

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
07/11/07	When discussing the biannual budget report Members asked for further information about the vacant posts that were referred to. Members specified that they would like information about the number of days lost, the financial savings involved and the capacity implications of these vacant posts. Members did not specify a date by which this information should be made available.	Relevant Officers have been working to produce a document containing the requested information. Reassurances have been given that this will be made available for Member consideration soon. (WILL BE DONE SOON). Head of Financial, Revenues and Benefits Services, date to be confirmed.
19/12/07	Members discussed the proposed new form for presenting performance information to the Overview and Scrutiny Committee. Officers were asked to provide an explanation of the traffic light system. Members did not specify a date by which this information should be made available.	The Overview and Scrutiny Support Officers have informed the relevant Officers of this request. (WILL BE DONE). Lead Officer, Head of Strategy and Partnerships, Estimated introduction date 28th May 2008.
07/02/08	The Members of the District Centres Task and Finish Group to complete a scoping document for their exercise. The Chair of the Group to report the scope of the exercise back to the Overview and Scrutiny Committee on the 27th February 2008.	The Chair of the District Centres Task and Finish Group presented an interim report to the Overview and Scrutiny Committee containing information about the scope of the exercise on Wednesday the 27th February. (DONE 27/02/08).
07/02/08	Officers to organise an away-day event for Members to plan the Overview and Scrutiny Committee Work Programme. The away-day to take place at the end of May 2008.	Members to discuss and confirm arrangements at this meeting of the Overview and Scrutiny Committee. (WILL BE DONE SOON). Officers dealing, Overview and Scrutiny Support Officers, estimated completion date Wednesday the 19th March 2008.

07/02/08	Members of the Overview and Scrutiny Committee to consult within their political groups to identify potential items for scrutiny.	Members to act on this request and to inform the Overview and Scrutiny Support Officers when this action has been completed. (TO BE DONE).
07/02/08	The Overview and Scrutiny Support Officers to consult with other Officers within the Council to identify potential items for scrutiny.	The Overview and Scrutiny Support Officers to liaise with other Officers over this request. (TO BE DONE).
27/02/08	The Action List to record the Lead Officer and an estimated completion date for items marked "WILL BE DONE SOON".	The Overview and Scrutiny Support Officers have introduced this information to this copy of the Action List. (DONE).
27/02/08	Officers to enquire as to whether Councillor R. King would be willing to volunteer to undertake Member training to access the Ten Performance Management system.	Councillor R. King confirmed that he would be volunteering for this role on Thursday the 28th February 2008. (DONE).
27/02/08	The Overview and Scrutiny Committee agreed that the Communications Task and Finish Group could report final recommendations to the Committee on Wednesday the 9th April 2008.	The Communications Task and Finish Group is scheduled to present final recommendations on the 9th April. (WILL BE DONE SOON). Lead Member Councillor J. Brunner, estimated completion date Wednesday the 9th April 2008.
27/02/08	The Overview and Scrutiny Committee agreed that the District Centres Task and Finish Group could report final recommendations to the Committee on Wednesday the 9th April 2008.	The District Centres Task and Finish Group is due to present final recommendations to the Overview and Scrutiny Committee on Wednesday the 9th April. (WILL BE DONE SOON) Lead Member Councillor A. Fry, estimated completion date Wednesday the 9th April 2008.

27/02/08	Officers were asked to present community safety performance data to Members using both of the templates that had been provided for the consideration of Members. Officers were asked to present this information to the Overview and Scrutiny Committee alongside the quarterly performance reports.	The Overview and Scrutiny Support Officers have informed the relevant lead Officer of this request. (TO BE DONE).
27/02/08	The Overview and Scrutiny Committee to discuss ways to develop relations between the Committee and the Executive Committee.	Members are due to consider this issue further during the Overview and Scrutiny Committee Planning Day in May 2008. (WILL BE DONE SOON). Responsible Officers - Overview and Scrutiny Support Officers, estimated completion date (May 2008).
27/02/08	Officers to incorporate information about monitoring scrutiny recommendations in to the Overview and Scrutiny Annual Report.	The Annual Report is due to be presented for Member consideration on Wednesday the 9th April 2008. (WILL BE DONE SOON). Responsible Officers – Overview and Scrutiny Support Officers and estimated completion date – Wednesday the 9th April 2008.
27/02/08	Members to discuss proposed locations and dates for the Overview and Scrutiny Work Programme Planning Day.	Members will be discussing this subject at this meeting of the Committee. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, estimated completion date – Wednesday the 19th March.
27/02/08	Members requested that Officers provide further information about the new items that will be incorporated into recycling collections and that they provide an estimated date by which this will be introduced.	The relevant lead Officer has been made aware of this request. (TO BE DONE).

27/02/08	<p>Members requested that Officers provide further information about the land that has been identified as the site for a new cemetery. Officers were also asked to explain whether planning permission had been secured for use of the site as a cemetery.</p>	<p>The relevant lead Officer has been made aware of this request. (TO BE DONE).</p>
27/02/08	<p>Members agreed that the subject of economic development should be discussed further at the following meeting. Officers were asked to invite appropriate Officers to attend the meeting.</p>	<p>The Chair has subsequently requested that an additional meeting of the Overview and Scrutiny Committee be held to enable Members to devote an appropriate amount of time to discussing this item. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, estimated completion date – the additional meeting is due to take place on Thursday the 27th March 2008.</p>
27/02/08	<p>Members agreed that the Committee should discuss in further detail the gypsies and travellers scrutiny exercise on the Worcestershire joint policy on unauthorised encampments. Members agreed that this discussion should take place at the following meeting of the Committee. Officers were asked to invite representatives from the Council's Environmental Health team and the Worcestershire County Council Traveller's Team to attend the meeting.</p>	<p>The Chair has subsequently requested that an additional meeting of the Overview and Scrutiny Committee be held to enable Members to devote an appropriate amount of time to discussing this item. (WILL BE DONE SOON). Lead Member - Councillor C MacMillan, estimated completion date – the additional meeting is due to take place on Thursday the 27th March 2008.</p>