

### Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
<b>1</b>	Members discussed the proposed new format 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 (HSP), Estimated introduction date, August 2008.
<b>2</b>	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, HSP, estimated introduction date, August 2008.
<b>3</b>	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 Work Programme Planning Afternoon (WPPA) on the 20th June 2008. (WILL BE DONE SOON). Lead Officers, the Overview and Scrutiny Support Officers (OSSOs), estimated completion date 20th June 2008.
<b>4</b>	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.	Members discussed and agreed on the 28th May 2008 that this issue should be addressed further at a meeting of the committee on the 9th July 2008. (WILL BE DONE SOON) Lead Officers OSSOs, estimated completion date, 9th July 2008.

<p>27/03/08</p> <p style="text-align: center;"><b>5</b></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> <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> </ul>	<p>Members agreed to postpone consideration of these items until the WPPA 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 WPPA in 20th June 2008. TO BE DONE. – Lead Officers – OSSOs.</li> <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 WPPA has taken place. TO BE DONE.</li> <li>• The OSSOs to dispatch these invitations, at a date to be specified by Members, after the WPPA has taken place. TO BE DONE. – Lead Officers, OSSOs</li> <li>• The HPBC to provide this information, after the WPPA has taken place, on a date to be specified by the Overview and Scrutiny Committee. TO BE DONE. – Lead Officer, HPBC.</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 WPPA. TO BE DONE.</li> </ul>
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	<ul style="list-style-type: none"> <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 OSSOs to dispatch these invitations when Members have specified a date for consideration of this item by the Committee (and following the WPPA). TO BE DONE. Lead Member – Councillor Mould.</li> </ul>
09/04/08 <b>6</b>	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 WPPA. TO BE DONE (OSSOs, 20th June 2008).
28/05/08 <b>7</b>	<p>Members discussed the Gypsies and Travellers item recorded on the Actions List. Members agreed the following:</p> <ul style="list-style-type: none"> <li>Officers were asked to organise for the issue to be discussed at a meeting of the Committee on the 9th July;</li> <li>Officers were asked to invite former Councillor Pattie Hill to attend that meeting on the 9th July to act as an expert witness;</li> <li>Officers were asked to attach a copy of the Joint Policy on Unauthorised Gypsy and Traveller Encampments to the agenda for the meeting of the Committee on the 9th July.</li> </ul>	<ul style="list-style-type: none"> <li>Officers have recorded these arrangements on the Work Programme accordingly. (DONE).</li> <li>Officers will send former Councillor Pattie Hill an invitation to this meeting the week beginning 9th of June 2008. (WILL BE DONE SOON).</li> <li>Officers will ensure that the appropriate paperwork is available on the 9th July. (WILL BE DONE SOON).</li> </ul> <p>Lead Officers, OSSOs.</p>
28/05/08 <b>8</b>	Officers were asked to attach a glossary to the Actions List to clarify the various acronyms used in the document.	Officers have attached a glossary to this copy of the Actions List and will continue to do so. (DONE).

<p>28/05/08</p> <p><b>9</b></p>	<p>Members discussed the Joint Exercise on Flooding and requested that relevant Officers provide further information about the impact of wet weather conditions at the date of the meeting on the condition of the ditches in Batchley.</p>	<p>The Operations Manager provided a response to all Members of the Overview and Scrutiny Committee on this matter on Monday the 2nd June 2008. (DONE).</p>
<p>28/05/08</p> <p><b>10</b></p>	<p>Officers were asked to make a small number of amendments to the Overview and Scrutiny Procedures Document.</p>	<p>Officers made the necessary amendments on Thursday the 29th May. (DONE).</p>
<p>28/05/08</p> <p><b>11</b></p>	<p>Members agreed to organise for members of the Committee to attend a select committee meeting in Westminster to observe national best practice in scrutiny. No date was specified.</p>	<p>Officers discussed arrangements for this visit with the Chair. It was noted that there few opportunities to undertake this trip before the summer recess in Parliament and therefore the trip to Westminster would take place in Autumn 2008. (TO BE DONE). Lead Officers OSSOs, estimated completion date Autumn 2008.</p>
<p>28/05/08</p> <p><b>12</b></p>	<p>Members discussed the revised Scoping Document. Officers were asked to add a statement explaining to the public that the Overview and Scrutiny committee reserved the right to reject items that are not within the remit of the Borough Council.</p>	<p>The necessary statement has been added to the Scoping Document. (DONE).</p>
<p>28/05/08</p> <p><b>13</b></p>	<p>Members discussed arrangements for the Work Programme Planning Event and agreed the following:</p> <ul style="list-style-type: none"> <li>• that the event would be an afternoon rather than a whole day event;</li> </ul>	

	<ul style="list-style-type: none"> <li>• that the WPPA would take place on the 20th June;</li> <li>• that the working relations between the Executive Committee and the Overview and Scrutiny Committee would be addressed at the WPPA;</li> <li>• that all non-executive Members would be invited to attend the WPPA;</li> <li>• that the Executive Members would only be invited to attend the session addressing the relations between the Executive and Overview and Scrutiny Committees; and</li> <li>• that attendees would be provided with lunch at the beginning of the event and that lunch would include a number of sandwiches without mayonnaise.</li> </ul>	<ul style="list-style-type: none"> <li>• the OSSOs have booked the Council Chamber and Committee Room Three for this event on the 20th June (DONE).</li> <li>• the Programme for the event will be recorded accordingly by the OSSOs (WILL BE DONE).</li> <li>• All non-executive Members were invited to the event on Friday the 30th May. (DONE).</li> <li>• The Executive Members were informed of these arrangements on Friday the 30th May. (DONE).</li> <li>• Lunch will be booked accordingly (WILL BE DONE SOON).</li> </ul> <p>Lead Officers – OSSOs.</p>
28/05/08 <b>14</b>	Members discussed the proposed Third Sector Task and Finish Group. Members agreed to review this item at the following meeting on Wednesday the 18th June 2008.	Will be done at this meeting. (WILL BE DONE SOON). 18th June 2008.
28/05/08 <b>15</b>	Members agreed that Councillor Thomas would meet with the OSSOs to discuss the contents of the Third Sector Scoping Document further.	A meeting to discuss the terms of reference contained in the document is scheduled to take place on Monday the 16th June 2008. (WILL BE DONE SOON) Lead Members – Councillor Thomas.

## **Glossary**

HPBC	-	Head of Planning and Building Control
HSP	-	Head of Strategy and Partnerships
OSSO	-	Overview and Scrutiny Support Officer
WPPA	-	Work Programme Planning Afternoon