

**Actions requested by the Overview and Scrutiny Committee**

<b>Date Action Requested</b>	<b>Action to be Taken</b>	<b>Response</b>
07/11/07	When discussing a budget update report Members asked for further information about the vacant posts that were referred to in the report. 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 produced a document containing the requested information which was circulated amongst the members of the Overview and Scrutiny Committee on Tuesday the 6th May 2008. DONE.
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. (TO BE DONE). Lead Officer, Head of Strategy and Partnerships, Estimated introduction date, August 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 at that meeting. 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). Lead Officer, Head of Strategy and Partnerships, estimated introduction date, August 2008.

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 Work Programme Planning Day (WPPD) in June 2008. (WILL BE DONE SOON). Lead Officers, the Overview and Scrutiny Support Officers (OSSOs), estimated completion date, June 2008. (The exact date to be confirmed by the Members of the Overview and Scrutiny Committee).
27/02/08	Officers to incorporate information about monitoring scrutiny recommendations into the Overview and Scrutiny Annual Report.	The Annual Report was altered accordingly and presented to all Members at a meeting of the full Council on Monday the 21st April 2008. DONE.
19/03/08	Members requested that the Overview and Scrutiny WPPD take place in the Civic Suite on Friday the 23rd of May. Officers were asked to invite all Members, Directors, the Member and Committee Support Services Manager and the Democratic Services Manager.	The date of the WPPD was subsequently postponed to enable the membership of the Committee for the 2008/09 year to contribute to planning for the event. (WILL BE DONE SOON). Lead Officers, OSSOs, estimated date of completion, June 2008
27/03/08	Members requested that a letter be drafted to send to the Gypsy Liaison Officer (GLO) at Worcestershire County Council. This letter was to request that a meeting be held, to be attended by all of the partners who have signed up to the Joint Policy on Unauthorised Gypsy and Traveller Encampments.	A letter, signed by the Chair on behalf of the Overview and Scrutiny Committee, was sent out to the GLO on this subject in April 2008. DONE.

<p>27/03/08</p>	<p>Members requested that Councillor Hill be approached to attend and observe, as a Council representative, the meeting of the partners who have signed the Joint Policy on Unauthorised Gypsy and Traveller Encampments.</p>	<p>Councillor Hill was informed of the outcome of these deliberations. However, the meeting did not take place until May 2008. Due to the outcomes of the election it did not prove possible for Councillor Hill to attend as a representative of the Council, although relevant Borough Council Officers did attend.</p> <p>In addition, Worcestershire County Council advised that it would be inappropriate for Members to attend the meeting as it was regarded as an 'Officer meeting'.</p> <p>The Overview and Scrutiny Committee need to advise further how they want to respond to this issue. TO BE DONE. Lead Member, new Chair of the Overview and Scrutiny Committee, estimated date of completion to be decided by the Committee.</p>
<p>27/03/08</p>	<p>Members agreed that a series of actions should be undertaken as preparatory work for carrying out scrutiny of economic development role at the Council. Members requested several actions as detailed below:</p> <ul style="list-style-type: none"> <li>• the Jobs, Employment and Economy scrutiny report be circulated amongst all Overview and Scrutiny Committee Members;</li> </ul>	<p>Members agreed to postpone consideration of these items until the WPPD has taken place in June 2008. The OSSOs to work around these timeframes.</p> <ul style="list-style-type: none"> <li>• The OSSOs to circulate copies of this report amongst Members of the Overview and Scrutiny Committee following the WPPD in June 2008. TO BE DONE.</li> </ul>

	<ul style="list-style-type: none"> <li>• the Economic Development Manger job specification be reviewed in line with the three key themes contained in the Regional Economic Strategy: business; place; and people;</li> <li>• relevant Officers from Worcestershire County Council be invited to the Committee to discuss their roles and responsibilities for economic development in Redditch;</li> <li>• further information be provided on roles and responsibilities for other bodies / agencies contributing to economic development in Redditch;</li> <li>• the latest secondary school attainment figures be obtained and distributed to Committee Members; and</li> <li>• representatives of Education Services from Worcestershire County Council be invited to a future meeting to educational attainment levels in Redditch schools.</li> </ul>	<ul style="list-style-type: none"> <li>• The Head of Planning and Building Control (HPBC) to undertake this work. This information should be made available on a date to be specified by Committee Members after the WPPD has taken place. TO BE DONE.</li> <li>• The OSSOs to dispatch these invitations, at a date to be specified by Members, after the WPPD has taken place. TO BE DONE.</li> <li>• The HPBC to provide this information, after the WPPD has taken place, on a date to be specified by the Overview and Scrutiny Committee. TO BE DONE.</li> <li>• The OSSOs to obtain and circulate these figures amongst Members of the Committee on a date to be specified by the Committee and following the WPPD. TO BE DONE.</li> <li>• The OSSOs to dispatch these invitations when Members have specified a date for consideration of this item by the Committee (and following the WPPD). TO BE DONE.</li> </ul>
09/04/08	Members agreed that the issues addressed in the proposed Reporting Council Priorities draft scoping document would be addressed during the WPPD.	OSSOs to ensure that these issues are addressed during the WPPD. TO BE DONE (OSSOs, June 2008).

09/04/08	Members asked the OSSOs to thank Councillor Chalk on behalf of the Committee for his work on the Joint Scrutiny Exercise on Flooding and to note this appreciation in the minutes from the meeting.	OSSOs thanked Councillor Chalk on behalf of the Committee on Thursday the 10th April 2008 and the Committee's appreciation was recorded in the minutes from the meeting. DONE.
09/04/08	Officers were asked to provide further information about the work being undertaken by the Council to address the condition of the Batchley ditches.	The Operations Manager provided the requested information, which was circulated amongst Members of the Overview and Scrutiny Committee on Tuesday the 29th April 2008. DONE.
09/04/08	Members agreed to add a review of ditches to the Overview and Scrutiny Work Programme. No date for this review was specified.	OSSOs have altered the Work Programme accordingly. DONE.
09/04/08	<p>Members agreed that a series of actions should be undertaken in relation to the Communications Task and Finish Group's Final Report, as detailed below:</p> <ul style="list-style-type: none"> <li>• recommendation 1a be altered, as specified by the Committee;</li> <li>• recommendation 1c be altered, as specified by the Committee;</li> <li>• recommendation 1d be removed, as requested by the Committee;</li> <li>• a recommendation on the subject of corporate branding was to be added to the report, as specified by the Committee;</li> </ul>	The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.

	<ul style="list-style-type: none"> <li>• recommendation 7c be altered, as specified by the Committee; and</li> <li>• the Executive Committee be asked to consider the Group's recommendations at their following meeting.</li> </ul>	
09/04/08	<p>Members agreed that a series of actions should be undertaken in relation to the District Centres Task and Finish Group's Final Report, as detailed below:</p> <ul style="list-style-type: none"> <li>• recommendation 1 be altered, as specified by the Committee;</li> <li>• recommendation 4 be altered, as specified by the Committee;</li> <li>• recommendation 5 be altered, as specified by the Committee;</li> <li>• recommendation 7 be altered, as specified by the Committee;</li> <li>• recommendation 9 be altered, as specified by the Committee;</li> <li>• recommendation 11 be altered, as specified by the Committee;</li> <li>• recommendation 12 be altered, as specified by the Committee;</li> <li>• the report be altered to recommend that the 57/58 bus route be maintained as a bus only route; and</li> <li>• the Executive Committee be asked to consider the Group's recommendations at their following meeting.</li> </ul>	<p>The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.</p>

<p>09/04/08</p>	<p>Members agreed that a series of actions should be undertaken in relation to the Fees and Charges Task and Finish Group's Draft Charging Policy report, as detailed below:</p> <ul style="list-style-type: none"> <li>• paragraph 5.5 in the covering report be altered, as specified by the Committee;</li> <li>• paragraph 1.2a of the Charging Policy be altered, as specified by the Committee;</li> <li>• paragraph 1.5e in the Charging Policy be altered, as specified by the Committee;</li> <li>• paragraph 1.5c in the Charging Policy be altered, as specified by the Committee; and</li> <li>• the Executive Committee be asked to consider the Group's recommendations at their following meeting.</li> </ul>	<p>The OSSOs made the alterations requested. The report was considered by the Executive Committee on Wednesday the 23rd April 2008. DONE.</p>
<p>09/04/08</p>	<p>Members agreed that a series of actions should be undertaken in relation to the Overview and Scrutiny Committee's Annual Report, as detailed below:</p> <ul style="list-style-type: none"> <li>• a press release be issued to promote the work of the Overview and Scrutiny Committee in 2007/08;</li> </ul>	<p>OSSOs undertook the action requested by Members. The Annual Report was considered at a meeting of the full Council on Monday the 21st April 2008. DONE.</p> <ul style="list-style-type: none"> <li>• Following receipt of the press release, Redditch Borough Council scrutiny received some media coverage in the local press.</li> </ul>

	<ul style="list-style-type: none"><li>• a photograph of the members of the Overview and Scrutiny Committee was to be taken on Monday the 21st April and was to be issued to accompany the press release; and</li><li>• the Annual Report be considered at the next meeting of the full Council.</li></ul>	<ul style="list-style-type: none"><li>• The photograph appeared on the Council's website in the news section in April 2008.</li></ul>
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