

**Exempt**

# **Corporate Resources Scrutiny Committee**

## **Agenda**

**6.00pm  
Thursday, 12th November 2009  
The Earl Baldwin Suite  
Duke House  
Clensmore Street  
Kidderminster**



## Corporate Resources Scrutiny Committee

### **Members of Committee:**

<b>Chairman: Councillor G W Ballinger</b>	
<b>Vice-Chairman: Councillor Mrs J Greener</b>	
<b>Councillor J Aston</b>	<b>Councillor J Baker</b>
<b>Councillor A J Buckley</b>	<b>Councillor Mrs H E Dyke</b>
<b>Councillor P B Harrison</b>	<b>Councillor J Holden</b>
<b>Councillor C D Nicholls</b>	<b>Councillor J Parish</b>
<b>Councillor M A Salter</b>	<b>Councillor K J Stokes</b>
<b>Councillor J Thomas</b>	<b>Councillor N J Thomas</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, 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](mailto:susan.saunders@wyreforestdc.gov.uk).**

Wyre Forest District Council

Corporate Resources Scrutiny Committee

Thursday, 12th November 2009

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

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Apologies for Absence</b>	
2.	<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 Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting.	
3.	<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.	
4.	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 15th October 2009. <a href="#">Minutes 15.10.09</a>	5
5.	<b>Matters Arising</b>  To consider any matters arising from the Minutes of the meeting held on 15 <sup>th</sup> October 2009.	
6.	<b>Budget Review Panel</b>  To receive recommendations from the Budget Review Panel following Stage 1 of the budget process – Service Prioritisation, Application of Prioritisation Model. (To follow)	
7.	<b>Data Quality Policy</b>  To consider a report from the Policy & Performance Officer which informs Members of the updated Data Quality Policy and User Guidance and raises awareness of Data Quality. <a href="#">Data Quality Policy and Guide</a> <a href="#">Data Quality Policy APP A</a> <a href="#">Data Quality Policy APP B</a>	9

8.	<p><b>Draft Mobile and Flexible Working Policy</b></p> <p>To consider a report from the Director of Planning &amp; Regulatory Services and the Corporate Development and Improvement Manager which provides Members with information relating to the draft Mobile and Flexible Working Policy.</p> <p><a href="#">Draft Mobile Flexible Working Policy</a>  <a href="#">Mobile Policy Appendix A</a>  <a href="#">Mobile Policy Appendix B</a></p>	25
9.	<p><b>Feedback from Cabinet</b></p> <p>To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 27<sup>th</sup> October 2009.</p> <p><a href="#">Cabinet action list</a></p>	74
10.	<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 12.11.09</a></p>	75
11.	<p><b>Press Involvement</b></p> <p>To consider any future items for scrutiny that might require publicity.</p>	
12.	<p><b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate 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>	
13.	<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

14.	<p><b>Exempt Minutes</b></p> <p>To confirm as a correct record the Exempt Minutes of the meeting held on the 15th October 2009.</p> <p><a href="#">Exempt Minutes 15.10.09</a></p>	82
15.	<p><b>Centralised Office Accommodation</b></p> <p>To receive a verbal report from the Director of Legal &amp; Corporate Resources on Single Site.</p>	

<b>16.</b>	<b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate 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>	
------------	--	--

## 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.

<b>Corporate Resources Scrutiny Committee</b>	<b>Community and Regeneration Scrutiny Committee</b>
<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 Scrutiny Committees)</li> <li>• Asset Management</li> <li>• Single Site</li> <li>• Branding</li> <li>• Budget &amp; Major Policy</li> <li>• Call-In</li> <li>• Communication</li> <li>• Comprehensive Area Assessment</li> <li>• Concessionary Travel</li> <li>• Corporate Plan Review</li> <li>• Customer Services / Worcs Hub</li> <li>• Emergency Planning</li> <li>• Equality &amp; Diversity</li> <li>• Human Resources</li> <li>• ICT</li> <li>• Improvement Plan</li> <li>• Scrutiny Support</li> <li>• Refuse Collection and Recycling</li> <li>• Transformational Change</li> </ul>	<ul style="list-style-type: none"> <li>• Parking Services</li> <li>• Cemeteries, Park and Open Spaces</li> <li>• Children and Young People</li> <li>• Climate Change</li> <li>• Community Safety and Accountability</li> <li>• Councillor Call for Action</li> <li>• Crime &amp; Disorder Act</li> <li>• Culture and Arts</li> <li>• Economic Development and Regeneration</li> <li>• Health Improvement</li> <li>• Housing Strategy</li> <li>• Leisure and Community Development</li> <li>• Leisure Centres</li> <li>• Local Development Framework</li> <li>• Markets</li> <li>• Older People</li> <li>• Partner Agencies and LSP</li> <li>• Planning and Sustainable Communities</li> <li>• Public Conveniences</li> <li>• Public Health</li> <li>• Tourism</li> <li>• Transportation and Highways</li> </ul>