



**Business Change & Resources Scrutiny Commission Action Tracker 2015/2016**

Minute No	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
<b>BC&amp;RSC Actions 19 October 2015</b>				
32	Public Forum	Scrutiny to work with Democratic Services to increase the level of public forum activity /engagement for the Commission piloted around a. Budget Scrutiny Sessions in December and January 2016 and b. the work around Income Generation which is planned for spring 16 <b>Deadline: Nov 2015</b>	Lucy Fleming/ Louise deCordova	As part of the communications plan for this year's budget, we will publicise the scrutiny meetings and the way people can take part in the consultation. Communication channels include;  - Media Releases - Social Media - Direct Stakeholder Engagement  Once the scope for the in-depth look at Income Generation has been agreed, an appropriate communications plan will be devised and implemented to ensure a good level of interaction with the public.
34	Capital Schemes Update (Minutes: 28 September)	The Budget Amendment update report, presented to the Mayor and Group Leaders, be circulated to Commission Members. <b>Deadline: Nov 2015</b>	Peter Gillet	Completed.
34	Social Value Updates (Minutes: 28	Requested that future Social Value updates include reflections regarding a) Bristol's response to current	Shahzia Daya/ Kay Russell	

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	September)	or impending legislative changes and b) consideration of how other Local Authorities are responding to and implementing new Social Value legislation <b>Deadline: Nov 2015</b>		
39	Budget Process 2016/17 and Assumptions	Request that acronyms are not used in reports to Scrutiny Commission in order to increase accessibility and understanding of the information provided. Advise Report Authors. <b>Deadline: Nov 2015</b>	Lucy Fleming/Sarah Wilson	Noted
“	Budget Process 2016/17 and Assumptions	Members requested a further review of the changes to council funding arising from the changes to business rates and core grant, when further detail is known from central government finance settlement. <b>Deadline: January 2015</b>	Peter Gillett	
“	Budget Process 2016/17 and Assumptions	Potential regional merger of Pension investment funds. Officers to provide an update report when government legislation is released. <b>Deadline: Subject to Government timescales</b>	Peter Gillett	
“	Budget Process 2016/17 and Assumptions	Members requested further information to compare Bristol’s comparative position on reserves with other core cities. <b>Deadline: Nov 2015</b>	Peter Gillett	
“	Budget Process 2016/17 and	Request for officers to provide a brief statement to	Chris Hackett	

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	Assumptions	analyse Bristol's change in productivity versus West of England results. <b>Deadline: Nov 2015</b>		
40	Single Change Programme	Libraries would be a good place to test and implement Assisted Digital. Officers to consider libraries in the roll out of this offer. <b>Deadline: Nov 2015</b>	Patsy Mellor	Assisted Digital currently being tested and trialled in Fishponds Library and Temple Street Citizen Service Point. Complete.
"		Accepted that e-tendering is a good idea, officers to encourage feedback from smaller organisations on the new systems and processes. <b>Deadline: Nov 2015</b>	Alison Slade	
<b>BC&amp;RSC Actions 28 September 2015</b>				
22	Fly tipping Costs (Action Sheet 20 July)	Request to Bristol Waste Company colleagues that the figure for clearing fly tipping is identified as a reportable cost, with the capability for comparing with other councils <b>Deadline: Nov 2015</b>	Peter Gillett /Bristol Waste Company	Bristol Waste Company to identify these costs in their reporting. Complete.
22	Capital Schemes: watching brief (Action Sheet 20 July)	Commission to discuss capital schemes with Neighbourhoods and Place Officers, in terms of their impact on budget planning. To include: South Bristol Recycling Centre, Bristol East Pool and Henbury Loop and Park and Ride <b>Deadline: Jan 2016</b>	Lucy Fleming/ Cllr Lovell	To be raised as part of the two budget discussions 14 December 2015 and 4 January 2016. Complete.
29	Quarter 1 Finance Report	Further information to be provided: <ul style="list-style-type: none"> <li>Breakdown of £4.8m Other Budgets</li> </ul>	Peter Gillett	This information will be provided as soon as possible.

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		<ul style="list-style-type: none"> <li>Breakdown of £1m Housing Solutions and Crime Reduction variance</li> </ul> <b>Deadline: Nov 2015</b>		
30	Quarter 1 Performance Report	BU138 – metric to be replaced with customer satisfaction measure <b>Deadline: Dec 2015</b>	Richard Billingham	Work is in progress to include this metric in Q3 performance report Complete.
30	Quarter 1 Performance Report	Request for Core City data to be added to all performance indicators where meaningful <b>Deadline: Dec 2015</b>	Mark Wakefield	<p>Work is in progress regarding the collection of comparable core city data on the following indicators:</p> <p>BU016: % council tax collected  BU017: % non domestic rates collected  BU227: % FOI requests responded to within timescale  BCP182: No of working days lost to sickness</p> <p>It is anticipated this information may be available for Q3 performance report but this is dependent on responses from core cities.  Complete.</p>