

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

TUESDAY 26TH NOVEMBER, 2013

**AT 6.00 PM
IN COMMITTEE ROOM 2
THE COUNCIL HOUSE
DUDLEY**

If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you

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**You can view information about Dudley MBC on
www.dudley.gov.uk**

**Dudley**
Metropolitan Borough Council

IMPORTANT NOTICE

MEETINGS IN DUDLEY COUNCIL HOUSE

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Your ref:

Our ref:

Please ask for:
Steve Griffiths

Telephone No.
(01384) 815235

18th November, 2013

Dear Councillor

Overview and Scrutiny Management Board
Tuesday, 26th November, 2013 – 6.00PM

You are requested to attend a meeting of the Overview and Scrutiny Management Board to be held on Tuesday, 26th November, 2013 at 6.00pm in Committee Room 2 at the Council House, Dudley to consider the business set out in the agenda below.

The agenda and public reports are available on the Council's Website
www.dudley.gov.uk.

Yours sincerely



Director of Corporate Resources

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

2. APPOINTMENT OF SUBSTITUTE MEMBERS

To report the appointment of any substitute members serving for this meeting of the Board.

3. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with the Members' Code of Conduct.

4. MINUTES

To approve as a correct record and sign the minutes of the meeting of the Committee held on 25th July, 2013.

5. INTERIM POSITION ON THE NEW SCRUTINY ARRANGEMENTS

To consider the report of the Director of Corporate Resources and the Lead Officer.

6. FORWARD PLAN OF KEY DECISIONS

To consider a report of the Director of Corporate Resources.

7. TO CONSIDER ANY ISSUES ARISING FROM SCRUTINY COMMITTEES TO BE REPORTED TO THE CABINET

8. TO ANSWER QUESTIONS UNDER COUNCIL PROCEDURE 11.8 (IF ANY).

To: All Members of the Overview and Scrutiny Management Board:

Councillor Ridley (Chair);

Councillor Tyler (Vice-Chair)

Councillors A Ahmed, Blood, Boleyn, Caunt, Hale, Islam, James, Kettle and Marrey.

**SPECIAL MEETING OF
OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

Thursday 25th July, 2013 at 6.00 p.m.
in Committee Room 2, The Council House, Dudley

PRESENT:-

Councillor Ridley (Chair)

Councillor Tyler (Vice Chair)

Councillors Blood, Boleyn, Caunt, Islam, James and Kettle

Officers:-

Assistant Director, Housing Strategy and Private Sector - Lead Officer to the Committee; Assistant Director Environmental Management and Head of Environmental Health and Trading Standards (both Directorate of the Urban Environment) and Mr. J. Jablonski (Directorate of Corporate Resources)

6. **APOLOGIES FOR ABSENCE**

Apologies for absence from the meeting were submitted on behalf of Councillors Hale and Marrey.

7. **DECLARATIONS OF INTEREST**

No Member declared an interest in any matter to be considered at this meeting.

8. **MINUTES**

RESOLVED

That the minutes of the meeting of the Committee held on 29th May 2013, be approved as a correct record and signed.

9. **OUTSTANDING ISSUES FROM PREVIOUS SCRUTINY COMMITTEES**

A report of the Lead Officer was submitted on outstanding items of business from the previous Scrutiny Committee regime.

The report identified two issues relating to the consideration of the report of the Director of the Urban Environment on Section 17 – Crime and Disorder Act 1998 considered by the former Community Safety and Community Services Scrutiny Committee on 14th March and a second issue around the strategic direction of the library service and its funding issues.

This latter issue was considered at paragraphs 13-15 of the report submitted and it was noted that in respect of the financial issues there would be an opportunity at the November meeting of the Adult, Community and Housing Services Scrutiny Committee to consider this as part of the budget consultation process and on the second point at present there were no specific plans for restructuring Libraries and therefore there was no consultation issues that could be raised with Members.

Regarding the Section 17 Crime and Disorder Act 1998 report the Community Safety and Community Services Scrutiny Committee at its meeting on 14th March 2013 had, because of Member concerns referred to in the report submitted and in the minutes of that Committee, also submitted, resolved to defer further consideration of the report to a future meeting of the Committee in order for the report to be effectively scrutinised.

Following the meeting a note, attached as Appendix C to the report submitted, had been sent to Members of the former Scrutiny Committee from the Assistant Director Culture and Leisure giving a series of very detailed answers to the concerns Members raised.

Members reiterated the concerns they had had with the report and presentation of the report at the former Scrutiny Committee meeting and an apology was given on behalf of the Directorate of the Urban Environment in relation to these matters.

Following a brief presentation of the report, and its Appendices, by the Lead Officer the Assistant Director Environmental Management commented further on the content of paragraphs contained in Appendix C to the report with particular reference to the Street and Green Care Budgetary Cuts – Impact on Section 17 Duties, Flycapture Statistics for 2011/12 – An explanation and Performance of Street Lighting.

Arising from the comments made the following principal points were raised:-

- The chart relating to Flycapture statistics for 2011/12 – An e4 explanation, contained in paragraph 2 of Appendix C to the report submitted, was considered to be confusing and arising from a further explanation of the information contained in that chart it was noted that the chart actually showed the number of fixed penalty notices issued and recorded incidents of fly tipping together with a red line on the chart which indicated the total number of actions by the Enforcement Team. It was considered that the information shown in the chart should have been presented on two charts with the latter information on a separate chart. Furthermore, it was felt that in order to more accurately convey the good work being undertaken by the Enforcement Team that further details of their work and the areas it was being undertaken in the Borough should be more accurately represented in the Quarterly Corporate Performance Management Report and the Assistant Director, Environmental Management was asked to liaise with the relevant officers in the Chief Executive's Directorate who prepared that report so that the information that was readily available could be included in the quarterly report.
- That in response to comments made by the Chair regarding the lack of information on the level of vandalism in respect of toilets in Coseley the Assistant Director, Environmental Management undertook to look into this matter and respond direct to the Chair.
- Regarding the street cleansing work done to actively develop community involvement in Environmental Improvement Activities referred to in Appendix 1 of the Report submitted to the 14th March, 2013 Scrutiny Committee it was agreed that the Assistant Director, Environmental Management e-mail to Members of the Committee the list of the 40 community groups and organisations that were supported in carrying out litter picks.
- That in response to comments made by Members regarding their concerns over the need to find the right balance between expenditure considerations and the impact on antisocial behaviour in relation to street lighting it was reported that any new housing scheme took into account crime figures for the area when a determination as to the level of street lighting was made. Members considered that other factors such as the fear of crime, number of children in the area and antisocial behaviour activity should also be included in the criteria used for the provision of street lighting. It was also suggested that evidence of joint working for example between the relevant police bodies and the lighting officers could be provided.

- In respect of the provision of street lighting to specific areas for example former brown field sites that now contain housing and small businesses and trading estates it was reported that each area was looked at in context and that when provision was being considered Ward Members would be contacted and appropriate other consultation undertaken so as to determine the level of street lighting.
- Arising from consideration of the activities of the Enforcement Section referred to in Appendix 4 of the original Scrutiny Report of 14th March 2013 the Head of Environmental Health and Trading Standards undertook to arrange for a written response to be given to Councillor Caunt outlining examples of the work the Enforcement Section undertook in relation to work on antisocial behaviour and complaints received.

Arising from the further detailed consideration given to the Section 17 Crime and Disorder 1998 report it was considered that lessons had been learnt arising from the further consideration given to this issue and that these would be taken forward in the new arrangements for scrutiny that had now been introduced.

RESOLVED

That the information contained in the report, and Appendices to the report, submitted on outstanding items of business from the previous Scrutiny Committee regime, be noted and that the officers indicated arrange for the action referred to above to be carried out.

The meeting ended at 6.50 p.m.

CHAIR

Overview and Scrutiny Management Board – 26th November 2013

Joint Report of the Director of Corporate Resources and the Lead Officer

Interim Position on the new Scrutiny Arrangements

Purpose of Report

1. The purpose of the report is to give an interim position on the new scrutiny arrangements since their start in June 2013.

Background

2. Before outlining the key themes of the report it must be stated from the outset that there does appear to be a general level of acceptance that the new Directorate aligned arrangements have built substantially on the position of the previous corporate themed based scrutiny arrangements (see Appendix 1 – Terms of Reference).
3. Whilst no specific consultation has yet been undertaken, and that maybe an option for the Board to consider for the annual review in February (eg: an invitation for all Members/Officers/Partners to submit comments), the general view appears to be that the focus on a small number of major issues; the alignment with Directorates; the revised reporting arrangements and the freedom for Chairs and Vice Chairs to adapt their approach to undertaking scrutiny reviews has been welcomed.
4. There is no room for complacency and it is important there is an annual review process. This should ensure that the arrangements continue to align themselves to the needs of the Council and that the scrutiny arrangements remain adaptable and flexible to changes in circumstances.
5. This interim report is divided into a number of sections:
 - (i) Constitutional and Governance arrangements (see Appendix 2).
 - (ii) Outline of key scrutiny themes for each Committee (see Appendix 3).
 - (iii) Comments in relation to individual Scrutiny Committees.
 - (iv) Issues for consideration by the Board.

Urban Environment Scrutiny Committee

6. Chair – Councillor Tyler; Vice Chair – Councillor Hale; Lead Officer – Assistant Director of Adult, Community & Housing Services (Housing Strategy and Private Sector).

7. The Urban Environment Scrutiny Committee is focussed on three key issues:
 - (a) The Parks, Nature Reserves and Open Spaces Strategy.
 - (b) Support for Local Business.
 - (c) Traffic Regulation Orders (TRO) Process.
8. In terms of the scrutiny process, the administrative support to the Committee has been effective, despite the fact that this Committee has departed from the traditional approach by having the Parks issue dealt with through the main Committee; the “Support for Local Business” through a working group and the TRO process through ‘virtual’ arrangements with proposals and discussion taking place electronically.
9. The main Committee, working groups and virtual process have been characterised by informed and constructive discussions. By way of external comment, positive feedback has been received from the Black Country Reinvestment Society concerning the level of understanding of the issues being considered.

Adult, Community and Housing Services Scrutiny Committee

10. Chair – Councillor Islam; Vice Chair – Councillor James; Lead Officer – Assistant Director Customer Services.
11. The meetings have largely followed the traditional committee format without separate working groups. There will be a programme of member visits to a number of “Making it Real” venues in the Borough. Witnesses will attend the Committee meeting in December. A short film of “Making it Real” activities has been shown. It has been particularly beneficial that a range of officers have attended the Scrutiny meetings. The Welfare Reform agenda has been of particular interest to members, with a good deal of insightful debate.
12. In terms of administration, issues about the electronic circulation of agenda and reports have now been resolved. There were also some issues relating to meetings clashing with others in the calendar and these have also been resolved.
13. It is acknowledged that the “Making it Real” agenda is a very complex issue and will take time to fully engage members in making tangible and sustainable suggestions. Good progress is being made with this engagement with site visits, seeking views of independent witnesses and developing effective working arrangements between the Chair, Vice-Chair, members and officers. Further development sessions for Members will be considered as the scrutiny arrangements move forward.

Children’s Services Scrutiny Committee

14. Chair – Councillor Marrey; Vice Chair – Councillor Boleyn; Lead Officer – Assistant Director Housing Services.

15. This Committee has demonstrated examples of how a more “parliamentary style” of scrutiny should operate in the context of Dudley MBC. A range of scrutiny methods have been used, focussed around the main Committee. This has included visits to children’s centres, less formal development sessions and opportunities for members to attend the safeguarding board. There is a positive cross-party shaping group to assist in setting the agenda for the Committee. This has been demonstrated in the collection of evidence concerning Children’s Centres.
16. It is also noted that the Cabinet Member for Children’s Services and Lifelong Learning has attended meetings of the Scrutiny Committee (by invitation) to play a proactive role in responding to issues that are subject to scrutiny.

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee

17. Chair – Councillor Blood; Vice Chair – Councillor A Ahmed; Lead Officer – Assistant Director, Policy & Improvement.
18. This Committee has given prominent attention to the scrutiny of the corporate performance management report. This has enabled a cross party group of members to challenge and examine aspects of performance more comprehensively than was previously the case. A view has been expressed that individual issues identified by the ‘corporate’ committee could be usefully scrutinised by the ‘service’ scrutiny committees.
19. Members have allocated around one and a half hours to the Performance Management report and have requested a representative from each directorate to attend to respond to potential issues.
20. Although it is still early in the development of the scrutiny arrangements, consideration needs to be given to the balance of considering individual scrutiny reviews and Performance Management reports in developing the future scrutiny programme. This will be monitored and included in the annual review when the Overview and Scrutiny Management Board considers the annual scrutiny programme next year.
21. The experience of the first scrutiny review – Council Tax Discretionary Relief (CTDR) combined both formal and informal settings. It appeared to be well regarded by members and support officers. A wide range of information was presented. The Cabinet Member addressed the Committee and evidence from elsewhere was presented for consideration.
22. In terms of resourcing this Committee, the work programme has been manageable (although the demands on time for the Performance Management report are significant). The Chair and Vice-Chair have been given regular briefings in between committee meetings on the progress of scrutiny work. This has enabled direction to be given on how the review work is conducted and presented to members.

Health Scrutiny Committee

23. Chair – Councillor Ridney; Vice Chair – Councillor Kettle; Lead Officer - Assistant Director Law and Governance.
24. The Health Scrutiny Committee has, in many ways, since its inception, had many of the features of the new scrutiny arrangements. It has in the past and continues to carry out major cross-cycle scrutiny issues; and lever improved health outcomes particularly through regular incisive scrutiny reviews and resultant recommendations across partnership arrangements – tracked to ensure long-term success. Through the involvement of key health, care and well-being bodies including the Health and Wellbeing Board, Clinical Commissioning Group, Social Care and NHS England, the Committee has a wide ready-made level of independent witness gathering and expert clinical and managerial input.
25. No major issues of concern have been raised and the work of the Committee continues to progress effectively. There is a view that the minutes of this Committee, and indeed all Scrutiny Committees, need to be more extensive records of the meeting than might be the case for other Council Committees. The view is that scrutiny meetings, by definition, need to record more detail and the essence of the debate. The level of detail to be included in minutes is always a difficult balance. ‘Verbatim’ minutes would be excessive and unnecessary whereas ‘bullet point’ action notes do not always record the full range of issues discussed. The Democratic Services Team have discussed the views expressed by Members and it is acknowledged that scrutiny committee minutes should be more detailed to record the essence and thread of the discussion, thus doing justice to the detailed scrutiny work being undertaken. Examples of other local authority minutes have been researched to draw on good practice from elsewhere.

Issues to be considered by the Board

26. At this stage of the municipal year, the scrutiny committees are only mid way through the workload allocated to them for 2013/14. The key role of the Board at this stage is to reflect on the progress and issues raised to date with a view to informing the review to be undertaken later in the municipal year. The Board will also need to reflect on any learning points and ongoing corporate issues in developing the annual scrutiny programme for 2014/15.
27. There is a view that for the next municipal year, meetings of all Scrutiny Committees need to be programmed throughout the whole year in line with the established cycle of committees. This gives clear timelines for the production of reports and reduces the possibility of meetings clashing with other key meetings in the municipal calendar.
28. The Board may also wish to reflect on the number of topics selected for the annual scrutiny plan in the context of the Council’s budgetary situation, corporate priorities and organisational capacity. Members may also draw and build upon learning points during the year as to how individual reviews have been undertaken, particularly the use of different working methods such as informal working groups and ‘virtual’ scrutiny meetings.

Finance

29. The costs of operating the revised scrutiny arrangements are being contained within existing budgetary allocations.
30. The ongoing budget reductions will undoubtedly have an impact on the levels of Directorate and Democratic Services support that is available for the scrutiny process. Moving forward into 2014/15, consideration has to be given to the availability of corporate and directorate resources to service and support working groups, meetings and various levels of scrutiny activity.

Law

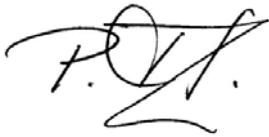
31. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.
32. Scrutiny powers relating to health are included in the Health and Social Care Acts 2001 and 2012, and associated Regulations and statutory guidance. The Police and Justice Act 2006 gives the Council powers to scrutinise the work of the Crime and Disorder Reduction Partnership, and the Local Government and Public Involvement in Health Act 2007 enables local authorities to scrutinise other partners. Much of this legislation has now been consolidated in the Localism Act 2011.

Equality Impact

33. Provision exists within the recommended scrutiny arrangements for overview and scrutiny to be undertaken of the Council's policies on equality and diversity.

Recommendations

34. That the Overview and Scrutiny Management Board consider the issues in this interim report and identify any additional issues to be included in the annual review of scrutiny arrangements.
35. That the Lead Officer and the Director of Corporate Resources submit a further report to the Board in February, 2014 to enable any recommendations on the future operation of the scrutiny arrangements to be submitted to the Council in advance of the 2014/15 municipal year.



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Philip Tart
Director of Corporate Resources



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Ron Sims
Lead Officer

Contact Officers:

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List of Background Papers

- Appendix 1 - Terms of Reference
- Appendix 2 - Background to revised scrutiny arrangements
- Appendix 3 - Annual Scrutiny Programme 2013/14

Terms of Reference

Overview and Scrutiny Management Board

To oversee and co-ordinate the Council's Overview and Scrutiny functions under the Local Government Act 2000, any subsequent legislation, regulations or statutory guidance.

To approve and monitor the Annual Scrutiny Programme setting out the reviews to be undertaken by individual Scrutiny Committees and to make any necessary amendments to reflect changes in circumstances that arise during the year.

To oversee the scrutiny of any decisions or actions taken in connection with the discharge of the Council's executive functions; to undertake scrutiny reviews or refer any matters to individual Scrutiny Committees as appropriate.

To oversee and co-ordinate the activities of Scrutiny Committees to avoid duplication and ensure liaison on cross-cutting issues.

To consider and determine items that are called in for scrutiny in respect of decisions made by the Cabinet, Cabinet Members, the Chief Executive or Directors/Chief Officers in accordance with the Overview and Scrutiny Procedure Rules and associated protocols.

To engage with the Leader/Deputy Leader, the Cabinet and other Members as necessary with a view to achieving common aims and continuous improvement and to raise issues with the Cabinet as necessary.

To receive the Forward Plan of Key Decisions to be taken by the Council, the Cabinet, Cabinet Members or Directors/Chief Officers over a four-month period.

To co-ordinate the Council's involvement in scrutiny arrangements at local and regional levels.

To encourage effective partnership working and community involvement in the Overview and Scrutiny functions of the Council.

To make reports and recommendations to the Council and/or the Cabinet in connection with the discharge of Overview and Scrutiny Functions.

To submit an annual report to the Council on the work of the Overview and Scrutiny Management Board.

To receive recommendations, as appropriate, from individual Scrutiny Committees.

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee

To scrutinise the Quarterly Corporate Performance Management Report and to make any associated recommendations to the Cabinet, Cabinet Members, the Chief Executive, Directors and Chief Officers.

To undertake scrutiny functions associated with the strategic Crime and Disorder Reduction Partnership (Safe and Sound).

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations/inquiries in respect of specific issues assigned to the Committee within its terms of reference.
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Chief Executive's Directorate, the Directorate of Corporate Resources and the Cabinet portfolios of the Leader, the Cabinet Member for Finance and the Cabinet Member for Human Resources, Legal and Property.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Adult, Community and Housing Services Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations/inquiries in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Adult, Community and Housing Services and the portfolios of the Cabinet Members for Adult and Community Services and Housing and Community Safety (with the exception of the scrutiny of matters relating to the strategic Crime and Disorder Reduction Partnership – Safe and Sound).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Children's Services Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Children's Services and the portfolio of the Cabinet Member for Children, Libraries and Lifelong Learning.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Urban Environment Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of the Urban Environment and the portfolios of the Cabinet Members for Environment and Culture, Regeneration and Transportation.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Health Scrutiny Committee

To fulfil all of the overview and scrutiny functions of a Scrutiny Committee as they relate to the improvement of local health and associated services, as a contribution to the Council's community leadership role, in accordance with relevant legislation, regulations and associated guidance.

To make reports and recommendations to local National Health Service (NHS) bodies and to the Council on any matter reviewed or scrutinised which will explain the matter reviewed, summarise the evidence considered, provide a list of participants in the scrutiny exercise, and make any recommendations on the matter reviewed as appropriate.

To proactively receive information within given timescales, with some exceptions as per Government Guidance, requested from local NHS bodies.

To be consulted by and respond to (as appropriate) NHS bodies in connection with the rationale behind any proposal and options for change to local health services made by the NHS.

To ensure the involvement of local stakeholders in the work of the Committee.

To take referrals from local Patients' Forums.

To act in accordance with Government Guidance relating to Health and Scrutiny functions.

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of all health related functions and matters falling within the portfolio of the Cabinet Member for Health and Wellbeing (including the Office of Public Health).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Background to revised scrutiny arrangements

On 25th April, 2013, the Cabinet received a report on a review of the Council's scrutiny arrangements. The report presented the outcomes of a review undertaken by Scrutiny Chairs. The principles of the review were to strengthen the Council's overview and scrutiny arrangements; to ensure proper democratic accountability and to promote confidence in the conduct of the Council's business. The review also took account of the context of the significant financial pressures faced by the Council and the need to focus limited resources in the most effective way.

The recommendations of the Cabinet and Scrutiny Chairs were endorsed at the annual meeting of the Council on 16th May, 2013 as follows (*with updates in italics*):-

- That an Overview and Scrutiny Management Board be established with 11 elected members, comprising the Chairs/Vice-Chairs of the five Scrutiny Committees and one additional Member to comply with overall political proportionality requirements.

NB: The Board has held two meetings during this municipal year. There have been no scrutiny call-ins to date requiring referral to the Board.

- That the revised structure of overview and scrutiny committees, be approved and adopted and that each Scrutiny Committee comprise 11 elected members (with co-opted members in the case of Children's Services and the possible future appointment of a co-opted member on the Health Scrutiny Committee).

NB: Provision is being made to appoint a co-opted Member representing Dudley Healthwatch on the Health Scrutiny Committee.

- That the future role of Scrutiny Committees be developed on the agreed basis (including the development of an Annual Scrutiny Plan), to be considered at the first meeting of the Overview and Scrutiny Management Board in the municipal year.

NB: The Overview and Scrutiny Management Board approved the Annual Scrutiny Plan at its meeting on 29th May, 2013 (see Appendix 3). The development of the Plan was a Member-led process taking account of the views of Directorates, Scrutiny Chairs and other Members.

- That the terms of reference of the Overview and Scrutiny Management Board and the five Scrutiny Committees be as set out in Appendix 1 and that all Scrutiny Committees retain the discretion to include a "Public Forum" on their agenda.

NB: The terms of reference have now been incorporated in the Constitution. All Committees have considered the inclusion of the public forum item.

- That the proposed servicing arrangements be noted and that the Director of Corporate Resources confirm the nomination of lead officers for the Scrutiny Committees along with the ongoing Democratic Services support.

NB: Lead Officers have been appointed for all five Scrutiny Committees (at Assistant Director level). The Scrutiny Committees continue to receive support from Democratic Services and other Directorate support officers within the constraints of available resources.

- That the Director of Corporate Resources consider the nomination of a lead officer in respect of the Overview and Scrutiny Management Board to replace the former statutory role of Scrutiny Officer and that the level and quality of support to the Scrutiny Committees be considered as an ongoing issue as part of the implementation of the revised structures.

NB: The Assistant Director of Adult, Community and Housing Services (Housing Strategy & Private Sector), Dr Ron Sims continues to carry out the 'scrutiny officer' function.

- That the scrutiny of the Council's revenue budget proposals continue on the basis of reports to the individual Scrutiny Committees.

NB: This is taking place through the November cycle of Committees.

- That development sessions be held for members and officers to discuss the revised overview and scrutiny arrangements.

NB: Development sessions took place after the first cycle of Scrutiny Committees in this municipal year (June/July 2013). Further development sessions will be considered moving forward into 2014 and beyond.

- That the Director of Corporate Resources undertake a review of Article 6 of the Constitution (Scrutiny Committees) and the Scrutiny Procedure Rules and Protocols to give effect to the changes.

NB: This review was undertaken and the Constitution has been updated to reflect the new scrutiny structures.

The Council agreed that the revised scrutiny arrangements would be subject to ongoing review and further consideration by the Overview and Scrutiny Management Board in November, 2013. This report identifies issues for consideration by Members and Officers as we continue to develop the Council's scrutiny functions over the next 6 months up to the Annual Council in June, 2014.

Annual Scrutiny Programme 2013/14

Scrutiny Committee	Areas for Scrutiny
Corporate Performance Management, Effectiveness and Efficiency Scrutiny Committee	<ul style="list-style-type: none">• Local Council Tax Reduction Scheme (Year 2)• Apprenticeships and Work Experience• Corporate Complaints System
Adult, Community and Housing Services Scrutiny Committee	<ul style="list-style-type: none">• The Impacts and Outcomes of the Making it Real Agenda – What Does Personalisation Mean for the People in Dudley• Welfare Reforms and Housing – The Dudley Response
Children’s Services Scrutiny Committee	<ul style="list-style-type: none">• Safeguarding Standards within the Borough and Children’s Services Contribution• Looked After Children – Provision and Outcomes• Early Intervention Strategy for the Borough
Urban Environment Scrutiny Committee	<ul style="list-style-type: none">• Parks, Nature Reserves and Open Spaces Strategy• Support to Local Businesses• Traffic Regulation Orders – the process
Health Scrutiny Committee	<ul style="list-style-type: none">• Tobacco Control Strategy - Update/Development• Elements of Patient Experience in Acute Care

Overview and Scrutiny Management Board – 26th November, 2013

Report of the Director of Corporate Resources

Forward Plan of Key Decisions

Purpose of Report

1. To present the Forward Plan of Key Decisions for the four-month period commencing 1st December, 2013.

Background

2. The Access to Information Procedure Rules set out in Part 4 of the Constitution include a requirement for a Forward Plan to be prepared by the Leader covering a period of four months.
3. Attached as an Appendix is the Forward Plan covering the four-month period from 1st December, 2013. The Forward Plan sets out information on key decisions that are likely to be taken by the Council, Cabinet, a Cabinet Member or Chief Officers in the period covered by the Plan.
4. The Forward Plan is available on the Internet via the Committee Management Information System (CMIS).
5. The Forward Plan is reported to programmed meetings of the Overview and Scrutiny Management Board to assist the process of overview and scrutiny of key decisions.

Finance

6. The financial implications associated with individual key decisions will be included in reports submitted on each individual item.
7. A key decision is defined as an executive decision which is likely:-
 - (a) to result in the Council incurring expenditure, or the making of savings, which are £250,000 or more (revenue or capital); or
 - (b) to be significant in terms of its effects on communities living or working in one or more wards in the Borough.

Law

8. The requirement to produce a forward plan is set out under the Access to Information Procedure Rules in Part 4 of the Constitution.
9. The Constitution is adopted by the Council pursuant to the requirements of the Local Government Act 2000.

Equality Impact

10. The equality impact of specific key decisions will be referred to in individual reports on the items concerned.

Recommendation

11. That the Forward Plan of Key Decisions be noted.



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Director of Corporate Resources

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List of Background Papers

The Constitution

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Dec 2013

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0546 Urban Environment	Publication of the Community Infrastructure Charging Schedule	To approve the Publication of the Community Infrastructure Charging Schedule for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet December 2013	Community Infrastructure Charging Schedule	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
0547 Urban Environment	Publication of the Development Strategy Development Plan Document	To approve the publication of the Development Strategy Development Plan Document for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet February 2014	Development Strategy Development Plan Document Publication Document	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
0569 Corporate Resources	Staffing Issues	To determine any staffing issues requiring approval of the Cabinet or Cabinet Member (ie: not delegated to officers) in accordance with the Council's scheme of delegation and/or budget strategy. This may include proposals affecting the staffing establishments of the Council's Directorates. Individual items will be considered in private session to avoid the disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to any individual or information which is likely to reveal the identity of an individual.	November 2013 - June 2014		Consultation with internal officers, employees affected and their representatives, depending on the nature of individual proposals.	Cabinet; Councillor Gaye Partridge	Teresa Reilly Assistant Director (Phone: 01384 814703)
0574 Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards - this occurs through	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

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		Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).			correspondance and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.		
0575 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0576 Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0577 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0578 Urban Environment	Dudley Business Investment Zone	To approve the management plan for the Dudley Business Investment Zone.	Cabinet February 2014	Cabinet Report - Proposed Dudley Local Enterprise Zone - 14th March; 2012	Property owners - December 2012. Dudley Business	Cabinet	Phil Coyne Assistant Director, Economic Regeneration &

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				Black Country Local Enterprise Partnership - Submission to DCLG; for a Black Country Enterprise Zone - August 2011	Group - 19th December 2012. Owners event - scheme update - date TBC.		Transportation (Phone: 4004)
0586 Corporate Resources	Revenue Budget Strategy 2014/15	To consider the Revenue Budget Strategy for 2014/15 and future years.	June 2013 - February 2014	Report(s) of the Chief Executive.; Treasurer and Director of Corporate Resources	Public consultation - possible use of Citizen's Panel and Internet. Consultation with representatives of the Non-Domestic Ratepayers.	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0589 Children's Services	Children's Centres	To approve the restructuring of Children's Centres following statutory consultation on a revised delivery model.	Cabinet Member & Officer Mtg February 2014	Revised service specification; consultation documentation and revised delivery model	Statutory consultation with service users and staff groups as well as partner agencies.	Cllr Tim Crumpton	Pauline Sharratt Assistant Director of Social Services
0595 Corporate Resources	Localised Council Tax Reduction Scheme	Agree the local council tax reduction scheme for 2014/15	June 2013 - January 2014	Local Government Finance Act; Any Associated Secondary Legislation; Guidance Issued	Key internal stakeholders (elected member, directorates, business units etc), major preceptors, the public, the voluntary sector, other interested parties.	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)
0599 Adult, Comm & Hous.Services	Deployment of Resources: Housing Revenue Account & Public Sector Housing Capital	To set a rent increase for council homes; To review rents for garages, garage plots and access agreements; To set charges for sundry services; To set the Housing Revenue Account (HRA) budget for (year) in the light of our latest spending and resource assumptions; To set a capital expenditure budget for the improvement and programmed maintenance of the Council's housing stock for (5 years); To approve the Medium Term Financial Strategy for the HRA.	Cabinet February 2014; Full Council Meeting February 2014			Cabinet; Full Council	Catherine Ludwig Housing Finance Manager, Directorate of Finance, ICT etc (Phone: 01384 815075)
0606 Corporate Resources	Budget and Council Tax 2014/15	Set Budget and Council Tax for 2014/15	Cabinet February 2014; Full Council Meeting March 2014	Joint report of the Chief Executive and Treasurer	NNDR Payers (statutory consultation); Scrutiny Committees as specified by the Constitution; the public	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)

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0607 Corporate Resources	Deployment of Resources: Housing Revenue Account and Public Sector Hsg Capital	To set the original budget for 2014/15 for the Housing Revenue Account and the Public Sector Housing element of the capital programme.	Cabinet February 2014; Full Council Meeting March 2014	Report of the DACHS and the Treasurer	Area Housing Panels	Full Council	Iain Newman Treasurer (Phone: 01384-814802)