of transformation. This would support rather than replace more traditional customer satisfaction surveying. It would also remove the need for mystery shopping exercises, which are difficult to manage, expensive and often do not give a true reflection of customer experiences. Mechanisms for collecting good customer feedback and evidence that we use it to prioritise improvements are vital evidence for Customer Service Excellence Accreditation. More importantly though it provides us with valuable customer insight.
POLICY AND COMMS	Solar Panels	48			3		M	Invest to save project - to install Solar PV panels on suitable Council Buildings to include the Town Hall and Palace Theatre. This would support the Councils aim to improve the commitment to the green agenda whilst potentially generating income through the sale of energy.
POLICY AND COMMS	Equipment for podcasts/video camera/training/editing equipment	2			2		L	By purchasing the equipment this will enable the Council to look at extending the range of communications internally and eventually externally.
PLANNING	Town Centre Regeneration - Lighting	20			2		L	To improve the lighting in the Town Centre.
PLANNING	Town Centre - Public Art	15			2		L	To install a piece of public art at gateway to the Town Centre
OTHER BIDS		195	0	0	55	40		

**NEW CAPITAL BIDS
2011/12- 2013/14**

APPENDIX B

Department	Description	2011/12 £'000	2012/13 £'000	2013/14 £'000	Revenue Implications - including impact of borrowing £'000	Savings identified £'000	H/M/L Based on CMT decision	Commentary (link to priorities etc)
TOTAL BIDS - CAPITAL		950	0	0	149	40		

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National Angling Museum Task and Finish Review – Monitoring Report

Relevant Portfolio Holder(s)	Councillor Gay Hopkins, Portfolio Holder for Leisure and Tourism
Relevant Head of Service	John Godwin (Head of Leisure and Cultural Services)

1. SUMMARY OF PROPOSALS

The National Angling Museum Task and Finish review came to a conclusion in July 2009. The Overview and Scrutiny Committee agreed at this time that the subject of establishing a National Angling Museum should be reconsidered by the parent Committee in January 2011, following implementation of a number of actions that had implications for the potential introduction of a National Angling Museum in the Borough. This report details the outcome of these actions for the Committee's consideration and will enable Members to determine whether investment in a National Angling Museum should be undertaken by the Council.

2. RECOMMENDATIONS

The Committee are asked to **RESOLVE**:

- 1) **whether, given the lack of potential support for this undertaking, any further action be required; and**
- 2) **that subject to Members' comments, the report be noted.**

3. BACKGROUND

- 3.1 The National Angling Museum Task and Finish review was undertaken over a period of three months in 2009. There were five members of the Group: former Councillor Phil Mould (Chair), Councillors Gay Hopkins and William Norton and former Councillors David Enderby and David Hunt.
- 3.2 The review was launched because there were concerns about the extent to which the angling and fishing tackle heritage of Redditch was promoted locally, regionally and nationally.
- 3.3 The Group was commissioned to undertake the review in two parts. During the first phase the Group were tasked with assessing the feasibility of

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establishing a National Angling Museum in the Borough. Members were also required to identify potential sources of funding that could be utilised to pay for the introduction and ongoing running costs of a museum.

- 3.4 For the second stage of the review the Task and Finish Group would have been tasked with assessing the level of support amongst both local residents and within the angling community for the introduction of a National Angling Museum. The Overview and Scrutiny Committee clearly specified that the second stage of the review should only be launched if the Group demonstrated the feasibility of introducing a National Angling Museum in the Borough.
- 3.5 The Group discussed the potential locations where a National Angling Museum could be sited. They discovered that there were no suitable Council owned properties situated in a central location within the town. Members also addressed the possibility of establishing a National Angling Museum in a property which had formally been used in the local fishing tackle industry. However, the majority of such properties were either utilised for alternative business purposes; had been replaced by modern buildings; or had been converted into residential apartments. Members were also concerned about the potential financial costs which would be incurred by the Council in the form of capital expenditure for the purchase, refurbishment and ongoing maintenance of such a building.
- 3.6 The Group visited Forge Mill Needle Museum as part of their review. During this meeting Members viewed the museum's fishing tackle heritage collection. They also assessed the Forge Mill and Bordesley Abbey site and the potential to extend facilities at this location to establish a National Angling Museum. However, they noted that there was restricted space and therefore an additional building would need to be introduced, at a significant financial cost to the Council, to accommodate a National Angling Museum.
- 3.7 Members also discovered that an alternative National Angling Museum project was in the process of being developed in another part of the country. This alternative project would provide competition to any similar museum that might be established within the Borough and there appeared to be a significant degree of support for this alternative project within the wider angling community. This alternative National Angling Museum does not appear to have opened since the Group reported their findings in July 2009. However, commitment appears to remain to establishing the museum amongst the original supporters of the project.

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4. KEY ISSUES

- 4.1 The Group concluded that it would not be possible to determine the feasibility of a National Angling Museum without first acquiring additional information. Officers committed to undertaking three actions which would enable this assessment to be made. The outcome of these actions is outlined below for Members' consideration.
- 4.2 **Action 1: Temporary Fishing Tackle Exhibition at Forge Mill Needle Museum**
- 4.2.1 The Forge Mill Needle Museum held a fishing tackle exhibition to ascertain the interest in the town and wider area for the possibility of the Council investing in a National Angling Museum.
- 4.2.2 The exhibition was called Hook, Line and Sinker and took place from October 23rd to November 29th 2010. The museum advertised the exhibition in the two local papers; the Redditch Standard and Redditch Advertiser, and also generated free editorial in both papers. The exhibition was promoted on the website and all free website listings. As an added extra to attract more visitors an expert 'fly dresser' (fly tying) gave free demonstrations in the galley for four afternoons during the exhibition period.
- 4.2.3 The exhibition was also timed to coincide with the National Vintage Tackle Fair (Sunday 21st November 2010) held at the Abbey Stadium. An opportunity was used to promote the exhibition as well through a leaflet distribution at this event.
- 4.2.4 The fishing tackle exhibition attracted a total of 216 visitors. By comparison, another local history exhibition that was held February 2nd – March 14th 2010 (the Batteries Remembered - a history of Alcad) this attracted 500 visitors. This was a niche exhibition, also aimed at the same audience, local history enthusiasts. The figure of 216 visitors is comparably low despite considerable resources being allocated to it. Furthermore, in recent years the Museum has provided a show case summer exhibition which this year was around the theme of 'Dinosaurs' and attracted in excess of 4,500 people.
- 4.2.5 Based on the information submitted above and through attendances at previous exhibitions over the years, this would indicate that there may not be enough public interest to support a project of the scale of a National

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Angling Museum, which involves considerable capital and revenue resources currently unavailable to the Council at this point in time.

Forge Mill Needle Museum is currently involved in a scoping exercise being carried out to explore the possibility of a Shared Museum Service with other Museums in the County. Although this is at a very early stage and no decisions have been made about the future running of the museum it would be inadvisable to commit to any significant changes to the infrastructure of the museum as this may have detrimental implications on the feasibility of a third party taking on the management of the museum.

Due to recent outdoor extensions to the Play Area and landscape work to level the ground for weddings and general event hire there is little room to develop a new building within the grounds of the museum near to the visitor centre. Any adaptations to the existing Needle Museum building are unlikely to be supported as the building has listed status.

There is still the possibility of a privately funded National Angling Centre being built. If this was to happen, Forge Mill would be approached to loan artefacts and share history, so would ultimately have a presence in a new angling centre and promote Redditch history at no cost to the Council.

4.3 Action 2: Angling Competition – Arrow Valley Lake Action 2: Angling Competition – Arrow Valley Lake

4.3.1 Members requested that an angling competition take place at the same time that the exhibition would be taking place at Forge Mill Needle Museum. This did not, in the event, take place.

4.3.2 On advice from the Redditch Federation of Anglers the decision to defer a competition until mid to late spring was taken for the following reasons:

- a) a local winter tournament would conflict with the winter weekend league and would be unlikely to generate sufficient support from its membership;
- b) lake fisheries suffer during the winter months due to fish semi hibernating during this period. Lake fish feed very rarely during the winter and this adversely impacts on the quality of catch for the anglers;

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- c) there has been a significant increase in the diversification of private land owners into the provision of private fisheries. These fisheries tend to be over stocked to guarantee large catches; and
 - d) the revised date would enable a positive link with National Angling Day which would enable the Council to supplement the event with a full coaching and development programme.
- 4.3.3 The opinion of the anglers that have been approached is that a museum would need to be adjacent to a well stocked, active fishery to have any chance of success. The rationale for this is as follows:
- a) the ability to demonstrate the practical application of any exhibits;
 - b) the ability to provide inter-active exhibitions;
 - c) the proposed facility would need repeat business to help sustain any business plan.
- 4.4 **Action 3: Discussion with the Regional Manager for the Heritage Lottery Fund regarding the feasibility of securing funding for the establishment of a National Angling Museum in Redditch**
- 4.4.1 Members were advised during the review that the former Head of Leisure and Arts was due to meet with the Regional Manager of the Heritage Lottery Fund in 2009. It was agreed that the feasibility of securing funding for establishing a National Angling Museum in the Borough would be discussed during this meeting.
- 4.4.2 Due to the changes to the Senior Management Team it is not known whether this meeting took place. Should Members decide to pursue this aim Officers will arrange to meet with Heritage Lottery Fund West Midlands representatives to establish the feasibility of securing any potential funding available to fund a project of this nature.

5. FINANCIAL IMPLICATIONS

Establishing a National Angling Museum in the Borough would require significant investment of financial resources, though it is likely that the costs would vary depending on the scale of the project. Members need to assess the viability of investing in such a project at a time when significant cuts to the local authority's budget are having to be made.

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Members were advised during the course of their review that in 2006 some consideration had been given to investing approximately £1 million in developing Bordesley Abbey and Forge Mill Needle Museum. This development work was not subsequently undertaken, however, it is probable that a similar level of investment would be required to develop the site to incorporate an enhanced role for displaying fishing tackle memorabilia at the site. Furthermore, it is likely that a significantly larger amount of investment would be required to establish a separate National Angling Museum elsewhere in the Borough.

In the absence of any external funding it is not feasible for Redditch Borough Council to invest in an Angling Museum as any funds to develop this would have to be borrowed capital which would incur ongoing pressures on revenue budgets. In addition, the running of such a building would require additional staff and premises related expenditure which would not be feasible for the Council to support at this time due to recent grant funding cuts.

6. LEGAL IMPLICATIONS

There are no legal implications to this report.

7. POLICY IMPLICATIONS

There are no direct policy implications.

8. COUNCIL OBJECTIVES

There are no known links to any of the Council's objectives.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY
CONSIDERATIONS**

There are no direct risk management or health and safety considerations.

10. CUSTOMER IMPLICATIONS

Significant investment would be required to establish a National Angling Museum which would involve diverting funds from supporting the delivery of existing services. Establishing a National Angling Museum would therefore have implications for existing customers as diverting funds could impact on

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the quality of existing services.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

There are no direct equality or diversity implications.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

The Council is currently in the process of making budget savings in response to a reduction to the local authority grant settlement over the next two years. Members may need to question whether investing in a National Angling Museum or in extending Forge Mill Needle Museum would represent value for money, both for the Council and for local residents, in this financial climate.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

There are no direct climate change implications.

14. HUMAN RESOURCES IMPLICATIONS

Staff would be required to manage a National Angling Museum. The number of staff would depend on the size of the museum.

Extension of Forge Mill Needle Museum to accommodate a space dedicated to angling would also potentially have human resources implications. Additional members of staff might be required to support the growth of the museum.

15. GOVERNANCE / PERFORMANCE MANAGEMENT IMPLICATIONS

There are no direct governance or performance management implications.

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

There are no direct community safety implications.

17. HEALTH INEQUALITIES IMPLICATIONS

There are no direct health inequalities implications.

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18. LESSONS LEARNT

During the course of this review it became clear it would not be feasible for the Council to establish and manage a National Angling Museum in Redditch unless external sources of funding could be obtained to fund the project.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

The National Angling Museum Task and Finish Group did not consult with the community over either the possibility of introducing a National Angling Museum or any extension to Forge Mill Needle Museum. The Overview and Scrutiny Committee recognised in 2009 that consultation would need to be undertaken if establishing a National Angling Museum was considered to be feasible.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No, although the Portfolio Holder for Leisure and Tourism was a member of the National Angling Museum Task and Finish Group.
Chief Executive	No.
Executive Director (S151 Officer)	No.
Executive Director – Leisure, Cultural, Environmental and Community Services	Not directly, though the former Director of Housing, Leisure and Customer Services was consulted during the course of the review.
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No

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Head of Service	Not directly, though the former Head of Leisure and Arts was consulted during the course of the review.
Head of Resources	No
Head of Legal, Equalities & Democratic Services	No
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards, particularly Abbey ward.

22. BACKGROUND PAPERS

National Angling Museum Task and Finish Group – notes from meetings of the Group.

National Angling Museum Task and Finish Group Report – presented to the Overview and Scrutiny Committee on 29th July 2009.

Scoping Document – National Angling Museum Task and Finish Group.

AUTHOR OF REPORT

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JOINT SCRUTINY IN WORCESTERSHIRE

DRAFT FRAMEWORK

Principles Underlying Joint Working

Any joint scrutiny process needs to ensure:

- (a) Good quality scrutiny – which adds value and properly investigates issues of concern to participating authorities.
- (b) Efficiency – avoiding duplication and bureaucracy.
- (c) Confidence in the outcomes of the joint scrutiny exercise by each participating authority's Overview and Scrutiny Committee, and clear communication of expectations from the outset.
- (d) Clear working planning and co-ordination.
- (e) A coherent approach to scrutiny for external partner organisations
- (f) Clear arrangements for reporting and follow-up to ensure action on recommendations.
- (g) Reporting arrangements should not create delay through over complexity, and should not create scope for other bodies to block recommendations.
- (h) Flexibility in how to carry out joint scrutiny.
- (i) It does not undermine each authority's O&S Committee's remit, or officer support available.

Deciding to Scrutinise Jointly

It is for each authority's O&S Committee to decide if they wish to participate in a joint scrutiny but this needs to be done as efficiently and speedily as possible.

To initiate a joint scrutiny proposal a scoping form should be completed and circulated which will then be subject to agreement of each authority's O&S Committee.

The Worcestershire Scrutiny Officers' Network, in consultation with their respective Chairmen should make proposals for joint scrutiny for considered by the scrutiny chairmen's network (possibly in between meetings) and subsequent recommendation to individual overview and scrutiny committees.

Carrying out Joint Scrutiny

There are a number of ways that joint scrutiny can be carried out.

There may be times when an individual authority wishes to co-opt members from other authorities onto a particular scrutiny.

There may also be times when it is agreed by each O&S committee that one authority takes the lead in scrutinising an issue on behalf of all authorities.

However, it is suggested that in Worcestershire joint scrutiny should usually be carried out by joint time-limited scrutiny task and finish groups, led by the authority from which the scrutiny originated.

Agreeing Membership of Joint Scrutiny Task Group

After O&S Committees agree to participate in a joint scrutiny they then nominate members.

As the task group would not be an official council committee, political balance requirements do not apply.

The number of Members participating in a joint scrutiny will depend on how many authorities are involved but if all Worcestershire authorities take part it is suggested that one member be appointed from each authority.

Agreeing Chairmanship of a Joint Task Group

Nominations for chairing the task group will be sought from all members of the task group.

Where one authority is leading the scrutiny it may be appropriate for the Chairman to be appointed from that authority.

Agreeing Terms of Reference/Scope of the Scrutiny

Each participating authorities' Overview and Scrutiny Committee would be asked to agree terms of reference for the scrutiny as per the scoping and proposal form.

Conduct of the Scrutiny

Meetings of the joint task group will be arranged by the supporting scrutiny officer(s).

The task group should strive to conduct their business in a consensual, open, responsible and transparent way across the political divides and seek to avoid expressing views based purely on political considerations.

Equal Participation

It is important for all members to be equal participants in the process and for officer support to be available on an equal basis.

Meeting Venues

To be decided by the Review Panel as appropriate to the particular review.

Approval of Report's Recommendations

The joint task group would agree their report and recommendations, normally by consensus. The Overview and Scrutiny Committee would then be asked to endorse the report, and could submit their own comments to their Executives.

Time constraints for recommendations need to be fully considered at the scoping stage.

Publicising Outcomes from Joint Scrutiny/Sharing Findings

Once the scrutiny report is agreed by the overview and Scrutiny Committees it should be circulated to Executive members, witnesses and any others involved, by the scrutiny officers supporting the scrutiny.

It could also be put on the website of all the participating authorities.

Resourcing and Supporting Joint Scrutiny

It is intended that joint scrutiny will be supported within the existing resources available to all seven authorities for scrutiny.

Scrutiny officer support for each joint scrutiny should be agreed at the outset. Whilst the authority leading the joint scrutiny would normally provide support for it, ways of sharing the workload should be explored at the scoping stage.

Any expenses for members of a joint scrutiny should be paid by that member's authority in line with that authority's allowance scheme.

Tracking the Outcomes of the Scrutiny

The Review Panel will decide upon arrangements for tracking the implementation of recommendations.

Individual O&S Committees may wish to adopt their own methods for joint scrutiny recommendation tracking.

It is suggested that recommendation tracking for joint scrutinies should be part of the watching brief of the Joint Chairmen's meeting.



Overview and Scrutiny

No Direct Ward Relevance

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WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	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
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Annual Update on the Implementation of the Civil Parking Enforcement Scheme	Chief Executive Chief Executive Relevant Lead Heads of Service

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	<p>REGULAR ITEMS</p> <p>Update on fly tipping and progress with the Worth It campaign</p> <p>Update on the work of the Crime and Disorder Scrutiny Panel.</p>	<p>Relevant Lead Heads of Service</p> <p>Relevant Lead Heads of Service</p>
	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. Promoting Redditch Task and Finish Review; and 2. Work Experience Task and Finish Review. 	
OTHER ITEMS - DATE FIXED		
19th January 2011	Budget 2011/12 Update	Relevant Lead Head of Service
19th January 2011	Civil Parking Enforcement - Annual Monitoring Report	Relevant Lead Head of Service
19th January 2011	National Angling Museum Task and Finish Group – Update on Actions	Relevant Lead Head of Service

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19th January 2011	Worcestershire Joint Scrutiny Framework	Relevant Lead Head of Service
9th February 2011	Children and Young Peoples Plan – Pre-Scrutiny	Relevant Lead Head of Service
9th February 2011	Disabled Facilities Grants and the Lifetime Grant – scrutiny of the Countywide Scheme	Relevant Lead Head of Service
9th February 2011	Performance Report for the services within the Planning, Regeneration, Economic Development and Local Transport Portfolio	Relevant Lead Head(s) of Service
9th February 2011	Portfolio Holder Annual Report – Leadership and Partnerships	Relevant Lead Councillor
2nd March 2011	Council Flat Communal Cleaning Task and Finish Group – Update on Implementation of Recommendations Stage Two.	Relevant Lead Head of Service
2nd March 2011	Performance Report for the services within the Leisure and Tourism Portfolio	Relevant Lead Head(s) of Service
2nd March 2011	Promoting Redditch Task and Finish Review – Final Report	Relevant Lead Councillor
2nd March 2011	Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Local Transport	Relevant Lead Councillor
2nd March 2011	Redditch Sustainable Community Strategy – Pre-Scrutiny	Relevant Lead Director

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23rd March 2011	Performance Report for the services within the Community Safety and Regulatory Services Portfolio	Relevant Lead Head(s) of Service
23rd March 2011	Portfolio Holder Annual Report – Leisure and Tourism	
23rd March 2011	Youth Employment at Redditch Borough Council – Update Report	Relevant Lead Head of Service
13th April 2011	Portfolio Holder Annual Report – Community Safety and Regulatory Services	
13th April 2011	Update on fly tipping and progress with the Worth It campaign	Relevant Lead Head of Service
1st June 2011	Third Sector Task and Finish Group – Stage Two Update on Responses to the Group's Recommendations	Relevant Lead Head of Service
1st June 2011	Staff Volunteering Policy – Update	Relevant Lead Head of Service
1st June 2011	Work Experience Task and Finish Review – Final Report	Relevant Lead Councillor
OTHER ITEMS – DATE NOT FIXED		
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service

Overview and Scrutiny

Committee

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	Private Sector Home Support Service – Pre-Scrutiny	Relevant Lead Head of Service
	Town Centre Landscape Improvements (including Church Green Improvements)	Relevant Lead Head of Service
	Worcestershire Supporting People Strategy	Relevant Lead Head of Service

