

Open

# Community Services Scrutiny Committee

## Agenda

**Wednesday 6<sup>th</sup> August 2008**

**6pm**

The Earl Baldwin Suite,  
Duke House,  
Clensmore Street,  
Kidderminster.



## Community Services Scrutiny Committee

### Members of Committee:

<b>Chairman: Councillor Mrs H E Dyke</b>	
<b>Vice-Chairman: Councillor J Phillips</b>	
<b>Councillor J Baker</b>	<b>Councillor Mrs P V Hayward</b>
<b>Councillor A J Buckley</b>	<b>Councillor Mrs S M Hayward</b>
<b>Councillor G H Eeles</b>	<b>Councillor C D Nicholls</b>
<b>Councillor Mrs J Fairbrother-Millis</b>	<b>Councillor G C Yarranton</b>

*Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.*

### **Information for Members of the Public:**

**Part I** of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

**Part II** of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

### **Declarations of Interest – Guidance Note**

#### ***Code of Conduct***

Members are reminded that under the Code of Conduct, it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda if appropriate. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

#### **Co-opted Members**

In order to promote a sense of ownership and partnership in the decision making process, and achieve continuity in Scrutiny co-opted members may be appointed to Scrutiny Committees or Review Panels.

Scrutiny Committees will also be able to appoint ad-hoc Co-opted Members for the duration of a particular item.

In addition to this, when agreeing the scoping for a Review Panel, the Scrutiny Committee will be able to approve the participation of Co-opted Members in the Review Process.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time. Should the number of Co-opted Members exceed this limit, preference will be given to those Co-opted Members appointed at Annual Council.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Co-opted Members will exercise their voting rights in accordance with the principals of decision making set out in the constitution.

#### **For Further information:**

**If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Sarah Sprung, Scrutiny / Committee Officer, Civic Centre, Stourport-on-Severn. Telephone number: 01562 732736 or email [sarah.sprung@wyreforestdc.gov.uk](mailto:sarah.sprung@wyreforestdc.gov.uk)**

## LOCATION MAP FOR DUKE HOUSE

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Wyre Forest District Council

Community Services Scrutiny Committee

6<sup>th</sup> August 2008

The Earl Baldwin Suite, Duke House, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Head of Legal and Democratic Services, together with the name of the Councillor for whom he/she is acting.	
<b>3.</b>	<b>Declarations Of Interest</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.  Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 2 <sup>nd</sup> July 2008. <a href="#">Minutes 02-07-08</a>	7 - 10
<b>5.</b>	<b>Post Office Closures</b>  To receive information from the External Relations Manager of the Post Office, which will advise Members of the next stage of consultation on Post Office Closures.  (Please note that Parish Councillors have been invited to attend for this agenda item).	
<b>6.</b>	<b>Recommendations from the Driving Standards Agency Review Panel</b>  To consider a briefing paper from the Scrutiny Committee Officer and the Regeneration and Economic Prosperity Manager detailing the recommendations of the Driving Standards Agency Review Panel. <a href="#">DSA Review Panel Recommendations</a> <a href="#">Appendix 1 - DSA Programme for Relocation</a> <a href="#">Appendix 2 - Test Centre Site Locations</a> <a href="#">Appendix 3 - DSA Response</a>	11 - 34

7.	<p><b>Alcohol &amp; Substance Misuse Review Panel</b></p> <p>To consider a draft scoping form for the establishment of a review panel to scrutinise alcohol, substance misuse and alcohol restricted zones in the district.</p> <p><a href="#">Scoping Form Alcohol and Substance Misuse</a></p>	35 - 36
8.	<p><b>Work Programme</b></p> <p>To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Aim, Annual Priorities and the Forward Plan.</p> <p><a href="#">Work Programme 06-08-08</a></p>	37 - 40
9.	<p><b>Press Involvement</b></p> <p>To consider any future items for scrutiny that might require publicity.</p>	
10.	<p><b>To consider any other business, details of which have been communicated to the Head of Legal and Democratic Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b></p>	
11.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

12.	<p><b>To consider any other business, details of which have been communicated to the Head of Legal and Democratic Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b></p>	
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## Terms of Reference for Scrutiny Committees

All Scrutiny Committees shall be responsible for:

- Setting and agreeing an Annual Work Programme and prioritising the work of the Committee.
- Establishing Review Panels detailing the relevant Terms of Reference.
- Ensuring consideration is given to encouraging public participation and engagement in functions of the Committee.
- Ensuring that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
- Monitoring the implementation of scrutiny recommendations.
- Reviewing and scrutinising relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.
- Call-in for scrutiny decisions made by the Cabinet but not implemented.

<b>COMMUNITY SERVICES</b>	<b>CORPORATE SERVICES</b>	<b>REGENERATION &amp; ENTERPRISE</b>
<ul style="list-style-type: none"> <li>• Partnership Agencies and LSP</li> <li>• Community Safety and Accountability</li> <li>• Communication</li> <li>• Community Safety</li> <li>• Children and Young People</li> <li>• Older People</li> <li>• Leisure Centres</li> <li>• Culture and Arts</li> <li>• Leisure and Community Development</li> <li>• Councillor Call for Action (Local Government issues)</li> <li>• Housing Strategy</li> <li>• Refuse Collection and Recycling</li> <li>• Cemeteries, Parks and Open Spaces</li> <li>• Public Health</li> <li>• Health Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny Co-Ordination (including the allocation of all overview and scrutiny functions not within the specific remit of the Regeneration and Enterprise and Community Services Scrutiny Committees</li> <li>• Budget and Major Policy</li> <li>• Performance Monitoring and Improvement</li> <li>• Corporate Plan Review</li> <li>• Customer Service</li> <li>• Comprehensive Area Assessment</li> <li>• Improvement Plans</li> <li>• Human Resources</li> <li>• Equality and Diversity</li> <li>• Scrutiny Support</li> <li>• Emergency Planning</li> <li>• Branding</li> <li>• Asset Management</li> <li>• ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development and Regeneration</li> <li>• Tourism</li> <li>• Local Development Framework</li> <li>• Planning and Sustainable Communities</li> <li>• Transportation and Highways</li> <li>• Car Parks</li> <li>• Markets</li> <li>• Public Conveniences</li> <li>• Concessionary Travel</li> <li>• Climate Change</li> </ul>