

## **SCRUTINY MANAGEMENT BOARD**

### **Minutes of a meeting of the Scrutiny Management Board held on Wednesday, 20 July 2016 at 5.15pm in Meeting Room 7, Darby House, Lawn Central, Telford, TF3 4JA**

**Present:** Councillors S A W Reynolds (Chair), A J Burford, N A M England, V A Fletcher, E J Greenway, K R Guy, J M Seymour

Also Present: Paula Doherty (Co-optee Customer, Community and Partnership Scrutiny Committee), Sherrel Fikeis (Co-optee, Children and Young People Scrutiny Committee), David Johnson (Co-optee, Customer, Community and Partnership Scrutiny Committee) and Barry Parnaby (Co-optee, Health and Adult Care Scrutiny Committee).

**In Attendance:** Deborah Moseley (Democratic and Scrutiny Services Team Leader) and Jessica Tangye (Senior Democratic Services and Scrutiny Officer)

#### **SMB-01 Apologies for Absence**

Councillors N Lowry (Children & Young People Scrutiny Committee) and H Rhodes (Cabinet Member: Public Protection, Safety & Enforcement)

Apologies were also received from Jean Gulliver (Co-optee Health and Adult Care Scrutiny Committee),

#### **SMB-02 Declarations of Interest**

None

#### **SMB-03 Minutes**

**Resolved** – that the minutes of the meeting of the Scrutiny Management Board held on 4 May 2016 be confirmed and signed by the Chairman

#### **SMB-04 Terms of Reference**

The Board noted that no amendments to the Scrutiny Handbook were proposed and, therefore, the Terms of Reference as included in the Handbook remained appropriate and relevant.

**Resolved** – that the Terms of Reference be confirmed for 2016/17.

#### **SMB-05 Scrutiny Work Programme**

The Board received the work programme report which included the list of suggestions for the work programme for the municipal year 2016/17 and set out the criteria to determine how topics should be prioritised. The Board agreed that the list

of suggestions should be referred to the relevant Scrutiny Committee to timetable their own work programme at the earliest opportunity in September/October. In particular, Members noted the following key topics for the 2016/17 work programme:

#### Finance & Enterprise Scrutiny Committee

- Budget Scrutiny
- Civil Parking Enforcement (in conjunction with Customer Community & Partnership Scrutiny Committee)

#### Health & Adult Care Scrutiny Committee

- Future Fit
- Mental Health Services

#### Customer Community & Partnership Scrutiny Committee

- Waste Management
- Enforcement (in conjunction with Scrutiny Management Board)
- Partnerships

#### Children & Young People Scrutiny Committee

It was noted that the OfSTED report would be published in August which would inform the work programme but it was likely that the following topics would take priority:-

- Performance in primary/secondary schools, linked with the academisation of secondary education in the borough
- Children in Care Performance Monitoring
- Care Leavers' Accommodation and Leaving Care Grant
- SEND

The Board acknowledged the key role of the Children & Young People Scrutiny Committee as Corporate Parents in monitoring the planning and performance of the Council's services to children and young people and agreed that it should continue to meet regularly despite previously anticipating that the 2016/17 work programme would focus mainly on the priority areas of the other scrutiny committees.

Members noted that proposals to cease the current practice of creating a rolling work programme and starting afresh each year would ensure that the work programme remained relevant and timely, however, if an issue remained of concern it could be re-submitted for the following year's work programme.

Members noted that the fixed term contracts of the Scrutiny Specialist and Scrutiny Officer were due to come to an end in December 2016 and March 2017 respectively and concluded that resources should be planned with the reduced resources which would be available from April 2017 in mind.

Members discussed the need to explore alternative methods of scrutiny including Member-only informal meetings, the potential to receive reports for comment prior to pinpointing key concerns with authors in advance of a meeting in order to focus discussion. Discussion also took place about the potential to limit the size of reports and presentations.

**RESOLVED** – that

- (a) all the suggestions set out in Appendix 2 of the report be referred to the relevant Scrutiny Committee for prioritisation in each individual work programme;
- (b) Resources be allocated as follows:-
  - (i) The Scrutiny Management Board will meet roughly quarterly;
  - (ii) Each Scrutiny Committee will meet formally up to six times throughout the 2016/17 municipal year; and
  - (iii) The Democratic & Scrutiny Services Team Leader be authorised to allocate any remaining resource flexibly based on the requirements of individual scrutiny reviews;
- (c) the practice of creating a rolling work programme be ceased;
- (d) subject to venue availability, Scrutiny Management Board will meet on 12 October 2016, 11 January 2017 and 10 May 2017;
- (e) The following Cabinet Members will be invited to holding to account sessions:-
  - 12 October 2016  
Cabinet Members for Adult Social Care & Older People and Children, Young People & Communities;
  - 11 January 2017  
Cabinet Member for Transport, Customer & Neighbourhood Services;
  - 10 May 2017  
The Leader and Managing Director
- (f) the Chair of each Scrutiny Committee will provide availability for a timetable of meetings for the remainder of the 2016/17 municipal year to the Democratic & Scrutiny Services Team Leader

**SMB-06**      **Chair's Updates**

The Chair of Health & Adult Care Scrutiny Committee reported on the monitoring of the Adult Care budget and Cost Improvement Plan and the ongoing work of the Joint Health Overview and Scrutiny Committee with regard to Future Fit and commissioning of Child & Adolescent Mental Health Services.

The Chair of Customer Community & Partnership Scrutiny Committee thanked Officers for the resource provided to the Committee above its allocation for 2015/16 which had enabled scrutiny of traffic signals, First Point for Business, the new My Telford Application and the waste contract. He had also attended the first meeting of the West Midlands Combined Authority Audit and Scrutiny Committee and reported that future meetings would be open to Scrutiny Officers to share best practice.

The Chair of the Children & Young People Scrutiny Committee commented on the forthcoming work programme.

The Chair of Scrutiny Management Board raised a number of issues with Members which were discussed as follows:-

- Cabinet Members no longer received papers for their meetings and some Board Members were in favour of trialling paperless meetings. Members agreed that they would notify the Democratic & Scrutiny Services Team Leader if they wished to continue receiving hard copy agenda paperwork. Although it was noted that there was no expectation that co-optees would cease to receive hard copy paperwork, D Johnson and P Doherty commented that they would be willing to use their own devices to access papers if they were provided with wifi access. Members asked for a reminder to be sent prior to the meeting so that they would bring their Surface Pro with them.
- Members agreed that some meetings, such as Budget Scrutiny would benefit from promotion via social media.

The meeting ended at 6.27pm

**Chairman:** .....

**Date:** .....