

SCRUTINY MANAGEMENT BOARD

Minutes of the meeting of the Scrutiny Management Board held on Friday, 16th May 2014 at 1.30pm in Meeting Room 7, Darby House, Telford

PRESENT: Cllrs. D. White (Chair), M. Ion, A. McClements, S. Reynolds, C. Turley

IN ATTENDANCE: Cllr. R. Overton, Deputy Leader with responsibility for Public Health & Public Protection and Chair of the Health & Wellbeing Board; Cllr. K. Austin, representative on the Police & Crime Panel; L. Noakes, Assistant Director, Health & Wellbeing; C. Jones, Assistant Director Family & Cohesion Services; J. Bedesha, Cohesion Manager; F. Bottrill, Scrutiny Group Specialist; S. Jones, Scrutiny Officer.

SMB-22 MINUTES OF THE LAST MEETING

RESOLVED – that the minutes of the meeting of the Scrutiny Management Board held on the 14th March 2014 be confirmed and signed by the Chairman.

SMB-23 APOLOGIES FOR ABSENCE

Cllr. S. Bentley, V. Fletcher, R. Evans

SMB-24 DECLARATIONS OF INTEREST

None

SMB-25 HOLDING THE EXECUTIVE TO ACCOUNT

The Chair welcomed Cllr. Overton to the meeting in his capacity as Deputy Leader with Cabinet responsibility for Public Health and Public Protection, and as Chair of the Health & Wellbeing Board. The Chair invited him to summarise for the Board what he felt were the key challenges in his areas of responsibility, highlighting any areas where scrutiny could add value.

Cllr. Overton made the following remarks:

- His Cabinet responsibilities included amongst other things health and wellbeing, public health, environmental health, land stability in the Gorge, trading standards, health and safety, licensing, drainage and flood management.
- He was also Chair of the Health & Wellbeing Board. The Board had been meeting formally for over 12 months and received all reports relating to

delivery of the Health & Wellbeing Strategy. The Better Care Fund had been signed-off and was a positive step forward. There had been development sessions and it had been agreed that the Board would hold fewer meetings and refocus its role on strategic issues to drive forward integration and transformation. The structure of the partnership boards – Community Safety, Children & Young People, Better Care Programme Management – had been reviewed and a new Living Well Board would take on the public health agenda and feed into the Board. The Commissioning & Transformation Board sat across all the partnership boards and was currently mapping money spent on services across the borough (the Telford £). Key issues were to look at the implications of the Care Bill on local priorities which scrutiny may also want to look at. They needed to know what difference the Board was making to people’s lives and Cllr. Overton thought the Board was doing well.

- In terms of Public Protection priorities being a “business winning, business supporting” Council, work had been done with food businesses on inspections of hygiene standards for new outlets in Southwater, trading standards were looking at licences for scrap dealers and had been active in seizing counterfeit goods. A big challenge was the need to make savings and the restructure in Public Protection had helped to make savings. Licensing was a key area and taxi licensing was a key issue in this area. A lot of taxis were licensed by Shropshire and Telford & Wrekin did not have a right of inspection or collect fees for enforcement over these taxis. The Council received a lot of complaints about them but could not do anything except refer complaints to Shropshire. Shropshire had reduced staffing levels and took the fees but did not seem to do much enforcement.
- Responsibility for Public Health had transferred from the NHS to the Council 12 months ago. The grant was being used to commission new services and to fund wider Council services such as the Telford Loyalty Card and Community Pride Fund which met the “Five Ways to Wellbeing”. The Community Trust is the provider organisation for smoking cessation and maternity and sexual health services - there had been some challenges with the sexual health service which were being worked through with the provider. Cllr. Overton said everyone was affected by health issues at some time in their life and it was good that public health had come over to the Council.

There was then discussion and questions on a number of points:

- The Chair said the public health grant provided an opportunity to look at joint working across Council services and with other organisations, but he said that with money comes pressure and obligation: he asked if Cllr. Overton thought the Council was going to do things properly and well enough. Cllr. Overton said there was a separate grant for public health and it was about commissioning and monitoring. The public health grant needed to deliver 5 outcomes in addition to other commissioned services and would be monitored so that if targets were not being met they could be addressed. He said it was about delivering outcomes by working through other Council services. The Public Health team had moved into the Council and settled

in well and a post had been funded in PR to get public health messages out to the public. The Cabinet Member for Adult Social Care, Cllr. Arnold England, had supported this. The Drug and Alcohol Strategy had come to the Health & Wellbeing Board and Cabinet after being asked for by scrutiny for a long time and they would need to ensure this was working well.

- Cllr. McClements asked what the public health outcomes were. The AD Health & Wellbeing explained that these were the 5 ways to wellbeing they had become widely accepted as key messages of what people needed to do in everyday life to enjoy a healthy life, healthy relationships etc. The five messages were: Connect, Be Active, Take Notice, Keep Learning and , Give. These outcomes are about wellbeing so cover learning and work and being better connected with communities. Cllr. Ion said they echoed Every Child Matters and the AD said they were similar. The AD for Health and Wellbeing said the 5 ways to wellbeing message was also similar to the 5 a day message. Cllr. Overton said that initiatives funded through the public health grant – e.g. the Community Pride Fund - needed to deliver against the Ways to Wellbeing messages but also needed to deliver on health outcomes.
- The Chair raised the issue of childhood obesity and said he was concerned that funding had been cut for teaching parents to cook lean and tasty meals with their children which he said had been very successful. The AD Health & Wellbeing said that the funding had not been cut but there had been a change of tack - health trainers worked with parents and families in a more holistic way, there was a Cooking Bus which incorporated cooking and budgeting skills, child weight reduction services had been brought back in-house under the Family, Cohesion & Commissioning Service and were delivered in the children's centres - all of this meant they could think more broadly than one individual programme. The Chair said it would be interesting to see how this would go. Cllr. Overton said significant progress had been made with children aged 4-5. The Chair said it was important that messages get back into households because some children learn about healthy eating at school but are fed unhealthy food when they get home. Cllr. McClements said she had heard a similar concern from a primary school teacher.
- The Chair asked how Cllr. Overton was making connections with partners on the Health & Wellbeing Board and whether he felt they were listening - there were huge changes ahead and pressure on budgets which would make it difficult to come together as a Board. Cllr. Overton said there were a number of partners on the Board – the Clinical Commissioning Group (CCG), NHS England, HealthWatch – and on the partnership boards. The Community Safety Partnership would become better integrated and the Better Care Fund Board was all about closer integration and the Cabinet Member for Adult Social Care was involved with the Better Care Board. He felt there was a close relationship with the CCG but they had disagreed at the Health & Wellbeing Board about Future Fit because the Council could not endorse one major trauma unit. He said the CCG understood the Council's position and we had to work with them as commissioners. There had been an issue with some lost funding from the hospital trust and

Cllr. Overton said hospital services needed to be protected so they were not downgraded or taken over by another trust or CCG.

- Cllr. Ion said he understood the strategic view but the myriad of structures was confusing and he wanted to know if activities could be broken down by ward. Cllr. Overton agreed it was complicated - for example with the CCG and NHS England both commissioning services - but some information was broken down by ward. The overriding priority was to get people into work so they could afford to make better choices about healthy lifestyles.
- Cllr. Ion asked how the progress in reducing obesity in 4-5 year olds referred to by Cllr. Overton was measured and whether it was based on take-up or outcomes. The AD Health & Wellbeing said child weight management was part of school health surveillance and children were measured by the school nurse in reception and again in the last year of primary school to monitor the outcomes so data goes down to a very local level. Cllr. Ion said a lot of public money seemed to be spent on monitoring and he wanted to know how we know what is working. He asked if there was information on the outcomes by ward? The AD Health & Wellbeing said child weight management had been brought back in-house under the Family, Cohesion & Commissioning service and was delivered from the children's centres. It worked by working with parents in the centres and monitoring individual children. She did not have information of the outcomes at an area level available at the meeting. The AD Family, Cohesion & Commissioning Services said that the service had only just been brought in-house and it was too early to report outcomes. The Chair remarked that money was a key issue and children living in poverty were more likely to have poor food. Cllr. Ion said they should not be spending money monitoring what other organisations were doing but should develop systems to monitor our own services. The AD Family, Cohesion & Commissioning Services said this was happening but the child weight management service had only been back in-house for 2-3 weeks and they had historic data but it was too early to say how it was working. The AD Health & Wellbeing said that smoking cessation is benchmarked and monitored on an individual level.
- Cllr. McClements asked about the role of elected members and how they could help get the message out in their wards. Cllr. Overton said members could all help with health promotion if they wanted to and there were lots of opportunities for them to promote such as the Telford Loyalty Card which provides discounted access to leisure and fitness facilities and a lot of activities in different wards such as football, job clubs etc. The Job Junctions were working well and were part of being a business winning Council.
- Cllr. Ion said that the Children & Families Population Profile which had come to the Children & Young People Scrutiny Committee was good but primary head teachers had not been aware of it and had thought they would find it useful. He suggested the profile should be expanded to include ward data including the impact of programmes which would inform local services and be shared with ward members. The AD Family, Cohesion & Commissioning Services said data in the profile was broken down to family centre areas and some measures were broken down by ward to inform

services for example pages 7 and 8 of the Draft Domestic Abuse Plan showed incidents of reported domestic abuse by ward. Cllr Overton said public health outcomes were collected for the borough and could be provided to the Board.

- The Chair asked about the cost of enforcement for clamping down on people selling counterfeit goods and whether there were enough enforcement officers on the streets at weekends to make a difference. Cllr. Overton said they needed to take dangerous and harmful goods like cigarettes and alcohol off the street but it was not possible to do everything when budgets were being cut and they had to make difficult choices – do you fund a care package or enforcement? The Council needed to support businesses and they rely on the Council to enforce. Clothes businesses could help fund enforcement.
- The Chair asked Cllr. Overton what his top three areas of concern were. Cllr. Overton responded that:

The Gorge - was a concern as the potential cost of stabilising the land and ensuring the bridge is not damaged any further is potentially immense.

Health Economy – the Council is working with the CCG through the Better Care Fund and through discussions about the future of hospital services as part of Future Fit. Change could be difficult as nobody likes change. The options for the future of hospital services would be published in the Autumn and the consultation would be carried out after the elections in May 2015. It was highlighted that additional funding for this work has not been agreed and the question was asked ‘where would it come from?’ The Chair commented that there needed to be a joined up vision setting out the future of the local health system so that the argument can be made for further investment. This also involved the services provided by the Community Trust. The Community health services in Telford were essential especially as Telford does not have community hospitals. Cllr. Overton said it would be nice to have one voice but said that distance was an issue that would always divide and that Powys should address the health service issues for their patients. The Chair added that if services are lost from Telford some patients may choose to travel further east to Wolverhampton. Cllr. Overton said that Health Scrutiny was doing a good job.

Commissioning - Cllr. Overton said that commissioning was another area of concern if budgets are cut and cut eventually services will be lost. The Chair said that was why it was important to develop community and voluntary groups because we will not be able to do everything and the NHS must be part of it. Cllr. Overton said that volunteers were important. Social isolation can lead to problems and the buddy scheme run by the RVS or the Red Cross was good because vulnerable people are visited at home. He said the volunteers were doing a good job and were stopping people going down hill. The volunteers needed to be vigilant to pick up problems and refer them to the right council service – to fix a blocked drain for example – so that every contact counts. The Chair agreed the buddy system was excellent and it worked two ways by providing companionship

and also saving money. He said it needed careful handling but it worked and the scheme should be developed further.

When there were no further questions the Chair thanked Cllr. Overton for attending and he left the meeting with the AD Health & Wellbeing.

The Scrutiny Group Specialist said all Cabinet members had attended a Holding to Account session as part of the 2012-2014 work programme and the Board should now consider whether they wished to continue the sessions in the next work programme. The Chair said the sessions should continue but as there were not enough meetings in the year to call all Cabinet members back, they would need to be selective. He suggested the Cabinet member for Adult Social Care should attend a meeting because adult care was a priority for scrutiny. He deferred further discussion until the informal meeting of the Board on 5th June.

SMB-26 COMMUNITY SAFETY UPDATE

The Chair welcomed the Cohesion Manager to the meeting and invited him to present the update reports circulated as Appendix B.

The Cohesion Manager presented reports on three linked aspects of community safety:

a) Police & Crime Commissioner (PCC) funding

Grants had been submitted to the PCC to the value of £274k to support community safety projects. Appendix B1 set out the list of grant applications. Official confirmation of grant awards was awaited. The £20k bid for CCTV funding was backed by evidence of spikes in crime. The Independent Domestic Violence Advocacy (IDVA) service had been brought back in-house and the bid for £63k would support 2 additional IDVA posts to enhance the service and for the PCC to use as a base of good practice. On the back of Clare's Law and being a White Ribbon town there was a bid for £8k to raise awareness, especially of young women, of sexual and domestic abuse issues and to support the work of the Local Safeguarding Children Board CATE sub-group on raising awareness around behaviour triggers. Child sexual exploitation was still an issue although in Telford the numbers were small. It was explained that the commissioning criteria ensured that these services did not substitute council services but reduced crime and managed risk around offending.

There was a £15k application for floating support for IOM (Integrated Offender Management). There was then discussion and questions on a number of points:

- The Chair asked how do we know if this is making a difference? The Cohesion Manager responded that the work has been aligned to the PCC Plan. We have been awarded £15K to work with other authorities to analyse information and we are working with performance and planning to identify trends and target resources.

- Cllr. Ion asked if he wanted to find out about the crime figures and projects in his ward how would he do this. The Cohesion Manager replied that some work is funded by Town and Parish Council's. Unless you ask the question it is difficult to know what is going on, reassurance is the key issue
- Cllr. McClements asked if the problem with domestic abuse was that it is underground and people were not coming forward. The Manager said that people may know help is there but that does not prevent the behaviour happening in the first place. Cllr. Ion said that £8k to raise awareness of Domestic Violence did not seem much and asked if we could join up this with the funding for with the advocacy services for people going through the courts. He said he sat in court and that in some cases the victims are on their own. He said that the advocacy scheme is admirable. The Cohesion Manager said they were already joined up, and there was only a small pot of funding so they could not bid for much – the idea was to train the trainer to maximise value and to reduce the number of victims coming through.
- The Chair asked how the risks of re-offending were managed because he had received a lot of complaints from people in Sutton Hill concerned that sex offenders were located there from prison and that the number of HMOs was making the problem worse. The Cohesion Manager said there was an independent multi-agency steering group which should carry out risk assessments of people being released from prison. If a person is released on-license the police are aware of where they are and support can be built around them. The problem arises if the offender is released off-license because the police may not know where they are and support is not built around them. Around 4-5 offenders are released from prison back to Telford every month. If they are on a low income they need a cheap place to live and Sutton Hill has cheaper places than other areas. The benefit system also influences the size of property that people rent. The risk is that they fall into debt and then re-offend. The Chair said that poverty was a big factor in reoffending. The Cohesion Manager said they were trying to address issues through the commissioning process for example the substance misuse bond for people who have gone through rehabilitation to help them resettle back in the community or to move them on from a HMO to alternative accommodation with a small support package. There are a lot of strands of work – choice based lettings, bonds, the single assessment tool – which need to be brought together to help manage behaviour.
- The Chair asked whether they had seen people who could not afford to live in the south moving into the borough. The Cohesion Manager said they were analysing the impact of the bedroom tax. It was reported that there was a delayed impact – people who thought they could manage on a reduced budget are now struggling. There were people presenting who could not afford the shortfall in housing benefit which had increased the demand for one and two bedroom properties of which there was a shortage. Landlords had responded by developing HMOs (Houses of Multiple Occupation) which could put greater pressure back on the authority – for example on the environmental health team – at a time when there were fewer resources. There was also a crime prevention fund which supported

a number of projects such as neighbourhood cohesion, support for victims at home and improving security to make houses safe from domestic burglary. They needed to be creative in working with people in local communities and welcomed people coming forward with ideas. The drug and alcohol board were looking at the integration of drug intervention services as part of tier 1 and 2 prevention services.

b) Domestic Abuse Plan

The Draft Domestic Abuse Plan circulated as Appendix B2 was currently out for consultation with partners. This strategy fits with the West Midlands strategy. There were three key strands to the Plan:

- Prevention
- Provision
- Protection

The local authority has a statutory responsibility to review domestic abuse and the Chair of the Community Safety Partnership Board decides if a review needs to be undertaken. The Plan would be signed off by the Board on 15th June and then go to the Home Office. The Plan looks at wider support and links into Think Family to look at support across the board.

There was then discussion and questions on a number of points:

- Cllr. Ion asked for clarification on Reported Domestic Abuse table on page 7 of the draft plan. The Manager said the information was provided by the Police Safer Neighbourhood Teams (SNT) and showed the number of reported incidents (not prosecutions) which the police had attended by SNT area.
- The Chair said he had some issues with victim support relating to an individual case which he would raise after the meeting. The Manager said that the referral process in Telford had been tightened up and anyone could raise an issue through Family Connect. There had been an increasing number of calls from members of the public reporting noisy arguments next door, or crimes they have witnessed, or to make allegations. Staff carry out a risk assessment and go out to investigate. A Pathway has been developed for the referral process. It is essential that the staff, the person reporting or the reported victim are not put at risk.
- Cllr. Ion wanted to know who matches up reports from members of the public to Family Connect with reports to the police of domestic abuse incidents because they could be different. The Cohesion Manager said there was funding to bring the systems together.
- Cllr. Ion wanted to know how Family Connect linked to the police. If Council staff are doing a risk assessment and visiting a house to gather evidence, making calls and following up – what is the trigger for involving the police? The Assistant Director: Family Cohesion & Commissioning said if a call raised a significant issue, for example child protection issues there would be a strategy meeting involving the police and he assured members that the police were always involved if there were any concerns. The Cohesion Manager said the funding application for awareness raising was about

encouraging victims to come forward themselves and the idea was to support the victim. Cllr. Ion said these were judgement calls and he would be concerned about reputational damage to the authority if they did not respond. The Manager said the social workers assess the level of risk and if there are any concerns they trigger action with the police.

- Cllr. McClements asked about Clare's Law and if it was only the person involved in the relationship who could request information or if a family member could request information. The Manager said that as far as he understood, it was only the person in the relationship who could make a request. Cllr. McClements said they needed to put support in to encourage the person to make a request. The Manager agreed because victims can be drawn in by abusers and go through a repeating cycle of abuse which the family can see but the victim can't.
- The Chair said it is not poverty that makes people violent and abuse can happen anywhere. He wanted to know who is making links between areas and the Manager said the police determine the policing areas for the SNTs e.g. Cuckoo Oak is in the same area as Ironbridge.

c) Community Safety Partnership Plan

All community safety strategies and action plans come together under the umbrella of the Community Safety Partnership Plan. Actions are segregated by partner. The plan needs to get down to street and neighbourhood level and sometimes it comes down to individuals. Rich data is used to identify trends and spikes in crime. The priorities in Plan are decided from analysis of the data to that actions target the right issues through a locality approach. There can be a link between poverty and crime.

There was then a discussion and questions about the Community Payback scheme. Cllr. Ion asked how members could put forward ideas in their ward for the scheme. The Manager said members should contact Paul Fenn, team Leader, Community Safety. Cllr. Ion said Community Payback did not seem to be well known to all members and the Manager said there were plans to extend the scheme as part of Pride in Your Community. The idea was not to duplicate what the Council was doing but to target resources in other ways. Funding had been used to pay for supervision and the scheme had worked well. The Chair said there was a possible Community Payback opportunity in Sutton Hill but there would be no supervision and the Manager said each project would be risk assessed.

When there were no further questions, the Chair said members should e-mail comments on the Draft Domestic Abuse Plan to the Scrutiny Group Specialist to feed in as part of the consultation process.

The Cohesion Manager left the meeting.

Cllr. Reynolds gave her apologies for the remainder of the meeting and left.

SMB-27 SCRUTINY WORK PROGRAMME FOR 2014/15

The Chair said there is a job of work to be done by the election next May and there are three strands to include in the work programme:

1. To complete outstanding work
2. New priorities for the year
3. To look back and monitor the implementation of recommendations and the impact of scrutiny work.

The work programme should not be set and tied down for the whole year but should be flexible. He recommended that each committee should choose one previous review to monitor previous recommendations during the year.

The report 2014/15 Scrutiny Work Programme circulated as Appendix C included a list of outstanding items and new suggestions by committee with comments from senior managers for members to consider and make recommendations to the scrutiny committees about the priorities for 2014/15. Before opening the discussion the Chair invited the Assistant Director Family & Cohesion Services (AD) to explain the approach to the Transport Review so that members could decide the best approach for scrutiny.

The AD said a saving of £750k was needed from the transport budget. It had been decided not to do one huge transport review because the area was too complex so it had been broken down and they had worked with a transport specialist from the Improvement and Efficiency West Midlands Partnership to identify areas for detailed work:

- The Special Educational Need and Disabilities reform would bring about a fundamental change with the introduction of direct payments and parental choice of provision including transport. Transport would be looked at as part of the SEND restructure.
- Direct payments in adult social care meant more people were making their own choice about how they get to care. It was felt there was an opportunity to make savings in this area with no adverse impact. A business case and impact assessment would be prepared and proposals would come forward in due course.
- Commissioning would be joined up to drive out efficiencies across universal (whole population) and specialist adult and children services.
- Fleet services were being reviewed to look at how vehicles could be used more efficiently during down time. A Fleet Manager was being recruited which would enable the Council to trade commercially and the viability of providing a service was being looked at.

Different Cabinet members were working with Assistant Directors to take responsibility for each area.

Additional points were made in the following discussion as:

- The AD assured members that the framework contract for taxis for children would look at safeguarding issues.
- Members were assured that there had been discussions with the hospital trust to link into the Travel and Transport Plan but it was early days
- Any proposed changes to the subsidised bus routes would be tested out. The Chair suggested this was something scrutiny could help with.
- The AD said that scrutiny would be kept up to date and involved in any

consultation.
The AD then left the meeting.

Members discussed the items in the work programme report and agreed the following:

Scrutiny Management Board	
Holding the Executive to account	Discussion deferred to the informal Board meeting on 5 th June.
Homelessness Strategy: a) Choice based lettings b) Housing Allocations Policy	Recommended as a priority for the Board – choice based letting and HAP
Budget & Finance	Discussion deferred until 5 th June as Cllr. Reynolds was no longer present. Agreed a separate report would be brought to the Board to agree the principles for scrutiny of budget proposals.
Children & Young People	Discussion deferred until 5 th June after the appointment of the new Chair.
Co-operative & Communities	
Welfare benefit reforms, jointly with Budget & Finance	Supported for the work programme
Community Access to BSF facilities	Recommended as a priority for the work programme
Capacity building in local communities	Tentatively supported if carefully scoped. The suggestion is too wide and it is difficult to see where scrutiny could add value. A review would need to be carefully scoped. Cllr. McClements would explore further with the MD to identify potential areas.
Housing, Economy & Infrastructure	
Marches Local Transport Body	Supported for the work programme
Shaping Places consultation	Supported for the work programme
CIL and S106 policies as part of Shaping Places	Supported for the work programme but recommend this is done in one meeting
Car Parking Enforcement and 20mph speed limits outside schools and on estates	Supported deferral of CPE until 2016 except to request a written response on the date of renewal of the car parking contract at Wellington Station and the implications of another provider taking over the contract. Recommended the removal of 20mph speed limits from the work programme due to issues with enforcement.
Invest in Telford and BIDS	Discussed alongside the suggestion below.
Destination Telford as umbrella for Invest in Telford, Meet Telford & Shropshire, Visit Ironbridge	Not supported in its current form. The scope is too wide and it is difficult to see where scrutiny could add value. Recommended that any issues emerging over the year should come to the Board.
Transport Review	Recommended that:

	<ol style="list-style-type: none"> 1. Housing, Economy & Infrastructure lead on the review of fleet transport and subsidized routes with Co-operative & Communities 2. CYP committee to incorporate transport for children into a review of SEND 3. Health & Adult Care scrutiny committee to attend meetings as appropriate
Cost to the Council of cleansing illegal gypsy and traveller encampments	Not recommended as a topic for the work programme but request a response from the service area to respond to the person making the suggestion.
LEP governance arrangements	Supported for the work programme. Cllr. Turley nominated to join the proposed joint task & finish group.
Health & Adult Care	
Autism Strategy	Not recommended for the work programme
Transfer of Public Health to the Local Authority	Discussion deferred until 5 th June for discussion with Assistant Director Health & Wellbeing
Alcohol Strategy	Supported for the work programme
Response to Scrutiny Report on CHC	Supported for the work programme
Quality Accounts	Supported for the work programme
Better Care Fund	Supported for the work programme jointly with Budget & Finance
Adult Safeguarding	Supported for the work programme
CQC Area Profile	Supported for the work programme
Joint Health Overview & Scrutiny Committee	All items supported as statutory consultations. The JHOSC will determine its own work programme.

Further to the previous discussion the Chair advised members that Cllrs. K. Austin and R. Evans had been invited to the meeting in their capacity as representatives on the West Mercia Police & Crime Panel. He invited Cllr. Austin to comment on his experience of how the PCP was working. Cllr. Austin said that the Panel was very dominated by Worcester because the County and Districts were all represented on the Panel which was what had been agreed in the national regulations for PCPs. Meetings had been held in Hereford or Worcester and we need to see if Telford & Wrekin could host a meeting. Cllr. McClements commented that the meetings of the Local Enterprise partnership were held in other local authority areas. The Chair agreed that Telford should host a meeting to send a message to the PCP and he suggested that suitable venues should be identified and the PCP Chair asked to consider holding a meeting in the borough.

It was further **agreed** that the Police & Crime Commissioner would be invited to a future Scrutiny Management Board meeting to discuss the impact of his role on crime and policing policy in Telford and Wrekin.

SMB-28 END OF YEAR PERFORMANCE MONITORING

The Chair opened the item by reminding members that Cllr. Ion had decided to step down as Chair of the Children & Young People Scrutiny Committee after two years' service. He put on record his thanks to Cllr. Ion for his hard work and paid tribute to his great contribution to scrutiny, the impact of the work of the Children & Young People Scrutiny Committee under his leadership and to raising the profile of scrutiny locally and nationally.

The End of Year Scrutiny Performance Monitoring report had been circulated as Appendix D. There were no matters arising so the Chair asked members to reflect on the report and e-mail comments to the Scrutiny Group Specialist to take into account in the drafting of the Scrutiny Annual Report.

SMB-29 CHAIR'S UPDATES

This item was cancelled due to a lack of time.

The meeting ended at 15.50pm.

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 19th SEPTEMBER 2014

SCRUTINY OF THE BUDGET PROPOSALS FOR 2015/16

REPORT OF SCRUTINY GROUP SPECIALIST

1. PURPOSE

1.1 The purpose of the report is to enable Scrutiny Management Board to consider the options and agree the principles and process for scrutiny of the budget proposals for 2015/16.

2. RECOMMENDATIONS

Scrutiny Management Board:

2.1 Considers the principles for the Budget Scrutiny Process as set out in Section 4 below and agrees the principles for 2015/16.

2.2 Considers the options for the Budget Scrutiny Process as set out in Section 5 below and agrees the process for 2015/16

3.0 BACKGROUND

- 3.1 The role and responsibilities of the Budget & Finance Scrutiny Committee are set out in the Council's Constitution and the Scrutiny Handbook. In relation to scrutiny of the budget proposals this includes:
- 3.2 Scrutiny Rules (Council's Constitution page 62)
Act as consultee for draft budget & policy framework policy proposals published by the Leader (Budget & Finance Scrutiny Committee only) and any alternative proposals developed by opposition groups.
- 3.3 Process for Developing the Budget and Policy Framework (Council's Constitution page 58)
The Council is responsible for the adoption of the budget and policy framework. The process by which the budget and policy framework shall be developed is:
- 3.4 Before the end of January each year the Leader and Cabinet Executive will publicise its policy and budget proposals, together with a timetable for taking final proposals to the Council and arrangements for consultation. There will be a minimum 4 week consultation period. During the consultation period:

- The Leader and Cabinet Executive’s proposals shall be referred to the relevant Scrutiny Committee for further consideration.
 - Any budget proposals proposed by Opposition Groups must be presented to the relevant Scrutiny Committee and Chief Financial Officer prior to Cabinet presenting their proposals to Full Council. This may be during the consultation period.
 - Having considered the results of consultation and any reports of the Scrutiny Committee and Opposition Groups, the Cabinet, if it considers it appropriate, may amend its proposals
- 3.5 Budget & Finance Scrutiny Committee Terms of Reference (Scrutiny Handbook)
The Committee will be the main mechanism by which the Cabinet will formally consult scrutiny on the consideration of their budget proposals and allow non-executive members full access to all Council financial data;
- 3.6 The Committee will set its own work programme. The following issues may form part of the work programme each year:
- 3.7 Detailed consideration of revenue and capital budget proposals made by the Cabinet including:
- efficiency and savings proposals to fund the budget deficit and their impact on services;
 - the capital programme and levels of borrowing;
 - the use of one-off resources, the level of balances and contingencies;
 - the budget consultation process, views of the public and whether spending proposals reflect the needs and wants of residents
 - levels of council tax increase recommended by the Cabinet.
 - Consideration of the assumptions made in the Council’s medium term financial strategy.
 - Consideration of the financial implications of major policy/service changes proposed by the Cabinet.
- 3.8 The budget scrutiny process for 2014/15 was the first time that budget proposals were put forward by both the administration and an opposition group. The Main Opposition has confirmed that alternative budget proposals will be put forward for the 2015/16 budget consultation process. The principles agreed by the Budget & Finance Scrutiny Committee were:
- Scrutiny is a non-party political process
 - The Committee would not directly compare the budget proposals but consider each on their own merits and issues
 - The alternative budget proposals were considered at one meeting of the Budget & Finance Scrutiny Committee during the budget consultation period

- Declarations of a conflict of interest for a member of the Budget & Finance Scrutiny Committee involved in developing and presenting the alternative budget proposals were managed appropriately
- Following the discussion by the Budget & Finance Scrutiny Committee other scrutiny members present at the meetings were given discretion to ask questions and contribute to the discussion but the responses to proposals were agreed by members of the Budget & Finance Scrutiny Committee only
- The Scrutiny Committee's comments on the Administration's budget proposals were presented to Cabinet and Full Council as part of the Service and Financial Planning Strategy Report. The Committee's comments on the Opposition budget proposals were provided to Full Council for the discussion on the Opposition budget.

3.9 The Main Opposition Group have informed Scrutiny that alternative proposals will be put forward as part of the budget process for 2015/16. In order to build on the process developed last year discussions have been held with the Lead Scrutiny Member, Chair of the Budget & Finance Scrutiny Committee, the Leader of the Council, the Cabinet Member Finance & Enterprise, leaders of the opposition groups, the Managing Director and other senior officers to discuss the principles for the budget scrutiny process for this year.

3.10 During these informal discussions it was recognised that the Committee had managed the budget scrutiny process for 2014/15 well given that this was the first time alternative budget proposals had been put forward. The issues that were identified were:

- Time limitations due to the funding settlement being confirmed in late December which resulted in the administration's budget proposals being published in January
- The opposition budget proposals were published after the administration's budget proposals

4.0 THE PRINCIPLES FOR THE BUDGET SCRUTINY PROCESS FOR 2015/16

4.1 Following the informal discussions it was agreed that it is appropriate for Scrutiny Management Board to agree the process for scrutiny of the budget proposals for 2015/16. The principles that were proposed were:

- A range of date options for the 2014/15 Budget & Finance Scrutiny Committee meetings have been agreed as follows:
 - December 16th and 23rd
 - January 6th, 13th and 21st
 - February 3rd and 17th

Dates will be used as appropriate to the consultation timetable and the issues the Committee wish to scrutinise.

- Both sets of budget proposals will be published at the same time during December if possible. Scrutiny will be informed of the publication date of the budget proposals.
- Both budget proposals will be initially presented to a meeting of the Budget & Finance Scrutiny Committee. All Members of the Scrutiny Assembly will be invited to attend this meeting.
- The Scrutiny Committee will consider savings proposals in both budget proposals. Where the Committee supports savings these will be recommended to Cabinet and Council.
- Scrutiny of the administration's proposals and the alternative proposals will be proportionate (see section 5.1)

4.2 Scrutiny Management Board is asked to consider the principles set out above and agree the principles that will underpin the budget scrutiny process this year.

5.0 OPTIONS FOR SCRUTINY OF THE BUDGET PROPOSALS FOR 2015/16

5.1 If it is agreed that Scrutiny of the budget proposals should be proportionate, one of the key issues to consider is what this means in practice.

OPTION 1

Budget Scrutiny Process	Comments
<p>Following the presentation of both budget proposals the Budget & Finance Scrutiny Committee agrees the issues from both budget proposals that require further scrutiny. Where there are issues in both budget proposals that fall within the same service area these are considered at the same meeting</p>	<p>This will enable a direct comparison of the Administration and Opposition Budget Proposals.</p> <p>In order to maintain the non-party political role of Scrutiny the Budget & Finance Scrutiny Committee will need to ensure that discussion involving comparison of the budget proposals does not become politicised.</p> <p>The application of the principle of proportionality in this option can be applied in two ways:</p> <ul style="list-style-type: none"> a) there may be some meetings that only consider the Administration's budget proposals b) where budget proposals made by the Administration and the Opposition are considered at the same meeting it will be for

	<p>the Chair and the Committee to determine the time spent on scrutinising the different proposals.</p> <p>There will need to be clarity regarding the role of Directors / Assistant Directors / Finance Officers attending this meeting in relation to questions that may be put to them by the Scrutiny Committee regarding the Opposition Budget Proposals</p>
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OPTION 2

Budget Scrutiny Process	Comments
<p>The Budget Proposals put forward by the Administration and Opposition are considered at separate meetings. The number of meetings allocated to both proposals and the issues to be considered will be determined by the Budget & Finance Scrutiny Committee at the first meeting where the proposals are presented.</p>	<p>This option follows the process agreed for the scrutiny of the 2014/15 budget proposals. This reduced the risk of the scrutiny process becoming politicised.</p> <p>If Directors / Assistant Directors / Finance Officers are required to come to meetings of the Scrutiny Committee to comment on the implications of savings / service developments or details of the financial modelling for both the Administration's and the Opposition's Budget proposals this will involve attendance at more than one meeting.</p>

6.0 EQUAL OPPORTUNITIES IMPLICATIONS

6.1 There are no environmental implications resulting from this report

7.0 FINANCIAL IMPLICATIONS

7.1 There are no financial implications directly arising from this report, although officer time will be impacted in terms of attendance at meetings when required. Scrutiny is an important part of the

consultation process relating to the budget proposals – with both the Administrations proposals and the main opposition group proposals being reviewed and challenged. Comments from the Budget & Finance Scrutiny Committee are fed back to Cabinet, who may then amend its proposals, and are published as part of the final Service & Financial Planning Strategy presented to Full Council for approval. The financial implications of Scrutiny recommendations will be considered when they are discussed and as part of the overall Service & Financial Planning Strategy if they are adopted.

8.0 LEGAL IMPLICATIONS

- 8.1 The scrutiny review of the budget proposals will be undertaken within the statutory requirements for the overview and scrutiny process as set out on the Local Government Act 2000 (as amended) together with the relevant regulations and guidance. Further, the rules as set out in the Council's Constitution (paragraph 4.3.9 of the Scrutiny Rules in the Constitution confirm the power to review the budget proposals) and the Scrutiny Handbook will also need to be followed (the terms of reference for the Budget and Finance Scrutiny Committee are at pages 57 and 58 of the Scrutiny Handbook).
- 8.2 The Scrutiny Management Board must ensure that the scrutiny process for reviewing the budget proposals are completed within the appropriate timescales to ensure that the budget process keeps to the statutory timetable and can be considered and approved by full Council in accordance with the statutory deadline.

9.0 ENVIRONMENTAL IMPLICATIONS

- 9.1 There are no environmental implications resulting from this report

10.0 WARD IMPLICATIONS

- 10.1 There are no ward implications resulting from this report

Report prepared by Fiona Bottrill, Scrutiny Group Specialist, 01952 383113

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 19th SEPTEMBER 2014

SCRUTINY WORK PROGRAMME

REPORT OF SCRUTINY GROUP SPECIALIST

1. PURPOSE

1.1 The purpose of the report is to enable Scrutiny Management Board to agree the priorities for the Scrutiny Work Programme over the next few months.

2. RECOMMENDATIONS

Scrutiny Management Board:

2.1 Considers the Work Programme attached as Appendix 1 and agree the 5 priority pieces of work that should be continued while Scrutiny Support is reduced.

2.2 Consider Appendix 2 which sets out the process to agree Scrutiny Recommendations and Cabinet Response and following comments from the Senior Management Team agree that this is included in the Scrutiny Handbook.

3.0 BACKGROUND

3.1 It is the role of Scrutiny Management Board to:

- Co-ordinate, oversee and monitor the delivery of the Scrutiny work programme and will receive regular progress reports from the Scrutiny team and Scrutiny Chairmen.
- Oversee the allocation of scrutiny officer resources to the Scrutiny Committees, and will make decisions where there are competing demands for resources.

Members have been informed that the support to Scrutiny Committees will be reduced while the post of Scrutiny Officer is recruited to cover the Secondment that has been agreed.

4.0 MANAGING THE SCRUTINY WORK PROGRAMME

- 4.1 It is necessary to review the Scrutiny Work Programme to take account of the temporary reduction in scrutiny support. Members are asked to consider the Scrutiny Work Programme attached as Appendix 1 and agree the top 5 priorities to be continued from the end of September to the beginning of December and a further two issues that will be supported if there is sufficient capacity.
- 4.2 Appendix 2 provides a flow chart setting out the process to for the Scrutiny Committee to agree the report and response and for the response to the recommendations to be agreed. It is anticipated that, by the time the Scrutiny Officer position becomes vacant the two reviews undertaken by the Co-operative and Communities Scrutiny Committee on Benefit Sanctions and the Children's and Young People's Scrutiny Committee on Youth Unemployment will be at the stage where the report and recommendations have been agreed by the Committee. The flow charts sets out the process that will need to be supported to take the report to Cabinet. It is recommended that following discussion with SMT this is included in the Scrutiny Handbook.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 There are no environmental implications resulting from this report

6.0 FINANCIAL IMPLICATIONS

- 6.1 Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. It is also an important part of the budget consultation process which is reflected in the work programme over the period Dec – Feb and is a key piece of work which feeds into the Council's overall budget strategy. The scrutiny officer post and the work programme are managed within existing resources. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.

7.0 LEGAL IMPLICATIONS

- 7.1 Despite the temporary reduction in staff the report sets out the provisions put in place to maintain the statutory requirement to have a Scrutiny Committee to oversee and scrutinise the local authority's decisions. The Council will continue to have an appointed Scrutiny Officer to promote the scrutiny role and to continue to provide support and guidance to both members of the authority and Scrutiny itself in relation to the Council's scrutiny function (these responsibilities are

statutory in accordance with the Local Government Act 2000 as amended).

- 7.2 In addition to selecting the five priorities to look at the Board will also note the proposed procedure at Appendix 2 which is currently not contained in the Constitution or the Scrutiny Handbook.

8.0 ENVIRONMENTAL IMPLICATIONS

- 8.1 There are no environmental implications resulting from this report

9.0 WARD IMPLICATIONS

- 9.1 There are no direct ward implications resulting from this report

Report prepared by Fiona Bottrill, Scrutiny Group Specialist, 01952 383113

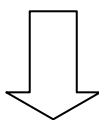
Income Generation (housing) – see B&F above												
Health and Adult Care												
Adult Care Budget Monitoring (with B&F) – audit has been very involved with adult care. JM will send scope. Report will go to Audit Committee (check when)												
Adult Care Budget Monitoring Framework (with B&F) – see above												
Better Care Fund - as B&F above												
Drug and Alcohol Strategy												
Adult safeguarding – audit of specific issue around electronic records so no overlap												
CQC Area Profile												
Monitor Recommendations:												
CHC report												
Meals on Wheels Report												
Joint HOSC												
Update Review of Mental Health Services												
Future Fit:												
Clinical Model												
Update on feasibility study, clinical assurance												
Update on activity and capacity												
Observation of shortlisting workshops												
Report on shortlist to Committee												
Primary Care and Community Health								TBC				

Services												
Scrutiny of WMAS												
Housing , Economy and Infrastructure												
Transport Review												
Marches Local Transport Body												
Shaping Places												
Section 106 / CIL												
Governance of LEP – on the audit plan but not progressed. SJ to update JM with feedback from Katherine Kynaston.												
Monitoring Recommendations												
Empty Properties												

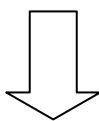
Other notes – Audit has done a lot of work around commissioning and savings from procurement.

Process to Agree Scrutiny Recommendations and Response from Cabinet

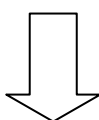
If the Scrutiny Committee have identified issues during the review that lead to obvious recommendations or is considering a particularly sensitive issue the Scrutiny Officer may discuss this with the relevant Assistant Directors at this early stage *. The Scrutiny chair may also discuss these with the Cabinet Member(s) as part of a KIT meeting. Any cross cutting issues should be raised by the Assistant Directors at this stage*. The Assistant Director(s) should also identify if an early report to SMT would be helpful to facilitate discussion about the work of the scrutiny committee and the direction of the recommendations. AD to liaise with the Scrutiny Officer to bring this to SMT. Where a Scrutiny Report involves the services in several ADs areas it would be helpful for SMT to agree a lead AD.



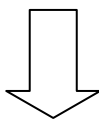
When the Scrutiny Review is drawing to a close the Scrutiny Officer will contact the Cabinet Member / Director / Assistant Director to agree a time table for the Scrutiny Report and Cabinet response. This may be part of a discussion at a KIT meeting.*



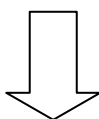
The Scrutiny Officer will confirm the time table agreed by email including dates for SMT, Policy Review and Cabinet. (* or relevant decision making body)Any chance to this timetable should be agreed with the Chair of the Scrutiny Committee



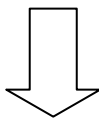
Once the Scrutiny Committee have gathered sufficient evidence the Committee will meet to consider the evidence and agree conclusions / recommendations. To assist the Committee in this process, following discussion with the chair of the Committee, the Scrutiny Officer may draft conclusions / recommendations that the Committee may want to consider.



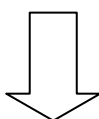
The Committee may consider further drafts of the report which summarises the evidence and recommendations– this will usually be done by email.



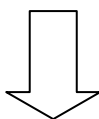
The Scrutiny Officer will share a draft of the recommendations with the relevant Cabinet Members Directors/ Assistant Director / Service Delivery Managers and other parties* that have contributed to the review.



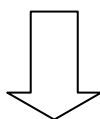
The final draft of the Scrutiny Report will be agreed by the Committee – this may be done by email (if the Committee does not meet in public to approve the report at this stage the report will be presented to the next public meeting of the Scrutiny Committee)



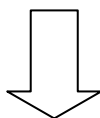
The Scrutiny Officer will arrange a meeting for the Committee chair to meet with the relevant Cabinet Member to discuss the report and recommendations. *



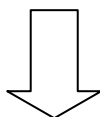
The Scrutiny Officer will raise any issues with the Communications Team e.g. likely press interest or press releases.*



The Scrutiny Report will be presented to SMT by the Scrutiny Officer to enable officers to agree the draft response and identify any cross cutting issues. SMT will agree a lead AD to co-ordinate the response where responses are required from more than one service area and to liaise with the Scrutiny Officer on the time table. Where a response has been drafted this may be discussed at SMT also.



The Chair of the Scrutiny Committee will present the report to Policy Review and the Cabinet Member will present the draft response.



The Chair of the Scrutiny Committee will present the report to Cabinet (* or the relevant decision making body of the external organisation) and the response will be approved.

*Where recommendations relate to the work or external organisations these process may be also arranged with external partners.

Process to Agree Recommendations and Response to at a Service Level