

APPENDIX 1:
Overview and Scrutiny Recommendations Tracker
Recommendations that have been implemented

Promoting Sporting Participation Task and Finish Group *(considered by Executive Committee on 26/06/12)*

All 5 recommendations were APPROVED, though subsequently one of the recommendations was rescinded.

To date, information provided by Officers indicates that two of these recommendations have been implemented.

Recommendation 4: That the Council give its full support to the introduction of new events to promote sport and physical recreation, individual sports clubs, and increased sporting participation in Redditch.

Following a highly successful 2012 inspired event last summer at the Abbey Stadium, a club promotion event will take place at the end of September at Arrow Valley Lake, with the chance to promote park run, the lakeside clubs and physical activity. Following feedback from last year, the many clubs that attended had a positive response, but many who attended the Abbey Stadium were already sporty, so we have took the project to the lake to try and encourage more new users to attend and increase sports club membership. Working this year with the arts and events team, the event will be a day of performance, demonstrations and freebies from local clubs and organisations. This year we will also invite local health based organisations to encourage people to live a healthy, active lifestyle. We have also added our local sports coaches to the arts team events such as street theatre, to promote clubs and activity, as many people who do not engage in physical activity attend the arts and music based events.

Recommendation 5: That the Council work closely with NEW College to enable its students the opportunity to support these new sporting events on a voluntary basis.

Following the successful appointment of the BRAVO Volunteering Coordinator (BRAVO - Bromsgrove and Redditch Active Volunteering Opportunities), we now have support information, branding and t-shirts for all volunteers. We have a database of opportunities and following our initial partnership development period, are now creating a publicity campaign. We have secured a strong link with NEW College, with 180 students attending the sportmakers programme and have a programme in place to start sports coaching placements in schools with sport students in September, We have also developed links with the adult learning department and will be supplying placement for adults with disabilities from September. Working closely with Chadsgrove Special School, we are designing an inclusive volunteering pathway to cater for all the needs of people with disabilities to ensure they have a positive experience. We have a sports coaching apprentice in post, who attends NEW College and this has been very positive. He has completed all of his basic coaching qualifications and will now be attending courses to become a qualified rugby, multi skills and athletics coach.

Co-Location of the One Stop Shop at Woodrow Library - Pre-Decision Scrutiny *(considered by Executive Committee on 24/07/12)*

The Committee proposed three recommendations on this subject. *As these recommendations were proposed in confidential session they are not listed here. **These recommendations were all APPROVED and have all been implemented.***

Worcestershire County Council (WCC) had a project plan for the refurbishment of the library. The library was scheduled to close early in January 2013 for a period of weeks with a re-opening date of early February 2013. WCC hoped to secure space in a nearby building to enable them to continue to provide a reduced service. This was to be backed up with the mobile library service to ensure that users would still have access to library services.

The Council was aiming to move the One Stop Shop (OSS) service with minimum disruption or down time within a day or so of the library re-opening.

A working group had been set up to establish working practices and agree operational issues. Redditch Borough Council's Customer Services Manager was a member of this group. It is anticipated at this time that the opening hours of the OSS will not be changed, thus reducing disruption to our customers.

Access for Disabled People Task Group Final Report *(considered by Executive Committee on 21/08/12)*
10 Recommendations

All of the recommendations below were ENDORSED by the Executive Committee.

Three of the recommendations, which required action from external partner organisations, were subsequently rejected.

Recommendation 1: a user friendly version of the map (detailed in Appendix E of the main report) demonstrating the location of disabled parking spaces and Shopmobility in Redditch town centre should be produced and promoted on the Council's website, on the Redditch Matters e-magazine and on the Palace Theatre's website and should be promoted to local businesses to use.

Recommendation 1a: the contents of this map (*of disabled parking spaces in the town centre*) should be reviewed every twelve months to ensure that the information remains accurate.

The map appears on both Redditch Borough Council's and Redditch Palace Theatre's websites.

The first update of this map was completed on 20th September 2013. The map will continue to be updated on an annual basis.

Recommendation 3: taxi companies should be offered licences to operate adapted vehicles for a longer period of time than standard vehicles to incentivise taxi firms to increase the number of adapted vehicles in their fleets. The vehicles should be permitted to operate for these lengthier periods of time subject to passing the three inspection tests and the MOT that the Council's licensing regime requires for each vehicle;

The Licensing Committee considered the proposal at a meeting on 11th March 2013. During this meeting it was agreed that taxi drivers should be offered licenses for adapted vehicles for 12 years, rather than the 9 years for standard vehicles, subject to the outcomes of a six week period of consultation with local taxi drivers and the local Taxi Association.

The outcomes of the consultation were considered at a meeting of the Council's Licensing Committee on 1st July 2013. During this meeting it was agreed that relevant Council policies should be adapted to enable the Council to grant adapted vehicles licenses for 12 years.

<p><u>Recommendation 4</u>: taxi drivers should be offered disability awareness training, which would include information about manually assisting people with disabilities, by Redditch Borough Council;</p>	<p>The Licensing Committee considered the proposal at a meeting on 11th March 2013. During this meeting it was agreed that taxi drivers should be required to undertake mandatory disability awareness training. Members were advised that a suitable training provider had been identified and that participation in the course would cost approximately £20 per participant. Implementation of this recommendation was subject to the outcomes of a twelve week period of consultation.</p> <p>The outcomes of the consultation were considered at a meeting of the Licensing Committee on 1st July. During this meeting it was agreed that disability awareness training should be a mandatory requirement for both Hackney Carriage and Private Hire vehicle drivers in the Borough. Officers were tasked with producing a draft policy on the subject which was endorsed by the Committee at its latest meeting in November 2013. These training requirements will come into effect as of 1st January 2014.</p>
<p><u>Recommendation 7</u>: ward Members should be made aware that they can use their knowledge of the local community to assess the condition of the pavements and dropped kerbs located in their wards and report their findings for the consideration of Worcestershire County Council's Highways Department and Redditch Borough Council's Environmental Services.</p>	<p>All elected Members were provided with the Task Group's final report which contained information about this matter.</p>
<p><u>Recommendation 8</u>: the Council's Planning Department should consider arranging for funding from Section 106 agreements to be allocated to the installation of tactile signage in the town centre for the use of people with sensory impairments.</p>	<p>During a meeting of the Overview and Scrutiny Committee on 13th August 2013 Councillors were advised that appropriate use of Section 106 monies was considered on a case by case basis. This includes consideration of the need for infrastructure in the area of a development which could include tactile signage. This will continue to be implemented on an on-going basis as and when appropriate.</p>

Recommendation 10: Officers undertake further work into the following areas that should be reported for the consideration of the Overview and Scrutiny Committee and Executive Committee at a later date:

- a) a review of the potential to install a canopy over the ramp access to Shopmobility;
- b) a joint review in partnership with Apollo 2000 of the potential for the Council to undertake landscaping work in the company's car park in return for using the car park as a collection and delivery point for Dial a Ride vehicles;
- c) a joint review with the Kingfisher Shopping Centre, concerning the potential activation of the RNIB React system in the centre; and
- d) a review of the implications of introducing disabled parking spaces and a Dial a Ride collection and delivery point in the former covered market area, as detailed in Appendix E.

Recommendation 10a: A report was presented to the Overview and Scrutiny Committee on 2nd April which outlined the potential to introduce a canopy on the entrance ramp providing access to Shopmobility. Further action was subsequently proposed during that meeting.

Recommendation 10b: A report outlining the outcomes of this review was presented on this subject for the consideration of the Overview and Scrutiny committee on 2nd April. Based on the content of this report it was agreed that no further action was required.

Recommendation 10 c: A report outlining the outcomes of this review was presented on this subject for the consideration of the Overview and Scrutiny committee on 2nd April. Based on the content of this report it was agreed that no further action was required.

Recommendation 10d: A report outlining the outcomes of this review was presented on this subject for the consideration of the Overview and Scrutiny committee on 2nd April. Based on the content of this report it was agreed that no further action was required.

Dial a Ride Extended Service – Feasibility Study *(considered by Executive Committee on 16/10/12)*

All 4 recommendations were APPROVED.

Three of the recommendations have been implemented. The fourth recommendation is due to be implemented in March 2014 and is therefore not listed here.

Recommendation 1: the Dial-a-Ride scheme operated under a permit issued under section 19 of the Transport Act 1985, be extended to include making the Dial-a Ride vehicles available to those community organisations registered with the Council for use during evenings and weekends;

Recommendation 2: that the charging schedule as set out in Appendix 1 be adopted; and

Recommendation 3: that the scheme is based on the examples presented in appendix 2;

Recommendation 1, 2 and 3:

The Charging Policy has been implemented and the service has been used by Leisure Services on Saturdays. The necessary documentation for hiring vehicles out to the voluntary sector has been produced and promotion of the service to the voluntary sector will take place in the New Year.

Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Local Transport *(considered by Executive Committee on 20/11/12)*

Both of the recommendations were APPROVED, subject to amended wording to the first recommendation.

Information provided to date indicates that only one of these recommendations has been implemented.

Recommendation 2: the Economic Advisory Panel (ECAP) should meet more frequently, the scope of the Panel should be expanded and more active participation of elected Members at meetings of the Panel should be promoted.

ECAP now meets on a quarterly basis. The Panel has discussed its remit and agreed to focus on specific economic topics at each meeting inviting officers and other stakeholders to attend as appropriate. For example, the Panel will be considering the Town Centre at its next meeting. Officers are currently in the process of putting dates in the diary for the coming year. All Members are now made aware of the meetings and are free to attend if they wish, not just those Members nominated to the Panel.

Sickness Policy Short, Sharp Review *(considered by Executive Committee on 20/11/12)*
Eight Recommendations

All eight recommendations were APPROVED.

Based on information provided by Officers, one of these recommendations remains to be implemented.

Recommendation 1: the Council's Sickness Absence Policy should be updated and reduced in length, in order to clarify the structure and process for managing both short-term and long-term sickness absences.

Recommendations 1 and 2:

The Council's Sickness Absence Policy for staff has been updated, incorporating terminology sensitive to the needs of staff.

<p><u>Recommendation 2</u>: the terminology used in the policy be sensitive to the needs of staff experiencing sickness.</p>	
<p><u>Recommendation 4</u>: all changes to the Council's Sickness Absence Policy should be communicated to managers and staff.</p>	<p>The Policy has been made accessible to all staff via the Council's intranet system.</p>
<p><u>Recommendation 5</u>: the Sickness Absence Policy should be included in the induction process for new staff and managers employed by the Council.</p> <p>a) staff and managers should also receive regular refresher training.</p>	<p>The Induction process is currently under review and sickness absence will form part of the new induction.</p> <p>Sickness absence training has been incorporated into the corporate training programme and will be rolled out to managers.</p>
<p><u>Recommendation 6</u>: the Sickness Absence Policy should be applied consistently to staff across all service areas, but managers should be encouraged, recognising individual circumstances and different working environments to apply the policy appropriately.</p>	<p>The HR department supports staff and managers via the involvement of the HR&OD Advisors on sickness case management.</p>
<p><u>Recommendation 7</u>: the occupational health service available to staff experiencing sickness should be reviewed.</p>	<p>An external Occupational Health provider (with a reactive, medical focus) and internal Wellbeing Officer (with pro-active prevention initiatives) have been in place since the Spring with on-going reviews.</p>
<p><u>Recommendation 8</u>: communication should form an integral part of the transformation process to ensure that staff understand the reasons for changes made to services as part of the transformation process and how transformation may impact on them.</p>	<p>HR actively encourage this approach during all discussions around Transformation and the impact on individuals. This is particularly evident during service reviews where communication is a key part of the plan. This is also evident corporately with, for example, staff briefings and service specific update sessions, which are open to all staff to attend.</p>

Fees and Charges 2013/14 (considered by Executive Committee on 12/02/13)

The only recommendation was APPROVED.

that the fees and charges for 2013/14 as set out in Appendix A - H to the report be approved; other than in cases where:-

- a) fees or charges are statutory,
- b) fees and charges are set externally, or
- c) other Council- approved circumstances apply.

The approved fees and charges started to be implemented in April 2013.

Redditch Market Review (considered by the Executive Committee on 12/03/13)

All seventeen recommendations were APPROVED subject to the Portfolio Holder for Planning, Regeneration, Economic Development and Transport taking the lead on working on the detail of proposals and on the adoption of a bold and radical approach to recommendations 1 and 2 in particular, including a full assessment of the options for delivering a vibrant and viable market.

13 recommendations remain to be implemented.

Recommendation 2: A small core working group consisting of local stakeholders should be created to help develop and implement the new strategy.

A small core working group is being established and will consist of: Steve Singleton (Market Manager); Lyndsey Berry (Town Centre Co-ordinator); Town Centre Partnership Representative; Cllr Chance (relevant Portfolio Holder); and Cllr Brazier (Chair of the Redditch Market Review).

Recommendation 8: The working group facilitates further opportunities for local people, especially students and the unemployed, to obtain business experience through operating stalls in the market place at no charge on a short-term basis, to include the introduction of a new mentoring scheme to offer help and assistance to new traders.

Opportunities are now being promoted.
A discount scheme for “new traders” already exists subject to certain conditions as set out in paragraph 9.1 of the Market Regulations.

The discounted period lasts for six calendar weeks as follows:-

- First two calendar weeks a flat fee of £7.50 on weekdays, or £12.50 on Saturdays.
- Weeks three to six a fee of 50% of the applicable Casual Trader fee for the relevant day of trading and stall type.

It is proposed to offer the proposed “no charge” scheme for a period of 4 weeks, subject to stall availability and introduce the mentoring scheme through the Worcestershire Countywide “Enterprising Worcestershire” New Business Start up programme which includes a small grant. The trader would then be entitled to start the existing discount scheme subject to the usual conditions.

Recommendation 10: the working group facilitates the allocation of free stalls on a rotating basis to local people to promote forthcoming community events and the work of local charities, subject to stall availability.

Ongoing. The Head of Service may already allocate up to two stalls per day free of charge to charitable / ‘not for profit’ organisations when stalls are not required by Registered or Casual Traders. Charities will be bound by all other Market Rules and Regulations including evidence of Public Liability Insurance.

Recommendation 14: the market working group ensures that any review of signage in the town centre includes adequate reference to the market.

On-going. A review of signage in the town centre has been carried out and any new signage to be implemented as part of the town centre improvements will include adequate reference to the market.

Recommendation 17: Redditch Borough Council should join the National Association of British Market Authorities (NABMA) and participate in the *Love Your Local Market 2013* event to publicise the changes and new opportunities that would have been introduced at the market.

Redditch Borough Council has joined the National Association of British Market Authorities (NABMA), has participated in the Love Your Local Market 2013 fortnight which ran from 15th May to 29th May 2013, has completed a market branding process and continues to advertise and promote the market to traders and the public.

Arts and Culture Centre Task Group (*considered by the Executive Committee on 09/04/13*)

All nine of the group's recommendations were ENDORSED by the Executive Committee. However, the Committee could not decide on all of the recommendations as it is not the decision making body for outside organisations.

The following conclusions have been reached:

Recommendation 2a, 4, 5, 6, 8 and 9 were APPROVED. Recommendations 1, 2, 4a, and 7 were recommendations to the Arts in Redditch Network.

The Arts in Redditch Network has considered the Task Group's recommendations. The network has reserved the right to submit a more detailed response at a later date and may adapt their response accordingly at this stage. A final decision on these recommendations therefore remains PENDING.

Recommendation 3 was a recommendation to the Arts in Redditch Network and Choose How you Move (Worcestershire County Council). At the time of writing a decision on this recommendation remains PENDING.

Recommendation 1: the Arts in Redditch Network, and the benefits to be accrued from membership of the network, should be promoted to local arts groups.

The Arts in Redditch Network has developed and launched its new website – artsinredditch.com, and this will be the principal mechanism for promoting the network to local arts organisations. The website content is mainly provided by arts organisations themselves, and the launch event held on 22nd October explained how these organisations can contribute content.

	<p>The launch event has been followed up with e-mails to all organisations on the network's database, and these contacts will be followed up by face to face discussions to encourage active participation in this initiative; this will be done in collaboration with the Arts Development team.</p>
<p><u>Recommendation 2a</u>: the Council should continue to maintain a link from the local authority's website to the new Arts in Redditch Network site.</p>	<p>A link is provided from the Council's website to the new website for the Arts in Redditch Network.</p>
<p><u>Recommendation 5</u>: the Council should continue to provide support and advice to any community group aiming to introduce a new arts group in the town. In addition:</p> <ul style="list-style-type: none"> a) action should be taken to increase public awareness of the support and advice provided by the Council to community groups with an interest in the arts; b) any new enquiries should be signposted to the Arts in Redditch Network to facilitate the formation of new arts groups; and c) a new logo be created for the arts in Redditch. 	<p>The Council has been offering and continues to offer support and advice on an on- going basis to community groups considering introducing new arts groups in the town.</p> <p>(5a) Action continues to be taken to raise awareness of the support provided by the Council to community groups interested in the arts.</p> <p>(5b) Action continues to be taken to signpost groups and individuals considering establishing a new arts group in the borough to the Arts in Redditch Network.</p> <p>(5c) A new logo has now been developed for the arts in Redditch.</p>
<p><u>Recommendation 6</u>: the evidence gathered by Members during the course of the review and the information contained in the Arts and Culture Centre Task Group's final report should be taken into account by Officers when producing the new Redditch Arts Strategy.</p>	<p>The evidence gathered by the Arts and Cultural Central Task Group was taken into account by Officers when developing a new Redditch Arts Strategy.</p>

Recommendation 8: the Council should provide the following support and advice to any community organisation that aims to establish an arts and culture centre in the town:

- a) guidance on how to complete funding applications for grants
- b) advice on how to produce a business case; and
- c) signpost groups to relevant expert contacts for further specialist help.

Redditch Borough Council Officers attend meetings of the network and provide on-going support across all areas outlined in recommendations 8a,b and c.

Housing Density Targets Task Review
(considered by the Executive on 9th July 2013)

There was one recommendation within the final report:

Recommendation: Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4 be revised as per Appendix 1 (to the report) to incorporate the following headline points:

- a) all new housing developments within the Borough on sites less than 0.16 hectares should be exempt from the Council's housing density requirements;**
- b) all new self-build housing developments on sites larger than 0.16 hectares within the Borough should meet a minimum housing density requirement of 15 dwellings per hectare; and that**
- c) all new bungalow developments within the Borough on sites larger than 0.16 hectares should meet a minimum density requirement of 15 dwellings per hectare.**

At its meeting on 9th July 2013, the Executive Committee resolved that:

Planning Officers be tasked with developing an amended form of words for Policy 5 of the emerging Draft Borough of Redditch Local Plan No. 4 which would ensure an appropriate level of flexibility in housing density requirements, to be submitted for consideration at a future meeting of the Planning Advisory Panel.

The wording to Policy 5 was subsequently amended following the meeting of the Planning Advisory Panel on 20th August 2013 to reflect this.

Crime and Disorder Scrutiny
(considered by the Council on 9/9/13)

Recommendation: the Crime and Disorder Scrutiny Panel hold at least one scheduled meeting during the year to scrutinise the work of the local Crime and Disorder Reduction Partnership.

This recommendation was approved. The latest meeting of the Crime and Disorder Scrutiny Panel took place on 22nd October. An update from this meeting was provided by the Chair of the Panel, Councillor Brazier, at the latest meeting of the Overview and Scrutiny Committee on 4th November.

The next meeting of the Crime and Disorder Scrutiny Panel is due to take place in August 2014.