

Exempt

Corporate Services Scrutiny Committee

Agenda

**6:00 pm
Thursday, 9th April 2009
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster**



Corporate Services Scrutiny Committee

Members of Committee:

Chairman: Councillor G W Ballinger
Vice-Chairman: Councillor Mrs J Greener

Councillor M Ahmed

Councillor J Holden

Councillor K J Stokes

Councillor N J Thomas

Councillor Mrs H E Dyke

Councillor J Phillips

Councillor J Thomas

Councillor S J Williams

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, a maximum of two co-opted members will be appointed to each scrutiny committee, at Annual Council, for the municipal year.

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 Sue Saunders, Committee/Scrutiny Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Wyre Forest District Council
Corporate Services Scrutiny Committee

Thursday, 9th April 2009

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

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members 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.	
3.	Declarations of Interest 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.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 5th March 2009. Agenda Item 4 Minutes 5.3.09	5
5.	Corporate Plan Priorities 2008/09 To consider a report from the Policy & Performance Officer which informs Members of progress up to 28 th February 2009 with regard to the priorities for 2008/09 as set out in the Corporate Plan 2008/2011. Agenda Item 5 Corporate Plan Priorities Progress Feb 09 Agenda Item 5 Corporate Plan Priorities Feb 09 App	10

6.	<p>Performance Management Report</p> <p>To consider a report from the Policy & Performance Officer which appraises Members of the Audit Commission's report on the Council's performance management arrangements, and to make recommendations to Cabinet.</p> <p><i>Appendix B to this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details)</i></p> <p>Agenda Item 6 Performance Management Audit Agenda Item 6 Performance Management Audit App A Agenda Item 6 Performance Management Audit App B</p>	18
7.	<p>Recommendation Tracking Form 2007/2008</p> <p>To consider the Recommendation Tracking Forms for 2007/2008.</p> <p>Agenda Item 7 Recommendation Tracking Forms</p>	32
8.	<p>Analysis of Room Bookings at Duke House, Kidderminster for January and February 2009</p> <p>To receive the analysis for January and February 2009 of the room bookings in the Earl Baldwin Suite, Loom Room and Meeting Room at Duke House in Kidderminster.</p> <p>Agenda Item 8 Duke House Bookings</p>	63
9.	<p>Feedback From Cabinet</p> <p>To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 26th March 2009.</p> <p>Agenda Item 9 Cabinet Decision List</p>	65
10.	<p>Work Programme</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>Agenda Item 10 Work Programme 9.4.09</p>	66
11.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	
12.	<p>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.</p>	
13.	<p>Exclusion of the Press and Public</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

14.	Exempt Minutes To confirm as a correct record the Exempt Minutes of the meeting held on the 5th March 2009. Agenda Item 14 Exempt Minutes 5.3.09	71
15.	Single Site To receive a report from the Head of Legal & Democratic Services on Single Site.	
16.	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.	

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.

COMMUNITY SERVICES	CORPORATE SERVICES	REGENERATION & ENTERPRISE
<ul style="list-style-type: none"> • Partnership Agencies and LSP • Community Safety and Accountability • Communication • Community Safety • Children and Young People • Older People • Leisure Centres • Culture and Arts • Leisure and Community Development • Councillor Call for Action (Local Government issues) • Housing Strategy • Refuse Collection and Recycling • Cemeteries, Parks and Open Spaces • Public Health • Health Improvement 	<ul style="list-style-type: none"> • 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 • Budget and Major Policy • Performance Monitoring and Improvement • Corporate Plan Review • Customer Service • Comprehensive Area Assessment • Improvement Plans • Human Resources • Equality and Diversity • Scrutiny Support • Emergency Planning • Branding • Asset Management • ICT 	<ul style="list-style-type: none"> • Economic Development and Regeneration • Tourism • Local Development Framework • Planning and Sustainable Communities • Transportation and Highways • Car Parks • Markets • Public Conveniences • Concessionary Travel • Climate Change

RELATED DOCUMENTS

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