

29 November 2010

<b>Committee</b>	Overview and Scrutiny
<b>Date</b>	Tuesday, 7 December 2010
<b>Time of Meeting</b>	4:30 pm
<b>Venue</b>	Committee Room 1

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton  
Borough Solicitor**

## Agenda

### 1. ANNOUNCEMENTS

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (staff should proceed to their usual assembly point). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

### 2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive apologies for absence and advise of any substitutions.

Item	Page(s)
<b>3. DECLARATIONS OF INTEREST</b>	
<p>Pursuant to the adoption by the Council on 24 September 2007 of the Tewkesbury Borough Council Code of Conduct as set out in Minute No. CL.31, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.</p> <p>Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.</p>	
<b>4. MINUTES</b>	1 - 8
<p>To approve the Minutes of the meeting held on 9 November 2010.</p>	
<b>5. CHALLENGING AND SUPPORTING THE EXECUTIVE COMMITTEE</b>	
<b>(a) Consideration of the Executive Committee Work Programme</b>	9 - 16
<p>To consider the Work Programme of the Executive Committee and determine whether there are any questions for the relevant Lead Members or whether any support in delivering the Work Programme can be offered.</p>	
<b>(b) Reports from Shadow Members</b>	
<p>To consider any brief reports from Shadow Members and to determine whether there are any items of policy development to which the Committee wants to have input or whether there are any issues of concern on which to question the Lead Member or offer support and assistance by way of review or research.</p>	
<b>6. REVIEW OF OVERVIEW &amp; SCRUTINY COMMITTEE WORK PROGRAMME</b>	17 - 19
<p>To review the Overview &amp; Scrutiny Committee Work Programme 2010/11.</p> <p>A copy of the current Work Programme, updated to reflect the Committee's decisions to date, is attached for discussion.</p>	
<b>7. UPDATE ON THE PROGRESS OF THE REVIEW OF CUSTOMER SERVICES &amp; AICS WORKING GROUP</b>	
<p>To receive a verbal update on the progress of the Review of Customer Services &amp; AICs Working Group.</p>	
<b>8. FEEDBACK FROM THE COUNTY COUNCIL HEALTH, COMMUNITY &amp; CARE OVERVIEW &amp; SCRUTINY COMMITTEE</b>	
<p>To receive feedback from the County Council Health, Community &amp; Care Overview &amp; Scrutiny Committee.</p>	

**9. FEEDBACK FROM THE COUNTY COUNCIL COMMUNITY SAFETY  
OVERVIEW & SCRUTINY COMMITTEE**

To receive feedback from the County Council Community Safety  
Overview & Scrutiny Committee.

**DATE OF NEXT MEETING**

**TUESDAY, 11 JANUARY 2011**

**COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: P W Awford, Mrs K J Berry (Chairman), B C Calway, Mrs J E Day, B A Jones,  
A L Mackinnon, J D H McCloy, Mrs F M Ogden, Mrs J Perez, P R N Richmond,  
M H Rowcliffe-Quarry, Mrs P E Stokes, D J Waters, M J Williams and Mrs C Wright  
(Vice-Chairman)

The Council has a substitution procedure and any substitutions will be announced at the  
beginning of the meeting.

## TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Overview and Scrutiny Committee held at the  
Council Offices, Gloucester Road, Tewkesbury on Tuesday, 9 November 2010  
commencing at 4:30 pm**

**Present:**

Chairman  
Vice Chairman

Councillor Mrs K J Berry  
Councillor Mrs C Wright

**and Councillors:**

B C Calway, Mrs J E Day, B A Jones, J D H McCloy, Mrs F M Ogden, Mrs J Perez,  
P R N Richmond, M H Rowcliffe-Quarry, Mrs P E Stokes, D J Waters and M J Williams

**OS.47 ANNOUNCEMENTS**

47.1 The evacuation procedure, as noted on the Agenda, was taken as read.

**OS.48 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

48.1 Apologies for absence had been received from Councillors P W Awford and A L Mackinnon.

**OS.49 DECLARATIONS OF INTEREST**

49.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct adopted by the Council on 24 September 2007, and Members were reminded that they had signed an undertaking in their Declaration of Acceptance of Office to observe the Code in carrying out their duties.

49.2 There were no declarations made on this occasion.

**OS.50 MINUTES**

50.1 The Minutes of the meeting held on 12 October 2010, copies of which had been circulated, were approved as a correct record and signed by the Chairman.

50.2 With regard to Minute No. OS.42.2, it was noted that Members had still not received the County study on recommendations for cultural standards in relation to leisure and cultural requirements for proposed developments. Also, no information had been provided on whether the Environment Partnership had been consulted on the Sustainable Communities Strategy, nor had any information been given on the consultation process itself. The Corporate Head of Community Development & Partnerships indicated that she believed that the final version of the County Study had not been received which is why it had not been circulated but she had understood that Members had been informed of this. Should this not have been the case then she apologised and undertook to confirm the position. She indicated that she would provide the information on the Sustainable Communities Strategy consultation as soon as possible.

- 50.3 A Member drew attention to Minute No. OS.42.3 and stated that Members had still not received the figures relating to how many people visited the Tewkesbury Borough Council website. The Financial Services Manager apologised for not supplying this information and undertook to ensure that this data was circulated to Members. He advised that for the calendar year 2009 there had been 193,470 visits and for the calendar year 2010 there had been 216,526 visits.
- 50.4 It was noted under Minute No. OS.44.6, item 2, that arrangements had been made for Lewis Morrison of the Energy Savings Trust to give a presentation to Council on 23 November 2010.
- 50.5 Under Minute No. OS.44.6, item 3, in response to a question from a Member it was noted that the Corporate Head of Community Development & Partnerships would follow up on the original letter received from the Environment Agency to obtain a list of secondary sites in the Borough where toxic or hazardous material was stored. The Corporate Head of Borough Development would investigate whether Members could receive a list of contaminated land within the Borough. A Member expressed the view that any high risk sites should have their own emergency plans and that local Members should be made aware of those plans.

## **OS.51 CHALLENGING AND SUPPORTING THE EXECUTIVE COMMITTEE**

### **Consideration of the Executive Committee Work Programme**

- 51.1 Attention was drawn to the Executive Committee Forward Plan of Key Decisions December 2010 to June 2011, circulated at Pages No. 7-12. Members were asked to consider the Work Programme and to determine whether there were any questions for relevant Lead Members, or whether any support could be offered in delivering the Work Programme.
- 51.2 Members expressed concern that the Forward Plan only covered a 4 month period and that it did not contain the full list of items that would be considered by the Executive Committee which hampered the Overview and Scrutiny Committee's ability to carry out its remit. In response to a Member question it was confirmed that the Leader, Deputy Leader and Chief Executive, together with the Corporate Management Team, discussed the Agenda for the Executive Committee prior to its despatch. The Chief Executive undertook to look at the concerns and to ensure a more up to date and full list of items were included in the Forward Plan. Members were also invited to let the Chief Executive know of any specific issues that they felt should be included on the Forward Plan. One Member felt that the current layout of the Forward Plan was not helpful and should be revised; however, this was not supported by the Committee.
- 51.3 In response to a Member question it was noted on Page No. 12 that the Sub-Regional Housing Strategy had been delayed as the abolition of the Regional Spatial Strategy and the outcome of the Comprehensive Spending Review made it difficult, at this stage, to progress the Strategy. It was hoped that a Strategy could be developed to take account of the Government's aims and commitments in time for consideration by Members at the April meeting of the Executive Committee. In response to a question regarding the blank boxes which should have contained more information about the Sub-Regional Housing Strategy, the Head of Community Development & Partnerships indicated that she had no explanation for the lack of text but would ensure that it was populated before consideration at the next meeting of the Committee.
- 51.4 It was
- RESOLVED** That the Forward Plan for December 2010 to June 2011 be  
**NOTED.**

## Reports from Shadow Members

51.5 There were no reports from Shadow Members.

### OS.52 PERFORMANCE MANAGEMENT - QUARTER 2 2010/11

52.1 The report of the Corporate Development & Performance Manager, circulated at Pages No. 13-67, attached the Performance Management Report and Appendices for quarter 2 of 2010/11. Overview and Scrutiny Committee Members were asked to review and scrutinise the summary financial and performance information and, where appropriate, to identify any issues to refer to the Executive Committee for clarification or for further action to be taken.

52.2 Members were advised that the Performance Management Report comprised four elements: Summary Service Plans, National Indicators (NI's), a Financial Statement and a new section on Strategic Risks. The Chief Executive explained the need for, and the usefulness of having, a Risk Register showing the risks for each area of the Authority. The Register was a document designed to help Members identify where risks lay and how those risks could be addressed. The Summary Service Plans comprised four sections: colour-coded Service Delivery Plan projects and actions completed throughout the year, a graphical representation of business performance based on National or Local Performance Indicators, a section on financial performance and an overall summary. Although the National Indicators would not be in use after April 2011, the Government still required them to be used up until that date. By February 2011 a new list of Local Performance Indicators guided by the Local Government Association and formed in consultation with similar authorities to Tewkesbury Borough would be established. In addition, the Government intended to specify a list of data requirements that each Authority would be required to provide. The Council's comparative performance against other Local Authorities was shown in performance quartiles. It was confirmed that all Committee papers were available to the public and published on the Council's web pages and showed a true picture of the Authorities performance.

52.3 During the discussion which ensued, Members raised queries regarding the Summary Service Plans as follows:

P17 – Car Parking & Transport – Financial Performance – A Member referred to the fact that a member of the public had contacted him about the figures that had appeared in the current edition of the Borough News which appeared to show that car parking was costing the Borough £200,000. He asked for an explanation of these figures and expressed the view that the figures contained in the Borough News were difficult to understand and not easily explainable. He was concerned that the public

The Chief Executive indicated that he would address these concerns and report back to Members. He also urged Members to contact his team if they required any further information or clarification in relation to articles in the Borough News.

had the latest edition of the Borough News before he had seen it and that it contained information that he was unable to explain.

P20 – Commercial Services – Service Delivery Plan Actions - Clarification was sought as to why the Equalities Impact Assessment was only 20% complete when the target date for completion was October 2010.

It was stressed that the Summary Service Plan reflected Quarter 2 of 2010/11 which had ended in September. However, work had slipped on the Equalities Impact Assessment and a revised target would appear in the Quarter 3 report.

P20 – Commercial Services – Operational Risks – Clarification was requested on how the risk to the Environmental Health database would be addressed.

Members were informed that this was a service specific issue. A replacement server would be purchased in order to increase capacity and a system upgrade was due to be installed.

P21 – Commercial Services – Business and Financial Performance Summary – Information was sought on the joint regulatory service project and, in particular, whether this was a full shared service for regulatory matters.

It was explained that this project only related to Health & Safety and was designed to allow cross-border inspection and enforcement.

P21 – Customer Services & ICT – Business Performance – Concerns were expressed about the three red light markers under this work area when some additional finance had been allocated to ICT.

Members were advised that the additional finance had been for one-off capital projects and not additional staff resources that had been affected by vacancies and absence cover. However, a replacement resource had been recruited and it was hoped that things would improve in Quarter 3. In terms of the fall, below target, of resolving queries referred to the IT Helpdesk within agreed timescales, it was explained that this was again related to staff resources and the fact that the previous calculations had been incorrect which meant that comparisons could not be made. In respect of the drop in the number of queries dealt with by the Customer Services Team, it was advised that this was partly due to garden waste demands being sent out later than in previous years and in a more phased and structured manner. The fact that the number of queries from the public was

reducing could also be considered as a good thing and could be indicative of the Council communicating more clearly with its residents.

P22 – Customer Services & ICT – Service Delivery Plan Actions - Members expressed concern that the Members' ICT replacement programme was not on target.

The Members replacement ICT equipment programme had slipped due to lack of staff time and other competing work but a further member of staff had been identified to assist, and Members would be contacted shortly to assess their requirements with a view to them being met imminently.

P24 – Development Control and Conservation – Operational Risks - Members were concerned at the implications of the lack of a Strategic Infrastructure Delivery Plan.

It was acknowledged that there was a risk created by the abolition of the RSS. The importance of the Joint Core Strategy being progressed to fill the current policy vacuum was reiterated.

P30 – Grounds Maintenance & Cemeteries – Service Delivery Plan Actions - Members asked for confirmation of the reason for not reaching the target date for retendering the grave digging contracts for Tewkesbury and Bishop's Cleeve.

It was confirmed that this work had been put on hold whilst the possibility of a joint service with Cheltenham was investigated. Cheltenham had its own grave digging service and it might be possible to utilise this resource. The Chief Executive undertook to let Members know if it was a statutory requirement for Tewkesbury Borough Council to provide, or to ensure that provision was available, for public cemeteries.

P31 – Housing Advice & Community Safety – Business Performance – Members questioned what colour the two missing traffic lights should be and what action was being taken in respect of the red traffic light for the prevention of homelessness.

It was confirmed that the two missing traffic lights would show green. In respect of the prevention of homelessness, work was in hand to improve this indicator.

P35 – Leisure and Cultural Development and Leisure Provision – Business Performance

Members were advised that both of the red lights in respect of the total cumulative number of users of Cascades and the participation in swimming lessons at Cascades should be amber as both areas were only slightly below target.

P41 – Revenues and Benefits – Business Performance	Both of the missing traffic lights for the average new claims processed per members of staff and the percentage of business rates collected should be green. The Committee asked the Chief Executive to pass on the thanks of Members to the staff in this area who, despite a record number of claims, had still performed within target which was testament to the hard work and effort that they had put in.
P43 – Waste Policy – Business Performance	Members were referred to an article that had been circulated at the meeting which referred to the success nationally fortnightly collections and expressed the view that this was certainly Tewkesbury Borough Council's experience. Again Members asked that their thanks be passed on to the staff for all their hard work and effort in ensuring a smooth transition into the new waste collection service. Particular mention was also made of the fly tipping service which Members felt was extremely good.
P49 – Democratic Services – Business Performance	Members acknowledged the efforts of the Democratic Services section which was currently operating within reduced staffing levels but was still meeting targets. The Committee asked the Chief Executive to pass on its thanks to the staff for all of their hard work.
P51 – Finance – Business Performance – A Member questioned why both Local Indicators were showing red.	It was explained that both of these areas required input from other sections of the Council. In respect of processing times for invoices, action was being taken to target the poorest performing sections with help and advice on processes, authorising limits etc. It was hoped that these actions would result in an improvement in Quarter 3. In respect of outstanding sundry debt in excess of 12 months old, Members were advised that this was falling, although it was still marginally below target. Work was ongoing in conjunction with One Legal to build on this improvement so that the downward trend would continue.
P52 – Finance – Service Delivery Plan Actions – A Member referred to the new action 'Open Government Agenda' and asked about the requirement to publish all items of expenditure over £500.	Members were advised that work was ongoing to achieve the requirement to publish. This was currently a manual task but the process would be automated as part of the new financial system.

P55 – One Legal – Business Performance – A Member questioned whether the lack of income generation was due to the shared service. Members were advised that this was not the case. The shared service had generated savings and was now looking to bring in additional income from other external services.

52.4 Members noted the actions being taken in all risk score areas, particularly the red areas, in order to mitigate those risks. The Risk Register would be updated and considered at future Overview and Scrutiny Committee meetings.

52.5 The Financial Services Manager presented the Quarter 2 Budget Statement which showed a deficit of £220,928. In examining the reasons for this deficit, a discussion ensued in relation to the overspend on fuel and what action was being taken to deal with this. The Chief Executive indicated that this matter was being dealt with by the Corporate Head of Community Development & Partnerships and he would ensure that Members received an update on the current position. Members questioned whether the Pay Review had helped to alleviate the problems of recruiting drivers which had previously left the Authority reliant on agency staff and were advised that it had and it was hoped that in the future this would overcome the staffing problems experienced previously.

52.6 Having considered the information provided, it was

**RESOLVED**

1. That the Performance Management Report – Quarter 2 2010/11 be **NOTED**.
2. That Members be provided with an explanation of the figures in the Borough News and that the Chief Executive report on measures that could be undertaken to ensure that Members saw a copy of the paper before it was sent to the public.
3. That Members be contacted to ascertain their requirements in respect of ICT equipment and that these requirements be met as a matter of urgency.
4. That the Committee's thanks be passed on to Revenues and Benefits staff, staff that had worked on the implementation of the Waste Strategy and Democratic Services staff for all of their hard work.
5. That Members be advised of the statutory position in relation to the provision of cemeteries.
6. That an update on the current position in relation to the overspend on fuel be provided to Members, together with actions being taken to address this matter.

**OS.53 MONITORING OF FLOOD REVIEW RECOMMENDATIONS**

53.1 Attention was drawn to the report of the Corporate Development & Performance Manager, circulated at Pages No. 68-70, which asked Members to formally close the Flood Review and to consider whether any lessons had been learnt that might be used to enhance the process of future reviews.

53.2 Members noted that all of the recommendations of the Flood Review had now been completed and that a Flood Risk Management Group had been established to take responsibility for any ongoing actions. It was therefore

**RESOLVED**

That the Flood Review be formally closed.

**OS.54 OVERVIEW & SCRUTINY COMMITTEE PRE-BRIEFINGS**

54.1 Members were asked to discuss the value and effectiveness of the Overview & Scrutiny Committee Pre-Briefings following the trial period and to consider the future start time of the Overview & Scrutiny Committee meetings. Attention was drawn to the Bournemouth Borough Council Review of Overview & Scrutiny 2010 report which had been circulated separately.

54.2 After discussion, during which it was felt that the pre-briefings added value to the process and therefore the current timings should not change, it was

**RESOLVED** That the Overview & Scrutiny Committee Pre-Briefings continue to be held at 4pm on the day of the Overview and Scrutiny Committee which would continue to commence at 4.30pm and that this practice be reviewed at the end of 2011.

The meeting closed at 6:15 pm

**Executive Committee Forward Plan of Key Decisions**

**JANUARY 2011 to JULY 2011**

**Addition to December 2010**  
**Concessionary Travel**  
**Additional Confidential Item**

**Deletion from December 2010**

**Committee Date: 5 January 2011**

<b>Item</b>	<b>Type / Reason for Item</b>	<b>What is to be considered</b>	<b>Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)</b>
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Revision of Financial Procedure Rules	Revised Rules to reflect new management structure	To consider the revised Rules	
Medium Term Financial Strategy	Annual review of Strategy	Revised five year projection and Strategy	
<del>Cash Office System</del>	<del>Current system is old and becoming obsolete</del>	<del>To recommend a replacement system to Council</del>	<b>Deleted from Forward Plan as the cost of replacing the in-house system is prohibitive and doesn't represent value for money. Investigations are ongoing to establish whether an in-house system can be written instead.</b>

6

Agenda Item 5a

Supplementary Planning Documents for 2011/12		To agree a programme of preparation of Supplementary Planning Documents for 2011/12	
Conservation Area Appraisals for Tewkesbury and Winchcombe	To enable the delivery of Conservation Area Appraisals in line with English Heritage guidance	Approval of draft appraisals for public consultation	
Appointment of Health and Safety Inspectors	Update on the Countywide project for joint regulation of health and safety.	To recommend the introduction of the Countywide project allowing Health and Safety Inspectors not employed by Tewkesbury Borough Council to be appointed to carry out health and safety enforcement within the Borough and agreement to extend the scheme of delegation to allow the Corporate Head of Borough Development to appoint Health and Safety Inspectors as part of a Countywide joint regulation project.	
Community Governance Review	Report on the outcome of the consultation process on increasing the number of Parish Councillors on Bishop's Cleeve, Hucclecote and Woodmancote Parish Councils.	To recommend the making of the necessary Orders on increasing the number of Parish Councillors on Bishop's Cleeve, Hucclecote and Woodmancote Parish Councils subject to the outcome of the consultation process.	

**Committee Date: 2 February 2011**

Item	Type / Reason for Item	What is to be considered	Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Treasury Management - Annual Strategy	It is a requirement that the Council approves a Strategy for each Financial Year	To recommend the new Strategy to Council	
Budget 2011/12	Annual item – To consider and make a recommendation on the budget for the forthcoming financial year	To recommend the Budget to Council	
Review of Absence Management Policy	To review; to recognise and communicate changes & developments.	If review is timely and accurate and to identify any required action.	
Review of Capability Procedure	To review; to recognise and communicate changes & developments.	If review is timely and accurate and to identify any required action.	
Updating the Capital Programme	To formally close a number of projects within the capital programme.	The latest position on items within the current capital programme.	

11

<b>Committee Date: 2 March 2011</b>			
<b>Item</b>	<b>Type / Reason for Item</b>	<b>What is to be considered</b>	<b>Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)</b>
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Performance Management Quarter 3 - 2010/11	Quarterly Report	To consider a full range of performance information against which Members can determine progress against the Council's aims and objectives	
Budget Working Group 2011/12	Annual item	To establish a way forward for the coming year.	
Sex Establishment Licensing Policy	On 27 July, Council resolved to delegate authority for adopting a Policy on the licensing of sex establishments to the Executive Committee.	To approve the Sex Establishment Licensing Policy	
Shared Service Business Case – Depot Services	Council decision on 28 September 2010 to develop business case.	Shared services business case for Depot Services with Cheltenham Borough Council.	

<p>Gloucestershire Waste Partnership – Proposed Governance Arrangements</p>	<p>Council decision on 28 September 2010 to develop a business case between Tewkesbury Borough, Cheltenham Borough and Gloucestershire County Council as the first step towards a Gloucestershire Waste Partnership.</p>	<p>Proposed partnership and governance arrangements for the Shadow Joint Waste Board.</p>	
---	--	---	--

NOTE: Asset Management Plan – Annual update of the Plan for the forthcoming financial year – postponed until Autumn 2011 to fit in with the timescale for the annual budget process.

<b>Committee Date: 6 April 2011</b>			
<b>Item</b>	<b>Type / Reason for Item</b>	<b>What is to be considered</b>	<b>Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)</b>
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Review of Customer Services & AICs Report	Overview & Scrutiny Review	To recommend to Council that the Review of Customer Services & AICs Report be adopted.	
Sub-Regional Housing Strategy	The Council has an Interim Housing Strategy in place, pending the development of this Countywide Strategy. The Sub-Regional Strategy will enable improved planning and service delivery across Gloucestershire.	To recommend to Council that the Sub-Regional Housing Strategy be approved.	The Strategy has been delayed to take account of the implications following the announcement that the RSS will be revoked and the Comprehensive Spending Review.
Review of Investment Strategy	To review; to recognise and communicate changes & developments.	If review is timely and accurate and to identify any required action.	
DRIVE Programme 2011-13	The current DRIVE programme only covers 2010/11. Following workshops for officers, members and stakeholders a programme for 2011-13 needs approval from the Executive.	To approve the DRIVE programme for 2011-13	

<b>Committee Date: June 2011</b>			
<b>Item</b>	<b>Type / Reason for Item</b>	<b>What is to be considered</b>	<b>Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)</b>
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Lead and Shadow Members	Annual Item	To confirm the Lead and Shadow Members for each Portfolio for the forthcoming year.	
Membership of Tree Panel	Annual item	To confirm the membership of the Tree Panel for the forthcoming year.	
Membership of Joint Staff Consultative Group	Annual item	To confirm the 6 Members of the Council to sit on the Joint Staff Consultative Group	
Membership of the Swimming Bath Trust	Annual item	To confirm the membership of the Swimming Bath Trust	
Approval of Reserves 2010/11	Annual item - Formal approval of reserves is required under accounting guidelines.	To approve the reserves of the Council to be included within the Statement of Accounts.	
Approval of Capital Financing 2010/11	Annual item - Formal approval of methods of financing is required under accounting guidelines.	To approve the sources of funding used to finance capital expenditure in 2010/11.	

Review of Whistle-blowing Policy	To review; to recognise and communicate changes & developments.	If review is timely and accurate and to identify any required action.	
Review of Wellbeing & Street Management Policy	To review; to recognise and communicate changes & developments.	If review is timely and accurate and to identify any required action.	

<b>Committee Date: July 2011</b>			
<b>Item</b>	<b>Type / Reason for Item</b>	<b>What is to be considered</b>	<b>Addition/Deletion from Previous Plan and Reason (Indicate where applicable if deferment will affect Service Delivery Plan)</b>
Six Month Forward Plan	Regular Item - To enable improved planning and decision-making	To note the Plan for the forthcoming six months	
Performance Management Report Quarter 4 – 2010/11	Quarterly Report	To consider a full range of performance information against which Members can determine progress against the Council's aims and objectives	

## Overview & Scrutiny Committee Work Programme 2010/11

Task Description	Lead Officer
<b>15<sup>th</sup> June 2010</b>	
<ul style="list-style-type: none"> <li>Review full year 2009/10 Summary Service Plans, National Indicator Performance Data and Financial Statement, following consideration by the Executive Committee</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Update on the Mid Term Place Survey</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Update on the progress of the O&amp;S Climate Change Strategy Group</li> </ul>	Richard Kirk
<ul style="list-style-type: none"> <li>To review the 2010/11 Committee Work Programme – incl issues &amp; review list</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Emergency Planning Presentation</li> </ul>	Verna Green
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (10/05/10)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>Member Feedback from County Community Safety O&amp;S (18/05/10)</li> </ul>	Lead Member
<b>13<sup>th</sup> July 2010</b>	
<ul style="list-style-type: none"> <li>Scrutiny of the Community Safety Partnership (6 monthly)</li> </ul>	Verna Green
<ul style="list-style-type: none"> <li>2010/11 Committee Work Programme</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Land Drainage Review – progress against recommendations</li> </ul>	Mella McMahon
<ul style="list-style-type: none"> <li>Increased Benefit Claims Reports</li> </ul>	Richard Horton
<ul style="list-style-type: none"> <li>Update on the progress of the O&amp;S Climate Change Strategy Group</li> </ul>	Richard Kirk
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (12/07/10)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>Member Feedback from County Community Safety O&amp;S (08/07/10)</li> </ul>	Lead Member

<b>Task Description</b>	<b>Lead Officer</b>
<b>14<sup>th</sup> September 2010</b>	
<ul style="list-style-type: none"> <li>Review Qtr 1 2010/11 Summary Service Plans, National Indicator Performance Data and Financial Statement, following consideration by the Executive Committee</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>FRAP/Land Drainage Strategy (<i>3 month update report and to consider whether r6 monthly reviews are appropriate now that the Flood Risk Management Working Group is in place from July 2010</i> )</li> </ul>	Mella McMahon
<ul style="list-style-type: none"> <li>Ombudsman Complaints 2010/11 (<i>6 month update report</i> )</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Review of Policies, Strategies and Plans</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Update on the progress of the O&amp;S Climate Change Strategy Group</li> </ul>	Richard Kirk
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (13/09/10)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>Member Feedback from County Community Safety O&amp;S (02/09/10)</li> </ul>	Lead Member
<b>12<sup>th</sup> October 2010</b>	
<ul style="list-style-type: none"> <li>Report on the completion of the work of the O&amp;S Climate Change Strategy Group</li> </ul>	Richard Kirk
<ul style="list-style-type: none"> <li>O&amp;S Review – Approve Terms of Reference and scope of the Review of Customer Services.</li> </ul>	George Hill/Tina Nicholls
<ul style="list-style-type: none"> <li>Progress against the recommendations from the review of ‘Communications with Town &amp; Parish Council’s</li> </ul>	Phil Claridge
<b>9<sup>th</sup> November 2010</b>	
<ul style="list-style-type: none"> <li>Progress against recommendations of Flood Review – Formally close Review</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Review of O&amp;S Pre-Briefings</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Review Qtr 2 2010/11 Summary Service Plans, National Indicator Performance Data and Financial Statement.</li> </ul>	Phil Claridge
<b>7<sup>th</sup> December 2010</b>	
<ul style="list-style-type: none"> <li>To review the 2010/11 Committee Work Programme - incl issues &amp; review list</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Update on progress of the Review of Customer Services &amp; AICs Working Group</li> </ul>	Chair/Tina Nicholls
<ul style="list-style-type: none"> <li>Member Feedback from County Community Safety O&amp;S (23/11/10)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (09/11/10)</li> </ul>	Lead Member

<b>Task Description</b>	<b>Lead Officer</b>
<b>11<sup>th</sup> January 2011</b>	
<ul style="list-style-type: none"> <li>Update on progress of the Review of Customer Services &amp; AICs Working Group</li> </ul>	Chair/Tina Nicholls
<ul style="list-style-type: none"> <li>Land Drainage Review – progress against recommendations</li> </ul>	Mella McMahon
<b>8<sup>th</sup> February 2011</b>	
<ul style="list-style-type: none"> <li>Scrutiny of the Community Safety Partnership (6 monthly)</li> </ul>	Verna Green
<ul style="list-style-type: none"> <li>Update on progress of the Review of Customer Services &amp; AICs Working Group</li> </ul>	Chair/Tina Nicholls
<ul style="list-style-type: none"> <li>Review Qtr 3 2010/11 Summary Service Plans, National Indicator Performance Data and Financial Statement, following consideration by the Executive Committee</li> </ul>	Phil Claridge
<b>8<sup>th</sup> March 2011</b>	
<ul style="list-style-type: none"> <li>FRAP/Land Drainage Strategy (<i>6 month update report</i>)</li> </ul>	Mella McMahon
<ul style="list-style-type: none"> <li>To consider the Draft 2011/12 Committee Work Programme</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Final Report and Recommendations from Review of Customer Services &amp; AICs</li> </ul>	Tina Nicholls /George Hill
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (01/02/11)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>Consider the Policies, Strategies &amp; Plans due for review</li> </ul>	Phil Claridge
<b>12<sup>th</sup> April 2011</b>	
<ul style="list-style-type: none"> <li>Ombudsman Complaints 2010/11 (<i>6 month update report</i>)</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Progress against the recommendations from the review of 'Communications with Town &amp; Parish Council's</li> </ul>	Phil Claridge
<ul style="list-style-type: none"> <li>Report on Expenditure totals for use of Consultants and Agencies (<i>6 month update report</i>)</li> </ul>	George Hill
<ul style="list-style-type: none"> <li>Member Feedback from Health, Community &amp; Care O&amp;S (29/03/11)</li> </ul>	Lead Member
<ul style="list-style-type: none"> <li>To agree the 2011/12 Committee Work Programme</li> </ul>	Phil Claridge