



Telford & Wrekin  
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

## SCRUTINY MANAGEMENT BOARD

Date **Wednesday 20 July 2016** Time **5.15pm**  
Venue **Meeting Room 7, Ground Floor, Darby House, Lawn Central, Telford, TF3 4JA**

### Enquiries Regarding this Agenda:

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Committee Membership: Councillors S A W Reynolds (Chair), S Bentley, A J Burford,  
N A M England, V A Fletcher, E J Greenaway, K R Guy,  
J M Seymour

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** **Appendix A**  
To confirm the minutes of the meeting of the Scrutiny Management Board held on 4 May 2016.
4. **Terms of Reference** **Appendix B**  
To consider and confirm the Terms of Reference for the Board as set out in the Scrutiny Handbook.
5. **Scrutiny Work Programme** **Appendix C**  
To agree the Scrutiny Work Programme 2016-17 and recommend allocation of work to the Scrutiny Committees for consideration.
6. **Chairs' Updates**

## **SCRUTINY MANAGEMENT BOARD**

### **Minutes of a meeting of the Scrutiny Management Board held on Wednesday, 4 May 2016 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Ironmasters Way, Telford**

**Present:** Councillors S A W Reynolds (Chair), S Bentley, A J Burford, N A M England, V A Fletcher and J M Seymour

**Also Present:** Councillors R A Overton (Deputy Leader & Cabinet Member for Housing, Public Health & Protection), G C W Reynolds (Cabinet Member for Employment & Skills) and B Tillotson (member of Customer, Community & Partnerships Scrutiny Committee)

**In Attendance:** K Hodgetts (Programme Manager - Youth Unemployment), Katherine Kynaston (Assistant Director: Business, Development & Employment), D Moseley (Democratic & Scrutiny Services Team Leader), L Noakes (Assistant Director: Health, Well Being and Public Protection) and N Rushton (Group Manager Structures and Geotechnics)

#### **SMB-023 Apologies for Absence**

Councillors E J Greenaway and K R Guy.

Apologies were also received from Councillor P Scott of the Customer, Community and Partnership Scrutiny Committee.

#### **SMB-024 Declarations of Interest**

With regard to minute number SMB-026, Councillor S A W Reynolds advised that she was employed by Telford College of Arts and Technology and Councillor S Bentley advised that he was a private landlord.

#### **SMB-025 Minutes**

**Resolved** – that the minutes of the meeting of the Scrutiny Management Board held on 17 March 2016 be confirmed and signed by the Chair.

#### **SMB-026 Holding the Executive to Account**

The Chair reminded the Board of its role in holding the Executive to account and noted that members of the Customer, Community & Partnership Scrutiny Committee had been invited to ask questions about issues within the Committee's remit.

- a) **Cllr Richard Overton, Deputy Leader and Cabinet Member for Housing, Public Health & Protection;**

The Deputy Leader noted his achievements over the last nine months as:-

- Introduction of the Green Guarantee;
- Securing the MOD logistics Depot;
- Madeley Neighbourhood Plan;
- Waters Upton Neighbourhood Plan;
- Local Plan consultation;
- Establishment of NuPlace;
- Stabilisation of the Gorge within budget;
- Reduction in the percentage of mothers smoking;
- Increased commissioning responsibilities;
- Smoke Free Telford & Wrekin resulting in increased quit rates;
- Improvements to the Drug and Alcohol service;
- Improvement of the Sexual Health offer through the relocation of the Sexual Health clinic to Bishton Court;
- Successful recruitment of Health Champions;
- Roll out of making every contact count; and
- The Live Well for Longer report which had reached over 23,000 people.

He noted the challenges for the Council in relation to his remit as:-

- Responding to Government changes to the planning process and adoption of the Local Plan;
- Supporting Parish visions for growth;
- Managing change in the borough (eg at the Gorge);
- Managing housing needs in light of government policy;
- In terms of Public Health, early death rates had fallen and he believed that the government's cuts to the Public Health grant had been short-sighted; and
- The impact of welfare benefit changes on homelessness.

*Members asked the Cabinet Member about the current relationship between the Local Authority, Registered Social Landlords (RSLs) and Housing Authorities and how this related to the allocation of land for development for social housing and the regeneration of the Radburn design estates.*

The Cabinet Member responded that good relationships existed with RSLs and commented upon the success of the Find Your Own Home scheme, which was operated in-house, and the Landlord Accreditation Scheme.

The Assistant Director: Business, Development & Employment reported that the Project Team were developing close working relationships with registered providers. With regard to land allocation, Housing Authorities were able to access land and figures for the provision of affordable housing were rising. Opportunities to jointly deliver affordable schemes would be explored where they existed and the Authority continued to work closely with registered providers and the Homes and Communities Agency to identify appropriate development opportunities. The Assistant Director: Business, Development & Employment advised that there had been a total of 40% affordable housing completions in the previous year and that Wrekin Housing Trust had been the largest social landlord developer.

With regard to existing properties requiring improvement, the Cabinet Member noted that Social Landlords were investing in improving their properties, particularly pointing to the work of Sanctuary Housing in Sutton Hill. However, private landlords could not be forced to invest in improvements. The Assistant Director: Business, Development & Employment commented that the accreditation scheme assisted with bringing properties to a higher standard and that landlords could be pointed to grant programmes for support as a part of this. She noted that capital funding for regeneration projects, such as that which took place at Woodside, no longer existed.

With regard to a query regarding replenishment of lost housing stock by RSLs as a result of right to buy schemes, the Cabinet Member pointed to the Local Plan for the strategic delivery of housing.

The Cabinet Member pointed out to the Committee that rates of homelessness among the 18-24 age group had been increasing and 194 people had been declared homeless in the borough since January. He stated that this was not due to housing supply but was a result of Welfare Benefit Reforms and people not being able to access the funding to live.

The Committee felt that it would be helpful to receive statistical data for building by Housing Trusts over the last five years, figures for vacant properties and the percentage of landlords signed up to the Landlords Accreditation Scheme.

*Members asked how the Council could monitor Houses in Multiple Occupancy (HMOs).*

The Cabinet Member noted that it was challenging to provide statistical data for HMOs as they did not necessarily require a licence, although it was hoped that many would be identified through the Landlord Accreditation Scheme and contact with Ward Members. An Officer Task Group was currently considering the issue of licensing HMOs following legislative changes and further activities would be taking place to this end.

*Members asked what consideration had been given to the viability of introducing the Community Infrastructure Levy (CIL)*

The Cabinet Member noted that it was not a statutory requirement to adopt the CIL and that the Section 106 Agreement process was working well at this authority. The benefits of one against the other could not be assessed until the Local Plan had been introduced. He appreciated further work was required and that it was important not to damage growth, therefore, based on current circumstances, his feeling was that the authority was better placed not to adopt the CIL. The Assistant Director: Business, Development & Employment noted that the Customer, Community and Partnership Scrutiny Committee had done a lot of work on the Local Plan and would receive a report on this issue in due course.

*Members asked about the review of pharmacy provision.*

The Cabinet Member responded that the Health and Wellbeing Board had considered this issue in depth. Access to a pharmacy was vital for residents and any

reduction in provision would have an impact on patients and increase numbers visiting the GP.

*Members asked about teenage pregnancy and young people's health.*

The Assistant Director: Health, Well Being and Public Protection noted that the authority did not have sophisticated equipment to monitor health outcomes for young people and it was therefore necessary to rely upon national datasets. Teenage pregnancy was high in comparison to national figures but not high against the rates for statistical neighbours. Efforts to address rates included the commissioning of a new Sexual Health Service which would open in Bishton Court in May 2016 and offer a more accessible and user-friendly experience than that available at the current premises. The Public Health Team had varied levels of success working with schools in terms of health implications and, following a recent survey, it had been noted that young people's mental health was a key issue of concern. The Assistant Director: Health, Well Being and Public Protection also noted that the Scrutiny Review of Child Sexual Exploitation had assisted with developing an understanding of sexual health and healthy relationship education in schools. The Cabinet Member added that rates of smoking in pregnancy had reduced.

*The meeting adjourned at 6.40pm until 6.50pm.*

*Members asked for an update on stabilisation works in The Gorge.*

The Cabinet Member advised that stabilisation works in Jackfield had been completed. Monitoring of the wider Gorge continued alongside monitoring within the Jackfield project area and results illustrated a significant reduction in movement as the stabilisation works took effect. Members praised the Group Manager Structures and Geotechnics for his work on the project.

Members were advised that DCLG had been approached to release funding for the work but the bid had been declined. The local MP and MEP had visited and had been asked to support an intervention for funding. Members recognised that the Council had undertaken to fund the project to ensure the safety of residents and the protection of the World Heritage Site.

*The Cabinet Member was asked what he envisaged the organisation would look like at the end of the current administration and what future successes he anticipated.*

The Cabinet Member considered the organisation would be leaner, more business-focussed and less reliant of government grants due to successful income generation projects. He counted the adoption of the Local Plan and increasing health benefits in the sphere of Public Health as future successes.

*Cllr J M Seymour left the meeting at 6.57pm.*

**b) Cllr Gilly Reynolds, Cabinet Member for Employment & Skills.**

The Cabinet Member noted her achievements over the last nine months as:-

- Decreased unemployment over the previous 12 months;

- Focus on the “Life Ready, Work Ready” project which would create mutually beneficial links between schools and local businesses;
- The conduct of a skills audit in primary and secondary schools in order to assess gaps in local skills requirements;
- OfSTED inspection of the Community Learning Team: graded as good with some outstanding features and the Job Box model had been put forward as a model of national excellence;
- Apprenticeship Grant Scheme had seen seven local businesses sign up to receive support in providing apprenticeships;
- Increased income from the National Careers contract;
- Apprenticeship Training Grant provided funding opportunities for Council apprenticeships to undertake specific training relevant to their placement (eg specialist driving licence); and
- Job Junctions continued to provide support to the unemployed.

She noted the challenges for the Council in relation to her remit as:-

- Budget pressures;
- Slight increase in youth unemployment against the previous quarter; although this could be in part due to refocus on over-50s unemployment;
- Figures to NEETs remained stubbornly high;
- Financial stability of New College and TCAT;
- Lack of information from government on the Apprenticeship Levy;
- Pressures caused in the post-16 workforce by employers retaining older workers for longer; and
- Diversification of the population resulting increasing ESOL providers which provided both a challenge and an opportunity;

*Members asked to what extent it would be possible to buck national trends with regard to young people not in education, employment or training (NEETs).*

The Cabinet Member explained a pilot scheme whereby individuals expected to be future NEETs were identified for early intervention. The Job Box had seen some success in this area: the projects were run by local people who knew the area and there was some potential to devolve funding in future. The refocus of support to over-50s had caused an increase in youth unemployment and a balance in support needed to be found. The Cabinet Member suggested that the Children and Young People Scrutiny Committee might want to consider this issue for their future work programme.

*Members asked what strategies and support was available to parents and what impact this had on NEETS and what support was available to those who worked with NEETs.*

The Future Focus service was offered through the Job Box; the service provided impartial information, advice and guidance on careers and future planning for 13 – 19 year olds or up to 25 years with additional needs.

The Cabinet Member acknowledged that parents were a big influence and the Job Box website had been rebranded to include areas for parents, social media (Facebook and Twitter) was used to highlight opportunities and the offer of Family Learning Courses provided wider impacts in terms of help for parents as well as increased attainment levels.

The Council had also embarked on a project to engage with young people on regular or modified educational timetables. This was just one avenue being tested as the main difficulty with NEETs was engagement and this project sought to build a programme around their interests.

*Members asked about funding opportunities in the educational support arena, particularly for Post-16s.*

Members were disappointed to hear from the Programme Manager - Youth Unemployment advised that ESF funding had been applied for to support NEETs through the Turnaround Teams by bidding to provide a national project but that the bid had been unsuccessful and awarded to a national body. She felt that it was important to focus on the needs of local businesses and encourage STEM careers.

The Cabinet Member noted that the position with regard to the Apprenticeship Levy was unclear.

*Members recalled that the Conservative Administration had previously considered introducing a technical college to the borough and asked the Cabinet Member if she saw any advantages in such a scheme.*

The Cabinet Member noted that Telford College of Arts and Technology (TCAT) served the borough as its vocational college and included a wide variety of courses including landscaping, catering etc.

Due to her own personal circumstances, the Chair was able to confirm that TCAT accepted students as young as 14 on travel to learn vocational programmes. The Cabinet Member and Assistant Director: Business, Development & Employment noted ongoing work to engage schools in the travel to learn programme and commented that further engagement with schools was required to map out demand. No correlation between demand and whether a school had academy status or not had been identified.

*Members noted support for youth unemployment and the over-50s and asked if there were any other specific groups which would benefit from support from the job box, for example where local businesses were closing at Clive Barracks and about the morale of over-50s job seekers. Members asked what work took place with the Job Centre.*

The Cabinet Member noted that a redundancy support package was available to businesses which sought to match existing skills with new employment opportunities. The Programme Manager - Youth Unemployment advised that Job Box Mentors worked with all individuals regardless of age. Anecdotally she felt that it was easier to get over-50s into work as they tended to be more proactive and engaged and

employers welcomed their skill sets. She had no feedback that morale was an issue with this group. The Cabinet Member indicated that it was the long-term unemployed who tended to suffer with morale and these people were offered 1:1 confidence building support.

The Programme Manager - Youth Unemployment stated that good working relationships existed with the Job Centre due to the Council being the contract holder for the National Careers Service.

The Cabinet Member noted that some Parish Councils offered support for the Job Box scheme in terms of providing office space.

*Members asked what inducements were offered to businesses looking to relocate into Telford.*

The Cabinet Member noted that there was limited overlap with her role but she was able to confirm that engagement with businesses at an early stage enabled the Council to ascertain skills needs and point local people towards appropriate opportunities. There were good relationships with local businesses.

The Assistant Director: Business, Development & Employment added that Enterprise Telford offered a bespoke package for businesses; financial incentives were not included but there was support regarding business rates, rent, land packages, apprenticeships and recruitment. The recruitment offer meant that opportunities could be identified, through the Job Box, to work with young and older people to prepare them for the types of jobs which would come up and, if the individuals met the relevant person specification, they were offered a guaranteed interview.

*Members asked whether it was anticipated that the result of the EU Referendum would have an impact on local jobs.*

The Cabinet Member considered that, depending on the outcome, the EU Referendum may pose a serious challenge. The Assistant Director: Business, Development & Employment clarified that, whilst she was not aware of any high level of concern locally, foreign direct investment companies from China and India sought access to European markets by locating within the European landscape.

*The Cabinet Member was asked what she envisaged the organisation would look like at the end of the current administration and what future successes she anticipated.*

The Cabinet Member hoped to see sustained low levels of unemployment, increasing skills sets and access to opportunities. She felt that statistical data backed up her position with regard to the Council being best placed to serve local people and she would continue to seek funding opportunities despite the disappointments of bid-awards being made to private companies.

**SMB-027     Update on Scrutiny Co-optees**

The Democratic & Scrutiny Services Team Leader informed the Board that, since the last meeting, the Children & Young People Scrutiny Committee had made two appointments to be formally confirmed at its meeting on 16 May 2016.

**RESOLVED** – that the appointment of Lyn Fowler and Sue Hudson as co-optees to the Children and Young People Scrutiny Committee be endorsed.

**SMB-027     2015/16 End of Year Scrutiny Work Programme Report and Scrutiny Annual Report**

The Committee considered the end of year report of the Scrutiny Team and recorded their thanks to staff for supporting a greater number of meetings than benchmarked for 2015/16. The Chair noted that this was the last meeting of the municipal year and work programming for 2016/17 would now begin. In accordance with the Scrutiny Handbook, suggestions for the work programme would now be sought from Cabinet Members, Scrutiny Assembly, senior managers and partner organisations for consideration early in the new municipal year.

The Chair asked Members to submit their comments on the Annual Report 2015/16 by email to herself and the Democratic & Scrutiny Services Team Leader.

The meeting ended at 7.48pm

**Chairman:** .....

**Date:** .....

## SCRUTINY MANAGEMENT BOARD

### TERMS OF REFERENCE

1. The Scrutiny Management Board will be made up of the Chairs of the Scrutiny Committees and other members as required to make the Board politically balanced.
2. Members of the Scrutiny Management Board will be appointed at Annual Council.
3. The Scrutiny Management Board will co-ordinate, oversee and monitor the delivery of the Scrutiny work programme and will receive regular progress reports from the Scrutiny team and Scrutiny Chairs.
4. The Scrutiny Management Board will oversee the allocation of scrutiny officer resources to the Scrutiny Committees, and will make decisions where there are competing demands for resources.
5. The Scrutiny Management Board will allocate Scrutiny suggestions to the relevant Scrutiny Committee and may make recommendations about priorities for the work programme and joint scrutiny of issues. A flexible approach will be taken so that the most appropriate Scrutiny Committee is identified depending on the nature of the issue. The Scrutiny Committees will not be aligned to specific service delivery areas. Issues which do not fall within the remit of another Scrutiny Committee may be included in the work programme of the Scrutiny Management Board.
6. The Scrutiny Management Board will be responsible for scrutiny in relation to Leader and Cabinet Executive decisions made but not implemented as set out in section 21(3) of the Local Government Act 2000 i.e. Call-in of decisions taken but not yet implemented. This will include Call-in of decisions made by the Local Enterprise Partnership Joint Executive Committee.
7. Scrutiny Management Board will invite Cabinet Members to attend the Board for 'Holding to Account' sessions.
8. The Scrutiny Management Board will receive requests from the Leader and Cabinet Executive or individual Members and/or the Full Council for reports from the Scrutiny Committee and to allocate them if appropriate to one or more Scrutiny Committees.
9. Subject to the provision of Part 4, Section 5, paragraph 1.1 of the Council's Constitution, the Scrutiny Management Board may make changes to the scrutiny structure and processes after consulting with the Scrutiny Assembly. The Scrutiny Handbook will be updated to reflect the changes. Changes will be reported back to the next full Council meeting.
10. The Scrutiny Management Board may periodically review and make changes to the Policy for Co-opting Scrutiny Members.

11. Meetings will be agreed by the Scrutiny Management Board as deemed necessary to carry out the work programme and to fulfil the responsibilities of the Board.
12. The Scrutiny Management Board may consider any areas of key strategic importance for the Council that members wish.
13. If the Chair is unable to attend a meeting the members present will elect a Chair for the meeting.
14. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend Scrutiny Management Board meetings.
15. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
16. Meetings of the Scrutiny Management Board will be held in public.
17. Members may become privy to information of a sensitive or confidential nature, and if this happens members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
18. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by Committee members as deemed necessary to carry out the work programme.
19. The Chair will provide and present reports and recommendations of the Scrutiny Management Board to Cabinet, the Council or other organisations as appropriate, including the Annual Scrutiny Report.
20. The quorum required for a meeting is 3 elected members.

## **SCRUTINY ASSEMBLY**

### **TERMS OF REFERENCE**

1. The Scrutiny Assembly is the collective body of all those responsible for carrying out the scrutiny function of the Council.
2. The role of the Scrutiny Assembly is to scrutinise the work of the Council and its partners in accordance with national legislation and to hold decision makers to account.
3. The Scrutiny Assembly will include all non-Executive members i.e. all those except the Leader, Cabinet Members and the Mayor and all standing co-optees.
4. Scrutiny Assembly members will carry out the scrutiny by taking part in scrutiny events, making suggestions for the scrutiny work programme, undertaking scrutiny reviews and making recommendations.
5. Scrutiny Assembly members may take part in any scrutiny review regardless of which Scrutiny Committee they sit on.

The Scrutiny Assembly will meet when agreed by the Scrutiny Management Board.

6. Other meetings of the Scrutiny Assembly may be convened to consider matters of significance to the Council.
7. The Chair of the Scrutiny Management Board is automatically the Chair of the Scrutiny Assembly.
8. In the absence of the Chair of the Scrutiny Assembly, meetings will be Chaired by a Scrutiny Committee Chair
9. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair.
10. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
11. Scrutiny Assembly meetings will be held in public.
12. The meetings will be administered by Scrutiny Services and Democratic Services.

## **TELFORD & WREKIN COUNCIL**

### **SCRUTINY MANAGEMENT BOARD – 20 JULY 2016**

#### **2016/17 SCRUTINY WORK PROGRAMME**

#### **REPORT OF THE DEMOCRATIC & SCRUTINY SERVICES TEAM LEADER**

### **1.0 PURPOSE**

To enable the Scrutiny Management Board to consider and agree the priorities for the 2016/17 Scrutiny Work Programme.

### **2.0 RECOMMENDATIONS**

- 2.1 That the Scrutiny Management Board consider the suggestions set out in Appendix 2 and agree the issues which should be prioritised for the work programme and recommended to the Scrutiny Committees.**
- 2.2 That the Scrutiny Management Board agree the allocation of resources to the Scrutiny Committees as set out in section 6.5.**
- 2.3 That the Scrutiny Management Board agree the proposal in section 5 relating to the process for setting future work programmes.**
- 2.4 That the Scrutiny Management Board agree the dates of future Board meetings.**

### **3.0 PREVIOUS MINUTES**

- 3.1 None.

### **4.0 SETTING THE SCRUTINY WORK PROGRAMME**

- 4.1 The Scrutiny Work Programme is agreed annually by the Scrutiny Management Board and Scrutiny Committees.
- 4.2 The process and timetable for agreeing the 2016/17 work programme is set out in Appendix 1.
- 4.3 A table listing suggestions for the work programme is at Appendix 2, which shows:
  - all suggestions received to date
  - suggestions from the scrutiny work programme 2015-16 that were not the subject of scrutiny review in 2015/16
  - commentary from Senior Managers
  - recommendations and commentary from Scrutiny Chairs

- on-going issues spanning a number of municipal years

4.4 In determining the priorities for scrutiny in 2016/17, Scrutiny Management Board should consider:

- The extent to which the item meets the criteria for scrutiny, including
  - How far scrutiny can realistically change or influence things
  - The extent to which residents or businesses are affected by the issue
  - How well the Council and Partners are performing in the area
  - What else is happening to avoid duplication or wasted effort
- Scrutiny's statutory duties and responsibilities
- Any comments provided by Senior Managers or partners
- The concerns of scrutiny members expressed as new suggestions or views at previous meetings
- Awareness of elected members about what matters to local people
- How long ago the suggestion was made (where this is available) and whether it is still of relevance
- Capacity and resources (see Section 6).

## 5. **PROPOSAL FOR SETTING FUTURE WORK PROGRAMMES**

It is proposed that the process for setting the work programme is amended to take account of the following:

- any items on the scrutiny work programme that are not scrutinised by the end of the work programme period are automatically removed so that attention remains focused on up-to-date issues and concerns. However, if an issue remains of concern it may be re-submitted for consideration in the next work programme.

## 6.0 **ALLOCATION OF RESOURCES**

- 6.1 Effective delivery of the work programme requires the efficient use of Member time and officer resources, both in Democratic & Scrutiny Services and in service areas subject to scrutiny where capacity to support scrutiny reviews may be limited.
- 6.2 The allocation of scrutiny resources to support Scrutiny Committee meetings is determined and managed by the Scrutiny Management Board. Adjustments may be made throughout the year as deemed necessary to deliver the work programme depending on peak workloads.
- 6.3 The average number of Scrutiny Meetings over the last four years has been approximately 50 per year (including formal Committee meetings and informal working groups).
- 6.4 During 2015/16, the conduct of a review of Multi-Agency Working Against Child Sexual Exploitation by the Children & Young People Scrutiny Committee significantly reduced resources available to the remaining Committees to complete the work programme and it was tacitly agreed that the 2016/17 work programme would, therefore, focus mainly on the priority areas of the other Scrutiny Committees. However, the Children & Young People Scrutiny Committee has a key role in

monitoring the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role and it is recommended that the Committee should continue to meet at regular intervals.

- 6.5 For the 2016/17 municipal year, it is recommended that the Scrutiny Management Board revert to the practice of setting a baseline number of 6 formal meetings per year per Committee and that any remaining capacity be allocated flexibly according to the requirements of the work programme and the availability of resources. This approach will ensure the workload is manageable and allows flexibility to target resources where required.

## **7.0 EQUAL OPPORTUNITIES**

There are no specific equal opportunity impacts arising from this report. Equal Opportunity issues will be considered as relevant to scrutiny work carried out as part of the work programme.

## **8.0 ENVIRONMENTAL IMPACT**

There are no specific environmental impacts arising from this report. Environmental impacts will be considered as relevant to scrutiny work carried out as part of the work programme.

## **8.0 LEGAL COMMENT**

- 8.1 The Council is under a legal requirement to provide an overview and scrutiny function in accordance with provisions at section 9 of the Local Government Act 2000 (as amended) and associated legislation. Government guidance states that Overview and Scrutiny Committees should have flexibility to determine most of their workplan and that the Council adopts mechanisms for coordinating that work.

- 8.2 The proposals for discussion by the Board in this report contribute towards complying with both the statutory requirements and government guidance.

## **9.0 LINKS WITH CORPORATE PRIORITIES**

Scrutiny members are asked to agree the work programme in the context of the Council's priorities.

## **10.0 OPPORTUNITIES AND RISKS**

There is an opportunity to focus the work programme on fewer topics and in more depth in areas of policy development where scrutiny can have a greater impact. There is a risk that too many topics are kept in the work programme so that it loses focus and impact.

## **11.0 FINANCIAL IMPLICATIONS**

- 11.1 Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. There is provision for the cost of supporting the Scrutiny function in the 2016/17

budget and any variance that arises will be reported, as appropriate, as part of financial monitoring. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.

11.2 Scrutiny also plays an important part in the budget consultation process which is reflected in the work programme and is a key piece of work which feeds into the Council's overall budget strategy.

## **12.0 WARD IMPLICATIONS**

There are no specific ward implications arising from this report.

## **13.0 BACKGROUND PAPERS**

Scrutiny Handbook

Report prepared by Deborah Moseley, Democratic & Scrutiny Services Team Leader – telephone 01952 383215 and Jessica Tangye, Senior Democratic & Scrutiny Services Officer – telephone 01952 382061.

## Process and timetable for setting the Scrutiny Work Programme

Date	Process
<b>6 June 2016</b>	Senior Management Team requested: <ul style="list-style-type: none"> <li>• To provide information relevant to existing items help the Scrutiny Management Board decide the priorities</li> <li>• To identify areas in key work streams which would benefit from scrutiny involvement</li> </ul>
<b>20-24 June</b>	Scrutiny Team collate list of suggestions received from SMT and circulate to Chairs for comment and seek further information from SMT if necessary.
<b>30 June</b>	Agenda and draft report sent to SMT for consideration on 4 July.  This will include the list of suggestions with comments received and requests for further information received from Chairs.
<b>8 July</b>	Following consideration by SMT and Scrutiny Chairs, circulate Scrutiny members, co-optees, Cabinet members, Town and Parish Councils and key partners to seek comments on the draft work programme.
<b>20 July</b>	Meeting of Scrutiny Management Board to consider Scrutiny suggestions.  Scrutiny Assembly members invited to take part in meeting.  Members of SMT to be invited at the request of Scrutiny Chairs.  Scrutiny Management Board will: <ol style="list-style-type: none"> <li>a) Determine whether the suggestions meet the criteria for scrutiny and remove any that don't</li> <li>b) Consider the remaining suggestions and decide whether they should be a priority for scrutiny and remove suggestions which are not a priority</li> <li>c) Allocate selected suggestions to the relevant Scrutiny Committee to consider for the work programme, making recommendations about which should be prioritised or jointly scrutinised</li> <li>d) Propose the allocation of resources across the Committees based on the projected work load</li> <li>e) Agree the work programme for the Scrutiny Management Board</li> </ol>
<b>21 July onwards</b>	Scrutiny Committees meet to determine: <ol style="list-style-type: none"> <li>a) The items to be included in the work programme</li> <li>b) The method of scrutiny</li> <li>c) The required schedule of meetings.</li> </ol> The Scrutiny Committee's should take into account any recommendations from the Scrutiny Management Board.  Final work programme will be circulated to SMT.
<b>On-going</b>	Scrutiny Management Board monitors delivery of the work programme through monitoring reports and Chair's updates.

	A	B	C	D	E	F
1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
2	Children & Young People	Jim Collins	Educational attainment in the borough	Standing annual report on education results in the borough. The committee may also explore what and how far the Council's School improvement service is supporting improvements in educational standards.		Ongoing
3	Children & Young People	Jim Collins	Linking care and educational data	New suggestion (Co-optee Steve Rayner) There has been research published which suggests children with long term foster families make better progress at school compared to those 'in need' i.e. those from troubled families who remain with their birth family. Areas to look at could be the impact of Pupil Premium funding on progress of looked after children, attendance and exclusion data, the difference between these pupils and peers and what is being done to support them.		Old

	A	B	C	D	E	F
1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
4	Children & Young People	Katherine Kynaston	Youth unemployment and NEETS	New suggestion (Gilly Reynolds)		New: CYP committee undertook a review of youth unemployment in 2014
5	Children & Young People	External /LSCB	LSCB Annual Report			Old - previously considered by Health & Wellbeing Board. Possible duplication.
6	Children & Young People	Clive Jones	Multi-agency working against CSE review	Monitor implementation of recommendations in the Scrutiny Review of Multi-Agency Working Against CSE. The LSCB agreed to coordinate the response to recommendations where they relate to the work of partner organisations.	Response to CSE report suggests interim progress. Include in the work programme as: Interim report December 2016 Full update June 2017	New

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
7	Children & Young People	Jim Collins	Academies programme	New suggestion (Kevin Guy) The Chair Cllr Kevin Guy has suggested the committee should look at the impact of 'academisation' for LA		New
8	Children & Young People	Jo Britton	CiC Performance Dashboard	This used to be a standing item for the CYP committee but was de-prioritised by the CSE review. Members may want to reinstate more regular reports.		Ongoing
9	Children & Young People	Jo Britton	Meeting with children in care and or care leavers	Suggestion from member of staff It has been suggested committee should hold more regular meetings with children in care and if there is anything they would like scrutiny to look at. It has also been suggested that the committee revisit previous recommendation about the Leaving Care Grant.		Old
10	Children & Young People	Jo Britton	SEND Reforms	This is an old suggestion made when the SEND reforms were introduced but has never come to scrutiny. The original concern was how the new reforms were being implemented in T&W.		Old. SEND reforms came into force Sept 2014 .

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
11	Customer, Community & Partnership	Richard Partington	Partnerships How the Council is continuing to extend and develop relationships with partners as a Co-operative Council.	Suggestion (Nathan England) Potential areas to explore could be: How the relationships built up by the Co-operative Commission are being maintained/developed How relationships with partners are linked across the Council Examples of where services or projects are being delivered jointly with partners or taken over by partners that could be shared or replicated by other service areas		New
12	Customer, Community & Partnership	Jonathan Rowe	Enforcement (such as) Environment Public protection Highway/off-street parking Housing – tenants and registered L/lords Planning Council tax and debtors	Purpose: to look at current enforcement activities and to consider future planned changes to improve our enforcement activities to ensure there is a balance between prevention, support and enforcement. Enforcement would cover a number of areas/ AD's and Cabinet Members' involvement:	Most of the enforcement services are covered by Angie Astley (act as lead officer) Re: environmental enforcement, public protection , highways / off street parking etc. Fliss Mercer - Housing enforcement, tenants and registered landlords etc Katherine Kynaston - Planning enforcement Ken Clarke – council tax and debtors enforcement etc	New - very big area in need of considerable scoping to manage a review. Would need significant resource input.

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
13	Customer, Community & Partnership	Angie Astley	STATUTORY: Flood Water Management	There are statutory powers of scrutiny over Strategic Flood Boards. Good practice is to review annually. The last report to scrutiny was in 2014 and is likely to be included in the work programme.		Statutory
14	Customer, Community & Partnership	Angie Astley	Customer services/ Channel Shift	Ongoing review: issues have been identified by the committee as: Waiting times at the contact centre Exclusion of residents by 'channel shift' Testing new products Closure of SW1 on Saturdays Increasing no. of customers paying CT by DD - 'channel shift' strategy	Meeting arranged 4 July subject to SMB agreeing the work programme	Current
15	Customer, Community & Partnership	Angie Astley	Traffic management and traffic signals	Ongoing review: Issues have been identified by the committee as: Impact of signaling technology at key interchanges Impact of part-time lights at Randlay Alterations to 6 roundabouts funded by LEP Growth Point	Meeting arranged 4 July subject to SMB agreeing the work programme	Current

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
16	Customer, Community & Partnership	Angie Astley	Performance of the Veolia waste services	<p>Following previous scrutiny of the waste services contract the committee has identified performance as an issues for the work programme:</p> <p>Customer satisfaction with the service from Veolia</p> <p>Performance management of the contract by the Council</p> <p>Trend in recycling rates and impact on landfill costs</p> <p>HRC centres</p>	Meeting agreed September 2016 subject to SMB agreeing the work programme	Current
17	Customer, Community & Partnership	Fliss Mercer	Access to leisure facilities in BSF schools	Suggestion carried over from 2015-16 work programme. Members have raised concerns in the past about public access and how public access agreements are negotiated with schools.	<p>FMercer: negotiations on this have not yet concluded and based on advice from our external legal advisors may not be resolved for some months. We would therefore request that this work is deferred until 2017/18 to give time for agreements to be put in place and new arrangements to bed in.</p>	Defer 2017-18

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
18	Customer, Community & Partnership	Katherine Kynaston	Scrutiny of Local Enterprise Partnership MEJC	<p>MEJC is accountable to the CCPSC. Members have previously raised issues about communication of decisions which were discussed at SMB in November 2014. The committee has not raised any further specific issues.</p> <p>The LEP is required to produce an annual report for the three participating councils.</p>		Old
19	Customer, Community & Partnership	Katherine Kynaston	West Midlands Combined Authority	The Chair of the CCPSC is also on the West Midlands Combined Authority Joint Scrutiny Committee. No specific issues have been raised.		Old

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
20	Customer, Community & Partnership	Katherine Kynaston	Business Support and inward investment	<p>Suggestions from the service area to follow up on previous work by the committee:</p> <p>Visit to Growth Hub / University of Wolverhampton</p> <p>How to increase business engagement and sponsorship of the Growth Hub, potentially working with the sector champions on the Telford Business Board</p> <p>What lessons can be learnt from the journey of an existing investor</p> <p>Any further work would be scoped with AD/SDM</p>		Old
21	Customer, Community & Partnership	Richard Partington (Rachael Jones)	Management of the Community Centres	To look at future management of community centres, following up on previous scrutiny review.		Old
22	Customer, Community & Partnership	Richard Partington (Rachael Jones)	Volunteering and community capacity building	Suggestion to look at how the council's volunteering strategy supports services affected by budget cuts and helps people help themselves.		Old

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
23	Customer, Community & Partnership	Richard Smith	STATUTORY: Community Safety Partnership (CDRP scrutiny)	There are statutory powers to scrutinize the work of Community Safety Partnerships (Safer Telford) and guidance that there should be an annual meeting as minimum. The last update to scrutiny was in 2014 and it is likely this will be included in the work programme. Perhaps scrutiny could take a thematic approach. SMB received updates on performance, the Domestic Abuse strategy and funding bids to the PCC.		Statutory
24	Customer, Community & Partnership	Richard Smith	Houses in Multiple Occupation	Members had raised concerns about the placement of vulnerable people in HMOs (e.g. substance misuse rehabilitation, ex-offenders and the impact of student HMOs on local parking).	FMercer: a number of teams will need to contribute to this review including mine, some work is currently going on to look at the co-ordination of activity re: HMOs and to consider best practice elsewhere, so it would be useful if this review could be scheduled for say the last quarter of 2016/17 to allow time for us to have completed this work.	Old. Last quarter of 2016-17 or early 2017 suggested

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
25	Customer, Community & Partnership	Richard Smith	Impact of welfare reforms on homelessness	Suggestion from Cllr Richard Overton		New - suggested at Holding to Account: Scrutiny Management Board 04/06/16
26	Customer, Community & Partnership	Angie Astley	Environmental maintenance contract	Identified by the committee in May 2016 for the work programme. To consider the procurement process and contract specification for the maintenance contract. Suggestion from Co-Optee (Paula Doherty) re management of open spaces such as playing fields, bowling greens, play areas etc. To compare the maintenance schedules and costs and to see how this work is linked to other similar schedules – such as grass verge maintenance and kerbside spraying.	Initial briefing November 2016 On-going involvement from Spring 2017 subject to SMB agreeing the work programme	Current Possible agenda item for Briefing Nov 2016.

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	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
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	Customer, Community & Partnership	Angie Astley Dom Proud	Definitive Map	<p>Improve awareness of and funding for updating the definitive map. Relevant to Highways /Rights of Way Officer/ Planning. It is important for the Planning Department to have access to an accurate definitive map to avoid approval of plans that interfere with rights of way. There is a legal obligation to maintain an accurate definitive map that should be available for anyone to inspect. There has been a recent change in regulations that applies to the need to check on planning applications and rights of way. It would be useful to see how well the system works within the planning department and how the updating of the definitive map is progressing.</p>		New
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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
28	Finance & Enterprise	Angie Astley (Cllr Angela McClements)	Civil Parking Enforcement		Review of the business case for the Council deciding not to take on CPE Powers	New - to consider the business case for CPE/ possibility of considering this together on agenda with Income generation
29	Finance & Enterprise	Fliss Mercer	Income Generation	New suggestion The Chair (Cllr. Shirley Reynolds) would like to look at income generation during 2016/17 and is particularly interested income from Services for Schools.	FMercer: this review would be useful, I would welcome the opportunity to be involved in the scoping of this	New
30	Finance & Enterprise	Ken Clarke	Service & Financial Planning Reports			Old - regular meeting to discuss financial reports/ or consider those on Cabinet agenda
31	Finance & Enterprise	Ken Clarke (and others)	Scrutiny of Budget Proposals (inc Alternative Budget)			Ongoing
32	Health & Adult Care	Richard Smith	Adult Safeguarding Board Report			Ongoing

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
33	Health & Adult Care	Richard Smith	Adult Care Peer Review			Old
34	Health & Adult Care	Richard Smith / CCG	Joint Mental Health commissioning strategy	To review the implementation of the strategy		Old
35	Health & Adult Care	External / WMAS	West Midlands Ambulance Service	Performance issues		Old
36	Health & Adult Care	External / NHS	Quality Accounts			Old
37	Health & Adult Care	External / CCG	Town Centre GP services & NHS Walk in Centres			Old
38	Health & Adult Care / Finance & Enterprise	Jonathan Eatough / Richard Smith / External	NHS Independent Complaints and Advocacy Service	Issue raised is how the service is commissioned by the LA and the level of funding.		Old
39	Health & Adult Care/ Finance & Enterprise	Richard Smith	Adult Care Budget and Savings	On-going work to monitor the delivery of savings and development of a monitoring framework.		Ongoing

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
40	Joint HOSC	External / NHS	Future Fit, Sustainability and Transformation Plan (STP), Deficit Reduction, Community Fit, Rural Urgent Care Centres			Old
41	Joint HOSC	External / NHS	Maintaining Safe, Effective and Dignified Urgent and Emergency Care Services			Old
42	Joint HOSC	External / CCG	Emotional Health and Wellbeing Service for 0-25 years olds	To consider outcome of consultation and any substantial changes in service		Old
43	Joint HOSC	External / NHS	Non-emergency NHS 111 service and out of hours primary care service.	Monitor implementation of commissioning arrangements agreed by CCG Boards in February 2016		Old
44	Joint HOSC	External / NHS / LA	Hospital discharge			Old
45	Scrutiny Management Board	Jonathan Eatough	Monitor delivery of work programme			Ongoing

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1	COMMITTEE	DIRECTOR/ AD	ISSUE	COMMENTS	COMMENTARY FROM SENIOR MANAGEMENT TEAM	CATEGORY OF SUGGESTION
46	Scrutiny Management Board	All Directors	Holding the Executive to Account			Ongoing
47	Scrutiny Management Board	Katherine Kynaston	S106 and CIL	Specific issues to be clarified with scrutiny members. (Education contributions are reported in the budget for scrutiny by the Finance & Enterprise committee following a recommendation by CYP scrutiny committee.)	Scrutiny to clarify issues.	Old
48	Scrutiny Management Board	Katherine Kynaston	Planning process	Scrutiny received several suggestions from the public to look at a planning issue. The suggestions were rejected but SMB requested a written report on the number of complaints about the planning process and how they are used to improve the process.		Old