

Title of Report:	Actions from previous meetings
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	16 April 2013

Purpose of Report: To advise the Commission of the actions arising from previous meetings

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
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Executive Report

1. Introduction

- 1.1 This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from its previous meeting.

2. Resolutions

- 2.1 **Resolution:** David Lowe to circulate the relevant minute to confirm that the recommendation from the Commission's meeting on the 4 February 2013 had been received.

Action / response: The item was received at Management Board as follows:

The Overview and Scrutiny Management Commission (OSMC) Work Programme was noted.

Councillor Brian Bedwell provided an update to Members following the recent call-in of the decision made by the Executive on 17 January 2013 in respect of Healthwatch Commissioning. Although the Executive decision was endorsed by the OSMC, a minor issue was raised with regard to a lack of clarity in the report and a recommendation was formed for the Executive as follows:

'The Executive ensure that sufficient information is available in every report to allow a robust decision to be made.'

Councillor Bedwell brought this to Management Board for a response as opposed to taking the matter through to the Executive.

Councillor Gordon Lundie acknowledged that there was an issue in some instances of reports not being particularly well drafted and accepted that the Healthwatch Commissioning report did not adequately describe the procurement process undertaken. He therefore accepted the recommendation moving forward.

Councillor Bedwell advised that Andy Day was discussing this issue with Officers where relevant.

Nick Carter suggested it would be helpful if Management Board could give feedback when they felt a report required further work.

- 2.2 **Resolution:** Item OSMC/11/129 – Housing Allocations Policy – be updated to reflect a more accurate completion date.

Action / response: This action is complete.

- 2.3 **Resolution:** Item OSMC/12/140 – Schools Performance – be brought to the next meeting of the Commission;

Action / response: This action is complete.

- 2.4 **Resolution:** Item OSMC/12/145 – Risk Register – be removed

Action / response: This action is complete.

- 2.5 **Resolution:** The Head of Highways provide the report from the road network survey to the Commission;

Action / response: The road condition survey does not result in the production of a report, as results are currently made available through the performance reporting

system. In addition, the results for the 2012/13 year are not yet available as they have been delayed due to the poor weather.

- 2.6 **Resolution:** The Head of Care Commissioning, Housing and Safeguarding provide the number of carers currently known to the Council;

Action / response: There are currently 1112 carers known to the Council. In addition, 914 individuals are known to have been supported by Grant Funded organisations in 2010, however as this information is supplied anonymously, it is not clear to what extent double counting has occurred.

- 2.7 **Resolution:** Jason Teal to investigate the reported fall in visits to West Berkshire libraries and the Council's website, and report back to the Commission;

Action / response: Jason Teal has provided the following information in relation to visits to West Berkshire libraries and the Council's website.

Numbers of web visitors

	2011/12					2012/13			Comment
	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	
Nos. page views of main Council website (excl. Intranet)	2,101k	2,108k	2,096k	2,282k	8,587k	1,662k	1,961k	2,046k	-2% (same qtr last year)
Nos. unique visitors to website (excl. staff)	226k	221k	226k	261k		330k	250k	274k	+21% (same qtr last year)

Numbers of library visits

The table below shows the respective numbers of visits to libraries and numbers of items borrowed across West Berkshire since April 2011.

	2011/12					2012/13			Comment
	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	
Nos of visits to library venues	148k	135k	129k	117k	529k	121k	132k	118k	-9% (same qtr last year) - 10% (YTD)
Nos library issues (incl. books, CDs and DVDs)	216k	269k	217k	207k	910k	198k	236k	182k	-16% (same qtr last year) - 12% (YTD)

- 2.8 **Resolution:** The Head of Housing to provide further information in relation to the number of empty homes brought back into use;

Action / response: The following number of empty homes have been brought back into use over the last 3 years:

- 2010/11 = 18;
- 2011/12 = 33;
- 2012/13 to date = 64;

The Council has an Empty Homes strategy, which is currently being refreshed, and which is based on best practice from other local authorities. Information on empty homes is sought from a number of sources, including the Council Tax database, our on-line reporting function and phone calls from concerned residents. The Council offers a comprehensive multi-service approach to empty homes, ranging from practical advice and support, through to financial support, through to enforcement.

2.9 **Resolution:** David Lowe to investigate how other councils make performance information available for scrutiny;

Action / response: Discussions with the performance teams in the Berkshire unitaries are ongoing to compare and contrast the operational practices of each. Options for any process changes within this Council will be considered after the full assessment has been completed.

2.10 **Resolution:** Jason Teal to provide a report indicating how Members could be involved in the target setting process.

Action / response: See report at Appendix A

2.11 **Resolution:** The Chief Executive to write to Shelter to share the concerns raised by the Commission about how the mystery shopper exercise was handled.

Action / response: The Chief Executive is currently considering the appropriateness of writing to Shelter.

2.12 **Resolution:** David Lowe clarify whether members of the Commission who were also members of the Fire Authority might be considered to have a conflict of interest in respect of this review;

Action / response: The Head of Legal Services has advised that it would not be a Disclosable Pecuniary Interest but there would be a personal interest under the new Code. However the members of the Fire Authority may be able to bring some background knowledge which may assist the review. Individuals should assess their position but advice can be sought from the Head of Legal Services or Head of Strategic Support if required.

2.13 **Resolution:** The terms and conditions of the review be amended to encompass how the Fire Service intended to ensure cover for West Berkshire.

Action / response: This action is complete.

2.14 **Resolution:** Enquiries be made as to the timing and cost of training.

Action / response: A supplier has been identified who is able to provide the training within the budget requested by the OSMC. Dates will be agreed with Members and trainers following the full Council meeting being held on 14 May 2013.

2.15 **Resolution:** Further information be presented relating to the implementation of each recommendation.

Action / response: This action is complete.

Appendices

Appendix A: Assessing and assuring the 2013/14 performance 'scorecard'