

## Overview and Scrutiny Committee - Outstanding Actions and questions

Action to be carried out	Responsibility	Committee Date	Deadline	Comments/officer	
<b>Performance Report</b>					
PI 1	Where the Partnerships and Performance Section Head can see areas of concern then more detailed information to be added to the report.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report. Done, but report is dependent on services adding relevant comments. The report is also a 'trigger' for members to ask the questions needed; it is expected under performance to be handled through a request for additional information. ( <i>see agenda item 5</i> )
PI 2	Planning performance statistics PL1 to PL3 to incorporate the number of applications for each type of application.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report. Done ( <i>see agenda item 5</i> )
PI 3	Revenues and Benefits statistics – to incorporate within the performance report statistics relating to the processing of applications within 3 days once the client has provided all the necessary information.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report. Asked but not available for report.

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PI 4	Future performance reports to incorporate statistics relating to the accuracy of information and the length of time taken to complete benefit assessments, which affect the subsidy received by the Council.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report Asked but not available for report.
PI 5	Future performance reports to include the 'downtime' of IT services.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report Done ( <i>see agenda item 5</i> )
PI 6	The usage figures for SLM Ltd to be included in future reports	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report Done ( <i>see agenda item 5</i> )
PI 7	Bed and breakfast numbers and length of stay to be included in future reports.	Partnerships and Performance Section Head	23 June 2011	For inclusion in next report to OSC (21 Sept 2011)	Noted for action in September's report Done ( <i>see agenda item 5</i> )
PI 8	Communal recycling new green bins – review the latest position regarding communal recycling and the new green waste recycling bins	OSC Committee	26 July 2011	11 November 2011	Head of Environmental Services informed that this subject would be further reviewed in November.
PI 9	Town Centre recycling bins – Use of the bins to undergo a further review	OSC Committee	26 July 2011	11 November 2011	Head of Environmental Services informed that this subject would be further reviewed in November.

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PI 10	All Shared Services Joint Committee Revenues and Benefit reports to be circulated to the Members of the Overview and Scrutiny Committee as they occur.	Committee and Scrutiny Officer	26 July 2011	Each time the reports are published	Report and decision list for meeting on 19 July circulated. Report for meeting on 12 September circulated to OSC Members.
PI 11	SLM – Letter to be sent to SLM asking for an explanation regarding the comments raised at Council on 20 July 2011 about staff attitudes and men being allowed to enter the changing area during the women only swimming sessions.	Chair of Overview and Scrutiny Committee	26 July 2011	31 August 2011	It was agreed with the Chair that the Portfolio Holder for Community Services would be asked for an explanation of the events since the July Council meeting. This information had not been sought prior to the resignation of the Portfolio Holder. The appropriate Section Head has been on sick leave.  The Committee and Scrutiny Officer is seeking clarification and it is hoped this information will be available for the meeting.
PI 12	Contact the Housing Section Head to enquire when the outcome of the funding bids approved by the Homes and Communities Agency will be known.	Committee and Scrutiny Officer	26 July 2011	15 August 2011	The Housing Section Head has advised the following –  There was a HARI partnership meeting at Watford Borough Council on Friday 9 September 2011 attended by the Homes and Communities Agency. The latest position is - the Council does not have details yet of the results of the bids for funding. This will only be known when all the successful housing associations have negotiated a contract with the HCA

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					<p>as until then the outcome in terms of numbers is subject to change. This is taking some time to achieve as officers understand the legalities of the contracts are proving very detailed and queries are being raised about some of the clauses which providers wish to challenge. The HCA is still hoping to have this work completed in September.</p> <p>It may take some time to identify the full implications for Watford as it is possible the results will be presented for the whole county. There will still be a number of unknowns as exactly what they can develop depends on so many factors including availability of sites and the viability of schemes.</p> <p>In terms of affordable housing for this financial year 2011/12 the current prediction is:</p> <p>98 units at social or affordable rent 23 units shared ownership Total 121 units</p>
<b>Voluntary Sector Task Group</b>					
VS 1	The recommendations to be reviewed once the review of current priorities has been completed.	Committee and Scrutiny Officer	23 June 2011	July 2012	Added to rolling work programme

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VS 2	Further clarification still required regarding applications to the Mayor's Community Fund	Committee and Scrutiny Officer	26 July 2011	5 September 2011	A meeting took place, attended by officers from Legal and Property Services, Community Services and Internal Audit.  An agreed procedure was forwarded to all Members by email on Friday 19 August 2011. A copy of the email is attached as Appendix 1.
<b>Community Safety Partnership Task Group</b>					
CSP 1	The scrutiny proposal 'recruitment of ex-offenders and disadvantaged youth' to be referred to the Community Safety Partnership Task Group for review from a general aspect and not just related to the Council.	Committee and Scrutiny Officer	23 June 2011	For consideration by the Task Group at its first meeting	
CSP 2	Contact the members of the Task Group and Community Safety Manager to identify a date for the first meeting	Committee and Scrutiny Officer	26 July 2011	15 August 2011	The meeting is still being arranged. The Committee and Scrutiny Officer will provide an update under item 6 on the agenda.
CSP 3	Presentation given at the meeting to be supplied to all councillors who did not attend the meeting.	Committee and Scrutiny Officer	26 July 2011	Soon after first meeting	

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<b>Affordable Housing Review</b>					
AHR 1	<u>Recommendation 1 – Affordable Housing threshold</u> – The status of the Core Strategy to be reviewed in 12 months.	OSC Committee	26 July 2011	July 2012	Added to the rolling work programme. <i>(See agenda item 9)</i>
AHR 2	<u>Recommendation 5 – Housing Resources</u> – Overview and Scrutiny Committee to review this recommendation once the Housing Value for Money Phase 2 has been agreed.	OSC Committee	26 July 2011	2 February 2012 <i>Original date 24 November 2011</i>	The Housing Section Head has advised that this will be presented to Cabinet at the December meeting and not in November as previously indicated.  Budget Panel will be reviewing the officer's report in October in order to for any comments to be considered prior to its presentation at Cabinet.
AHR 3	<u>Recommendation 6 – benefit changes</u> – the date for review in the original document to be amended to read "To be kept under review".	Committee and Scrutiny Officer	26 July 2011	Immediate	Completed
AHR 4	<u>Recommendation 6</u> – Details to be forwarded to the Chair of Overview and Scrutiny Committee for inclusion in the letter.	Councillor McLeod	26 July 2011	15 August 2011	Received 10 August 2011

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AHR 5	<u>Recommendation 6</u> – Letter to be sent to the Head of Environmental Services and Housing Section Head to enquire about the procedures for monitoring private sector housing.	Committee and Scrutiny Officer and Chair	26 July 2011	22 August 2011	The Committee and Scrutiny Officer has forwarded the questions to the Heads of Environmental Services and Community Services and the Housing Section Head. The responses will be circulated as soon as possible.
<b>Budget Panel</b>					
BP 1	Budget Panel only to be included on future agendas when a recommendation is forwarded to Overview and Scrutiny Committee for approval.	Committee and Scrutiny Officer	26 July 2011	With immediate effect	Completed; this item does not appear on the current agenda.
<b>Forward Plan</b>					
FP 1	Section 106 funding – Head of Planning to be asked to provide details of each element of the Section 106 funds, including the amount in each pot and any proposed schemes.	Committee and Scrutiny Officer		5 September 2011	<p>The Head of Legal and Property Services and Head of Planning have been contacted for information.</p> <p>A report is to be presented to Cabinet on 26 September setting out the details of Section 106 funds relating to parks and open space and children’s play space, including proposed schemes. This report will be circulated to the Overview and Scrutiny Committee.</p> <p>Further information has been requested from Finance.</p>

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FP 2	Herts Waste Partnership decision – All Members to be informed as soon as the date of the decision is known.	Committee and Scrutiny Officer		End of November 2011 <i>Original date September 2011</i>	The Head of Environmental Services has advised that the proposed date of this delegated decision has been amended, as the Herts Waste Partnership will be meeting in October to discuss the agreement.  This will be amended on the Forward Plan published on 15 September.
<b>Work Programme and Task Groups</b>					
WP 1	Bin collection service in narrow streets – a representative from Environmental Services to attend the Railway Terrace Residents' Association's meeting to discuss this issue.  Members to identify any particular hot spots in their wards to advise Environmental Services.	Committee and Scrutiny Officer  OSC Committee	23 June 2011	26 July 2011	
<b>Hospital Parking Charges Task Group</b>					
HP 1	Hospital Parking Task Group membership to be notified	Committee and Scrutiny Officer	26 July 2011	15 August 2011	Email sent 10 August 2011



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HP 2	First meeting to be arranged.	Committee and Scrutiny Support Officer	26 July 2011	1 September 2011	Meeting was held on 31 August 2011 at 6 pm.  The Committee and Scrutiny Officer to provide a verbal update under item 7 on this agenda.
<b>Property Services Leases for Voluntary Sector</b>					
PSL 1	A draft Property Policy review scope to be drawn up.	Chair and Vice-Chair of Overview and Scrutiny	26 July 2011	1 September 2011	