



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

SCRUTINY MANAGEMENT BOARD

Date **Tuesday, 20 June 2017** Time **6.00pm**
Venue **Meeting Room G3-G4, Addenbrooke House, Ironmasters Way, Telford.**

Enquiries Regarding this Agenda:

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Committee Membership: Councillors N A M England (Chair), S Bentley, A J Burford, K R Guy, G C W Reynolds, P J Scott and 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 11 January 2017.
4. **2016/17 Scrutiny Work Programme – End of Year Report and Scrutiny Annual Report** Appendix B
To consider the end of year report and the 2016/17 Scrutiny Annual Report
5. **Scrutiny Work Programme 2017/18** Appendix C
 - (a) To approve the Terms of Reference for the Scrutiny Management Board and each Scrutiny Committee.
 - (b) To agree the Scrutiny Work Programme 2017-18 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, 11 January 2017 at 6.00pm in Meeting Room G3-G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

Present: Councillors A J Burford, S Bentley, N A M England, K R Guy, S A W Reynolds (Chair) and J M Seymour

Also Present: Councillor A D McClements (Cabinet Member for Transport, Customer & Neighbourhood Services) (for minute number SMB17)

In Attendance: A Astley (Assistant Director: Neighbourhoods and Customer Services) (for minute number SMB17) and Deborah Moseley (Democratic Services and Scrutiny Team Leader)

SMB-14 Apologies for Absence

Councillors V A Fletcher and E J Greenway

Apologies were also received from Councillor P J Scott and B Tillotson (Customer, Community and Partnership Scrutiny Committee)

SMB-15 Declarations of Interest

None

SMB-16 Minutes

Resolved – that the minutes of the meeting of the Scrutiny Management Board held on 12 October 2016 be confirmed and signed by the Chairman.

SMB-17 Holding the Executive to Account Session: Councillor Angela McClements, Cabinet Member for Transport, Customer & Neighbourhood Services

The Chair welcomed the Cabinet Member to the meeting and noted that Scrutiny was conducting inquiries into several areas within the Cabinet Member's remit and that it would not be appropriate to raise questions in regard to those issues pending the outcome of the scrutiny reviews currently in progress.

The Cabinet Member noted the following key areas of challenge and achievement:-

Waste:- The partnership with Veolia for the management of waste and recycling services was working extremely well and 99.8% of waste was collected on time resulting in 300% increase in compliments and 89% decrease in complaints. Recycling rates had increased by 18% and the authority now ranked 13th out of 33 West Midlands authorities. The HRC facility at Hortonwood was now open 362 days

per year, 7 days a week at a saving of £140K pa. Additional benefits were seen from Veolia's community based activities, including funding of over £11K for various community projects and work in local schools to provide information to children about recycling.

Members asked questions and received responses as follows:-

- *What expectations are there to increase recycling rates over the next 2-3 years and were there any targets in place?* The contract included targets which increased exponentially with financial penalties if targets were not met. The Council and Veolia were working in partnership towards the targets.
- *What was driving the increased recycling rates?* It was customer driven, supported by Veolia's promotion of recycling services, eg offering different bin sizes and a different way of dealing with landfill.
- *Was there any reason recycling couldn't be driven higher?* The contract was set at a certain level but this did not prevent an aspiration to a higher level. Food waste would be added from 2019, waste at the HRC no longer went into landfill, use of the Four Ashes energy recovery site to reduce landfill, and green recycling also contributed to increased recycling levels.
- *How would collection of food waste work - residents were often concerned about smells and limited collection times?* Food waste was a challenge for 2019, involving educational and promotional activity. The practicalities had not yet been agreed but the contract included a commitment towards food waste collection so there would be a considerable cost to renege on this aspect.
- *What education was being carried out about the types of plastic that could be recycled?* This was something that Veolia could be asked to engage in.
- *Welsh recycling rates were high and they were ranked 4th in Europe – could their model be followed?* The Council aspired to improving recycling rates and all options were considered.

Highways:- Significant investment had been secured including LEP funding towards the £20m growth point package to improve key roundabouts in the borough, £10m Department for Transport funding for the dualling of Rampart Way and a new footbridge, £1.3m LEP funding for the owners of Telford Shopping Centre towards a new bus station, and £2.5m Council funding had also been ploughed into improvement of roads, pavements and drainage. Investment had seen significant improvement made to The Wharfage at the Ironbridge Gorge which had received positive feedback. A permit scheme was being introduced for utility companies wanting to work on the road network, the proceeds of which would be reinvested in infrastructure. A retendering exercise was required for subsidised (non-commercial) bus routes and talks were underway with Arriva.

Members asked questions and received responses as follows:-

- *Since Arriva reviewed its commercial routes, many negative views had been expressed to Oakengates Town Council but it had been difficult to engage Arriva on the subject – how could they be approached to discuss the issues?* Issues with Arriva were acknowledged. Arriva had been requested to fulfil a reasonable request to attend this meeting to discuss the issues but to no avail.

- *What assurances could the Cabinet Member give that utility companies would be penalised for delays in undertaking work?* Fixed Penalty Notices could be issued under the permit scheme, this included for delays at Limekiln Roundabout which had caused significant dissatisfaction to everyone affected to the extent that the Council had had to make the problems public and be robust in its approach. The scheme was working well.
- *What lessons could be learnt from the experience at Limekiln Roundabout?* Lessons included communication management to ensure the public were kept abreast of delays. This involved investigating the use of electronic signage to help drivers with route planning in real time – signs would be arriving soon.
- *Was night working considered to lessen disruption?* This had been implemented as part of works at Limekiln and Shawbirch Roundabouts.

Street Lighting:- Over 200K LEDs had been installed in over 20 wards resulting in £40K in energy savings. A new contract would be entered into in April 2017; the preferred bidder was yet to be chosen. Capital investment would see LEDs rolled out borough-wide (starting in high energy usage areas) by end March 2019 to achieve energy savings of £400K.

Members asked questions and received responses as follows:-

- *Were LEDs installed automatically on new build estates?* Planning Design Guides contained the new specification.
- *Some columns were in a poor state of repair – would they be replaced?* The new contract included identification of all assets.

Environment:- The number of Parish Environment Teams (PETs) had increased to 12 which was equal to £300K partnership funding from the Parishes and served 75% of residents, partnerships with Parishes had also funded park flower beds resulting in £20K savings, there had been an increase in numbers of snow wardens (now at 250) and street champions (now at 450), 200K had been invested in Pride Initiatives and there had also been a reduction in complaints and increase in compliments. The Service would engage with the Customer, Community & Partnership Scrutiny Committee in a review of the Grounds Cleansing and Maintenance Contract.

Members asked questions and received responses as follows:-

- *How many farmers cleared snow from roads on the Council's behalf in the rural areas?* This information would be provided in written form.
- *In the rural area gullies were only cleaned once every 2 years and a restriction on road sweeping meant that gullies were becoming blocked, resulting in flooding – what could be done?* Troublesome gullies were cleaned more often.
- *Restriction of the pavement on Dawley Road was dangerous for pedestrians, what could be done to make improvements?* The impact on Dawley Road was acknowledged and the Cabinet Member had walked the route with a disabled resident to enable her to have a greater understanding of the difficulties faced. However, finances were an issue and the cost to remedy the situation, involving tackling the hedge and pavements, was proportionately significant.

Customer Services:- Benefits and Customer Services had now merged under one Service Delivery Manager, and a new Contact Centre Manager had been appointed; both had been working hard to improve services. In April 2015 just 30% of calls were answered in under 10 minutes but by November 2016 this had increased to 99.5% with the longest wait being 12 minutes 6 seconds and the call abandonment rate had reduced to 5.2%. Improvements in intelligent automatic voice recognition software (eg for when bins were due to be collected), and webchat functionality have been implemented alongside the launch of the My Telford website portal (developed in-house). The money saving benefits of channel shift were clear (face to face contact cost £16, by phone cost £9.50, but contact via the web cost just 25p) but services would always be retained for those who were unable to make the shift.

Members asked questions and received responses as follows:-

- *7000 service users had signed up to use My Telford – how was it being rolled out more widely?* There had been a soft launch, with users needing to sign up for school admissions but a formal launch would take place in March.
- *How would the My Telford portal evolve to meet demand?* The website was constantly evolving with the next version including an update on issues/reports, and later this year it would be able to advise whether other users had already reported an issue.
- *Could My Telford be used to pay/enquire about Council Tax?* This element was being tested for security.
- *“Being the Change” was often cited – what did this mean for this Service area?* Services were thinking about being more commercial and less dependent on government grants, identifying new income streams and working in partnership with other organisations. Being the Change sought a culture change and prompted Council Officers to think differently.

Key challenges over the next four years:- channel shift, securing value for money from the Grounds Cleansing and Maintenance Contract, managing expectations of key stakeholders in light of staffing restructures, and keeping Telford moving during major road investments and the new food recycling service. The Cabinet Member also expressed that she had an open mind with regard to Civil Parking Enforcement and awaited the outcome of Finance & Enterprise Scrutiny Committee’s in-depth review.

Members asked questions and received responses as follows:-

- *Did the Cabinet Member foresee that the Council would have to stop delivering some services as a result of cuts?* No doubt there would be some things – for instance as a result of reviewing the Grounds Cleansing and Maintenance contract but whilst it was hoped to secure the same service at a lower cost it would be a big challenge. Staff savings across the Service had been delivered early so this should result in some stability for the next few years. Wherever possible, challenges were being met by income targets not cuts (eg delivering on the Permit Scheme).
- *Managing expectations was essential – what impact had the restructures had?* The restructures would take some time to settle. All of

Neighbourhood Services had relocated to Second Floor Addenbrooke House and it worked much better to be located together.

- *In terms of making savings on ground cleansing and maintenance, what scope was there to retender early?* An independent review had indicated that there were potential savings to be made but as the tendering process would take approximately 12 months the costs involved would outweigh the benefits.
- *Members commented that the Council had been short-changed when it went unitary and split from Shropshire Council.* The Cabinet Member acknowledged that complications could occur from the fact that Shropshire should hold plans and documents but they were not able to provide them.
- *Did data exist on how many roads were at capacity and what plans were in place to deal with these challenges?* Modelling software was used to look at capacity and there had recently been a Member Information Seminar on this topic – the detail could be circulated if requested. One of the Council's capital projects had funded scanning of road surfaces to see where improvements were needed.
- *What other income generation options were being explored?* There was a possibility that further income could be generated by the Registrars Service.
- *Had the Council looked at energy production opportunities?* Veolia's Four Ashes site already provided this service.

SMB-18 Scrutiny Work Programme – Interim Update

Members received the report of the Assistant Director: Governance, Procurement and Commissioning which set out the progress to date on delivery of the Scrutiny Work Programme.

Members received a summary of the work to date expressed as the number of scrutiny meetings held compared to the resource allocated at the meeting on July 2016 together with a copy of the current work programme for each Scrutiny Committee.

Members noted the way that resources were changing following the restructure of Democratic and Legal Services in April 2016 and expressed their thanks to Fiona Bottrill, who had recently departed the Authority, and to Steph Jones who would be leaving at the end of March. In light of this, Members were asked to consider undertaking work programming early in the year to maximise the time available for scrutiny in the next municipal year and a suggested timeline was attached to the report. Members also received a draft template report for provision of summary information to Scrutiny which could reduce the requirement for verbal presentations and allow meetings to focus on evidence gathering. Members also discussed alternative ways that Annual Reports could be considered and used to inform the work programme (eg, NHS Quality Accounts, Local Safeguarding Children Board and Adult Safeguarding Board and the Marches Local Enterprise Partnership) and agreed that these should be received for noting and if Members had any concerns these could be raised as appropriate.

RESOLVED – that

- (a) the utilisation to date of the 2016/17 allocation of resources be noted;
- (b) the work programmes of each Scrutiny Committee be noted;
- (c) the time table (at Appendix 2 of the report) for work programming for 2017/18 and criteria for Scrutiny be approved;
- (d) the initial allocation of resources for 2017/18 be approved; and
- (e) the template for future scrutiny reports be approved

SMB-19 Chairs' Updates

Each of the Scrutiny Chairs provided an update to the meeting on their current areas of work:-

Finance & Enterprise Scrutiny – a lot of work was being undertaken on the review of Civil Parking Enforcement and work on scrutiny of the budget was about to begin.

Customer, Community & Partnerships Scrutiny – the Scrutiny Committee were grateful to have had the opportunity to have met over and above its resource allocation and still anticipated work being done this year on Selective Licensing, the draft Homelessness Strategy and Ground Cleansing.

Children & Young People Scrutiny – the Committee had received an interim update following its in-depth scrutiny review of multiagency working against Child Sexual Exploitation and would also be doing some follow up work on the Council's "getting to good" strategy following the recent Ofsted inspection. Additionally, the Committee hoped to consider this year's GCSE results and educational attainment.

Health & Adult Care Scrutiny – the main ongoing issue for this Committee was the adult care budget and Cost Improvement Plan which was being carefully monitored. Looking ahead, the Committee would be undertaking some in-depth work on the Mental Health Strategy.

The Committee recorded their thanks to Fiona Bottrill and Stephanie Jones for their contribution to Scrutiny over a number of years.

The meeting ended at 7.55pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 20 JUNE 2017

2016/17 SCRUTINY WORK PROGRAMME – END OF YEAR REPORT AND SCRUTINY ANNUAL REPORT

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

PART A) – SUMMARY REPORT

1. SUMMARY

This report provides an update on the delivery of the 2016/17 Scrutiny Work Programme to enable the Board to monitor performance and agree any actions arising from the report.

2. RECOMMENDATIONS

- 2.1 To note the delivery of the work programmes of each Scrutiny Committee
- 2.2 To approve the draft 2016/17 Scrutiny Annual Report for presentation to Full Council.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	No	Borough Wide
DELIVERY DATE	The 2016/17 work programme was planned to be delivered in-year with no roll over of topics/issues.	
FINANCIAL/VALUE FOR MONEY IMPACT	No	<p>Where recommendations from work programmes result in active proposals and these are followed up in subsequent reports, then Finance carry out due diligence on such proposals in order to highlight financial issues and impacts arising and advise on proposals as they pass through the Council's Governance process.</p> <p>This report is for information and therefore, there are no financial implications directly arising from the adoption of the recommendations of this report.</p> <p>RP-20.4.17</p>

LEGAL ISSUES	No	<p>Overview &Scrutiny (O&S) for local authorities was introduced as part of the modernisation of local government in Section 21 of the Local Government Act 2000. It required every local authority to have at least one O&S committee, to: hold the Executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and carry out external scrutiny including the NHS.</p> <p>Key legislation applicable to O&S include:</p> <p>Health and Social Care Act 2001 Section 7 of the Health and Social Care Act 2001 gives statutory functions in relation to the reviewing and scrutinising of local health service matters to O&S committees of local authorities that hold responsibility for social services. The powers of O&S of the NHS enable committees to review any matter relating to the planning, provision and operation of health services in the area of its local authority. Health bodies have a statutory duty to provide the O&S committee with any reasonable information about the planning and operation of health services in its area, and regulations require chief executives of local NHS bodies to come before the committee to answer questions if requested.</p> <p>Localism Act 2011 The Act replaces the relevant provisions in the 2000 Act in full and consolidates the main part of scrutiny legislation into a single place. The law will continue to be found in Part 1A and Schedule A1 of the 2000 Act.</p> <p>Health and Social Care Act 2012 The Act requires relevant O&S Panels to receive, have regard to and respond to referrals, reports and recommendations from local Healthwatch.</p> <p>Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 These Regulations are aimed at supporting local authorities to discharge their scrutiny functions effectively. Failure to comply with those duties would place the relevant NHS body or relevant health service provider in breach of its statutory duty and render it at risk of a legal challenge.</p> <p>SAD - 22.5.17</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

- 1.1 The Scrutiny Work Programme is reviewed annually by the Scrutiny Management Board. The Board is responsible for determining the strategic priorities for scrutiny, allocating scrutiny resources and monitoring delivery of the work programme. The Scrutiny Committees agree their own work programmes having regard to the views and wishes of the Board and report progress back to the Board.
- 1.2 The Board met on 20 July 2016 to review the work programme and agreed that:
- All the suggestions received for the 2016/17 Scrutiny Work Programme were referred to the relevant Scrutiny Committee for prioritisation in each individual work programme;
 - The Scrutiny Management Board would meet roughly quarterly and would continue its role in holding the executive to account;
 - Each Scrutiny Committee would receive an allocation of up to six formal meetings for the 2016/17 municipal year and each Scrutiny Committee was requested to set an initial timetable of meetings for the 2016/17 municipal year with any remaining resources allocated flexibly by the Democratic & Scrutiny Services Team Leader based on the requirements of individual scrutiny reviews; and
 - The practice of creating a rolling work programme would cease.
- 1.3 The Board has monitored delivery of the work programme through a mid-year report and Chairs' updates at meetings on 12 October and 11 January 2016.

2. DELIVERY OF THE WORK PROGRAMME 2016/17 AND ANNUAL REPORT 2016/17

- 2.1 A summary of the work undertaken by the Scrutiny Management Board and the Scrutiny Committees in 2016/17 is provided in the form of the draft Annual Report, attached at Appendix 1 to this report.
- 2.2 The Council's Constitution requires Scrutiny Chairmen to report annually to Council on the work of Scrutiny in the previous year and priorities for the future.
- 2.3 Scrutiny Management Board is requested to consider the content and format of the Annual Report for presentation to Full Council.

3. ALLOCATION OF RESOURCES

3.1 Meetings

The table below summarises the work of the Scrutiny Committees this year expressed as the number of scrutiny meetings held compared to the allocated resource.

Committee	Formal committee meetings	Working group/other officer supported meetings	Total meetings to date	Further planned formal meetings to end of year	Total	Allocated resource
Scrutiny Management Board	4	0	4	0	4	4
Children & Young People	3	0	3	0	3	6
Customer, Community & Partnership	3	6	9	0	9	6
Finance & Enterprise*	5	0	5	0	5	5
Health & Adult Care	6	0	6	0	6	6
Joint HOSC**	5	7	12	0	12	N/A
Total	26	12	39	0	39	28

* Finance and Enterprise Scrutiny Committee invited Customer Community & Partnership Committee to engage with the review of Civil Parking Enforcement but for the purposes of avoiding double counting, these meetings have been allocated to Finance & Enterprise Scrutiny Committee only.

** Due to the importance of the Future Fit programme and the specific resource provided for this work within the Democratic & Legal Services structure up to 31 December 2016, this Committee was not allocated a specific resource limit. Administration for the meetings is rotated with counterparts at Shropshire Council.

3.2 Staff resources

3.2.1 The Council's Democratic Services and Scrutiny Teams merged on 1 April 2016 as part of the Democratic & Legal Services restructure. This created twin-hat roles in common with many other local authorities and in response to the changing face of Local Government.

3.2.2 Prior to the restructure, dedicated scrutiny support of 1.7 FTE Officers was in place and this support was retained at 1.5 FTE for a transitional period to allow knowledge transfer and dedicated support to the scrutiny of NHS Future Fit proposals.

3.2.3 From 1 April 2017, Scrutiny support has been provided by 4 FTE officers who also have responsibilities for the Executive and Regulatory functions of the Council and other related tasks.

4. REQUESTS FOR URGENT DECISIONS TO BE TAKEN

- 4.1 Since publication of the interim report, one notice of an urgent decision has been received:-

The Chair of the Finance & Enterprise Scrutiny Committee was advised of the intention for Cabinet to consider a Procurement Update report which recommended key decisions with less than 28 days' notice (but more than 5 days' notice) due to changes to the Cabinet report schedule as a result of the amount of business coming forward to future meetings.

5. PAPERLESS WORKING AND MEMBER DEVELOPMENT

- 5.1 The Customer, Community and Partnership Scrutiny Committee trialled paperless working as part of their scrutiny of channel shift. The Committee was invited to pilot and feedback on the Surface Pro training programme for Members.

6. REGIONAL AND NATIONAL SCRUTINY NETWORKS

- 6.1 Scrutiny in Telford & Wrekin continues to engage with the Regional Health Scrutiny Network, West Midlands Scrutiny Network, the County and Unitary Officers Meeting and the CfPS Health Accountability Forum.

8. WORK PROGRAMME 2017/18

- 7.1 On 11 January 2017, the Board agreed the timetable for work programming for 2017/18 and an initial allocation of resources for 2017/18. Suggestions for the work programme will be presented to the Board in accordance with the timetable in June 2017.

9. PREVIOUS MINUTES

Scrutiny Management Board – 20 July 2016, 12 October 2016 and 11 January 2017

10. BACKGROUND PAPERS

Scrutiny Handbook

Report prepared by Deborah Moseley, Democratic & Scrutiny Services Team Leader, Telephone: 01952 383215



Addenbrooke House Ironmasters Way Telford TF3 4NT

Annual Scrutiny Report 2016/17

Foreword.....	2
What is Scrutiny?	4
Who carries out scrutiny work?	4
How is scrutiny work carried out?	4
How do we monitor the effectiveness of scrutiny?.....	5
Scrutiny Management Board	6
Children & Young People Scrutiny Committee	7
Customer, Community & Partnership Scrutiny Committee	8
Finance & Enterprise Scrutiny Committee	10
Health & Adult Care Scrutiny Committee	11
Joint Health Overview & Scrutiny Committee.....	13
Looking Ahead	14
Contacts.....	15

Foreword



I am pleased to present the Annual Report of the Council's Scrutiny Committees for 2016/17.

I would like to begin by expressing my thanks and best wishes to Councillor Shirley Reynolds who has been Lead Scrutiny Member for a number of years now but took up a position as Cabinet Member in the 2017/18 municipal year.

The role of Scrutiny in local government is becoming increasingly important. Ongoing budget cuts mean that it is crucial that the Council's Cabinet and senior officers are challenged to ensure that every penny they spend is spent well to provide essential and effective services to the people living and working in Telford and Wrekin.

The Annual Report highlights areas where elected Members have worked on a cross-party basis to look in detail at some of the most important issues facing residents of the Borough.

Concerns around the future of hospital provision in Telford and Wrekin and Shropshire continues to be a major concern and the work of the Joint Health Overview and Scrutiny Committee has been imperative, and will continue to be of utmost importance, in ensuring that elected Councillors are consulted on proposals and that the concerns of local residents, patients, service users and other stakeholders are taken into account during the "Future Fit" process.

Similarly, Child Sexual Exploitation (CSE) remains prominent in the public consciousness and has been a topic of fervent debate in Council meetings. Children and Young People Scrutiny Committee continues to provide robust challenge to the Council and its partners to demonstrate that they are doing everything possible to safeguard vulnerable young people. This year, the Committee have monitored the recommendations of last year's review of the multi-agency approach to CSE and important related issues.

Whilst these are significant areas of work, Scrutiny's remit is wide-ranging and the highlights of each Committee's year are set out on the pages that follow. Customer, Communities & Partnerships and Finance & Enterprise Scrutiny Committees in particular have added value to the policy development process this year with their work on the Homelessness Strategy, Selective Licensing and Civil Parking Enforcement.

It is important to note that we are not experts in the areas we scrutinise – our job is to talk to the people who are experts and ask the questions that we think the people of Telford and Wrekin would want answers to. Whenever possible, we also like to meet with service users and use their comments to inform our discussions and recommendations to the Cabinet. We engage with service users

in a variety of ways, for example through informal scrutiny meetings or visits and surveys, so this important element of our work often goes unpublicised.

It would also be remiss of me not to note that our dedicated Scrutiny Officers left the Democratic & Scrutiny Services Team this year. I would like to thank Fiona Bottrill and Stephanie Jones for their dedication and support over the years. Scrutiny Chairs have worked closely with the Team to limit the impact on the Scrutiny function as far as possible king.

Finally, the latter few months of this municipal year was somewhat impacted by the calling of the 'snap' general election on 8 June 2017 and I am grateful to those involved for their forbearance whilst this work was re-programmed. I would also like to thank all the Officers, colleagues from other organisations and members of the public who have helped us in our work throughout the year by providing us with high quality evidence about an extremely wide range of issues. We hope to hear from even more of you in 2017/18, and we are always ready to hear your suggestions for topics Scrutiny may wish to consider for review.

Councillor Nathan England
Lead Scrutiny Member 2017/18

What is Scrutiny?

Scrutiny acts as a check and balance to ensure decision making in local government is democratic, effective and transparent. Local authorities with a Cabinet system – where a relatively small number of elected members are responsible for day-to-day decision making – must have a scrutiny function. Scrutiny is a way for elected members who are not on the Cabinet to have a greater influence in policy decisions and the work of the Council.

There are four nationally accepted principles set out by the Centre for Public Scrutiny:

- Providing "critical friend" challenge
- Reflecting the voice and concerns of the public
- Taking the lead and owning the scrutiny process
- Making an impact on the delivery of public services

Who carries out scrutiny work?

Scrutiny is carried out by elected members who are not on the Council's Cabinet and members of the public co-opted for expertise in a particular area or to represent certain groups. They sit on Scrutiny Committees which carry out scrutiny work. The committees reflect the overall political balance of the Council.

In 2015/16 Telford & Wrekin had five scrutiny committees:

- Scrutiny Management Board
- Children & Young People Scrutiny Committee
- Customer, Community & Partnership Scrutiny Committee
- Finance & Enterprise Scrutiny Committee
- Health & Adult Care Scrutiny Committee – certain members of this committee also sit on the Shropshire and Telford & Wrekin Joint Health Overview & Scrutiny Committee.

How is scrutiny work carried out?

Scrutiny is can be carried out in many different ways.

The Scrutiny Management Board takes the role of 'holding the Executive to account' and holds regular sessions to question Cabinet members in public.

The Scrutiny Committees carry out the majority of other scrutiny work. This usually involves reviewing services or policies at Scrutiny Committee meetings. A review can be a one-off item discussed at a meeting or may be considered in detail over a series of meetings. Reviews may involve discussions with Cabinet members, officers at the Council, managers and officers from other organisations, organisations providing a service, service users or members of the public – whoever may be relevant to the topic being discussed.

At the end of a review the committee may make recommendations where they think things could be improved. Where possible the Scrutiny Committees meet in public but scrutiny members can also hold working group meetings to gather evidence for a review.

How do we monitor the effectiveness of scrutiny?

The priority for any piece of scrutiny work is that it has an impact and makes a difference for local people. There are many ways that scrutiny can make a difference – some are easier to measure than others. Some of the commonly used measures of effective scrutiny work are listed below but sometimes scrutiny can make a difference simply by raising an issue for public debate.

- **Holding the Executive to account** - questioning Cabinet members in public about their policies and actions helps ensure decision making is open and transparent. Many people argue this is an end in itself.
- **Recommendations to Cabinet** – a common measure of the impact of scrutiny work is the number of recommendations made to and accepted by Cabinet. The majority of scrutiny recommendations in the past have been accepted.
- **Recommendations to external organisations** – there are certain organisations with a statutory duty to respond to scrutiny but they do not have to accept scrutiny recommendations. Our approach is to engage partners positively in a scrutiny review so that recommendations are relevant, realistic and more likely to be acted on.
- **Policy development** – examples include examining draft policies to consider the implications for local people and suggesting improvements, or giving feedback as part of a consultation on a proposed new policy or policy change.
- **Holding health service commissioners and providers to account**
- **Monitoring performance of health services**

The number of meetings provides an indication of how resources were committed to scrutiny over the year.

Scrutiny Management Board

Members: Councillors Shirley Reynolds (Chair), Stephen Bentley, Andy Burford, Nathan England, Veronica Fletcher, Jayne Greenaway, Kevin Guy, Jacqui Seymour and Chris Turley



The Scrutiny Management Board has overall responsibility for co-ordinating and monitoring the delivery of the Scrutiny Work Programme and for allocating resources between the Scrutiny Committees so that the workload is managed effectively.

This year we have continued our practice of inviting Members of the Cabinet to attend our meetings to be held to account for the decisions they make. We have had some interesting discussions with the Cabinet Members for Adult Social Care & Older People, Children, Young People & Communities, and Transport, Customer & Neighbourhood Services. These sessions were used to enable Scrutiny to ask questions about issues not included in the work programme. I'd like to thank the Cabinet, not only for their candid approach, but also for their continued support for Scrutiny.

Officers supporting Scrutiny now have a twin-hat role, and also support the Council's Executive and Regulatory functions. The Board has worked with the Democratic & Scrutiny Services Team to limit the impact on the Scrutiny function as far as possible. These efforts include the cessation of rolling work programmes to enable focussed and current work programmes to be devised. This change meant that the work programming process for the 2017/18 municipal year began at an earlier stage which will maximise the time available for Scrutiny in the coming year.

In 2016/17 we held 3 meetings. Our final meeting of the year was cancelled as it was scheduled to take place during the pre-election period for the 'snap' general election called on 8 June.

Call-In

Call-in is a way for scrutiny members to examine a decision taken by Cabinet, or by officers under delegated authority, before the decision is implemented. The rules for calling in decisions are set out in the Council's Constitution and in the Scrutiny Handbook. There were no call-in requests to the Scrutiny Management Board during 2016/17.

Children & Young People Scrutiny Committee

Members: Councillors Kevin Guy (Chair), Steve Barnes, Joy Francis, Janice Jones, Nicola Lowery, Kuldip Sahota, Jane Pinter, Shirley Reynolds and Karen Tomlinson

Co-Optees: Mrs C Healy, Mrs S Fikeis, Mrs L Fowler, Mrs C Morgan, Mrs S Osman and Mrs M Ward



The Children and Young People Scrutiny Committee's role is to scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role.

In 2016/17 the Committee held three formal meetings and some of the highlights of our work are set out below.

Multi-Agency Working Against Child Sexual Exploitation

Following the in-depth review which the Committee undertook in 2015/16, the Committee received an interim update on the implementation of the recommendations made in last year's report to Cabinet, holding Senior Managers and Key Stakeholders to account on progress. A 12 month progress review will place in the next municipal year.

Ofsted single inspection of children's services

Following the Ofsted report published in August 2016 following the single inspection of services for children in need of help and protection, children looked after and care leavers and review of the effectiveness of the Local Safeguarding Children Board (SIF), the Committee received the "Getting to Good" Children and Family Services Improvement Plan 2016-17 in order to hold the Cabinet Member: Children, Young People and Communities, and Senior Managers to account on progress against the recommendations. The Committee also identified key aspects of the Plan for focussed scrutiny in the coming year.

Educational Attainment

The Committee received an update on the current education agenda, including significant changes in the assessment process and new primary curriculum. The Committee also received an update on primary and secondary level performance data compared to national averages. We were delighted with the remarkable Progress 8 score achieved by HLC and it's ranking as not only the highest performing school in the borough for pupil progress, but registering in the top 100 in the country.

SEND reforms

The Committee received an update on the implementation of the Children and Family Act (2014) with particular reference to Special Educational Needs and Disability. Over the course of a series of meetings, Senior Managers were held to account for the Council's performance with regard to statutory assessment and cost of provision.

Customer, Community & Partnership Scrutiny Committee

Members: Councillors Nathan England (Chair), John Ashford, Kevin Guy, Leon Murray, Steve Reynolds, Peter Scott, Jacqui Seymour, Barry Tillotson and Chris Turley

Co-optees: Mrs P Doherty and Mr D Johnson



The role of the Customer, Community & Partnership Scrutiny Committee is wide ranging, covering a number of key areas relating to the development of Telford & Wrekin as a Co-operative Council, the planning, delivery and performance of services provided to local communities, issues relating to how the Council works with partner organisations, housing, homelessness, transport and highways, regeneration, waste and recycling, customer services, community engagement, welfare reform, enforcement. The Committee is also the designated body for scrutiny of the Safer, Stronger Communities Partnership and of Flood and Water Management.

In 2016/17 the Committee held ten meetings and some of the highlights of our work are set out below. The Committee has also engaged with the Finance & Enterprise Scrutiny Committee to conduct a review of Civil Parking Enforcement.

Customer services (including channel shift)

As part of this review, the Committee engaged in extensive testing of the My Telford application to inform development prior to the application launch. We also received an update on the performance of the Customer Contact Centre and provided feedback for further investigation. The Committee have also trialled paperless working at meetings and our experiences have informed the content of forthcoming member training on the use of Surface Pros.

Traffic Signals

The Committee had previously supported the Council's approach to not remove or switch existing traffic lights at roundabouts to part-time operation for safety reasons but we had requested an update on the impact of new signalling technology on traffic flows and journey times. The Committee were pleased to note the improved performance reported.

Waste management services

As successor to the Housing Economy & Infrastructure Committee we received an update on the procurement of waste management services including receiving an overview of Veolia and the TWS service, details of performance and customer satisfaction, data on recycling rates and the impact on landfill and an update on Household Recycling Centres. The Committee commended the improved performance following the implementation of the waste contract and also the re-engagement by Veolia with the recycling collection service offered to Harper Adams. We have also identified potential for further monitoring and engagement

if the work programme in 2017/18 allows.

Housing needs and Homelessness

As part of our work programme, the Committee began looking at Enforcement in the borough and we chose to focus on Houses in Multiple Occupation (HMOs). Following an update on the Homelessness Strategy, including a report on data collection in relation to HMOs and options to address related issues, the Committee were invited to engage in development of Policy in two areas: the Homelessness Strategy and the Selective Licensing Policy. The Committee supported the business case for Selective Licensing made several recommendations to the Cabinet in support of the preventative approach to Homelessness.

Flood and Water Management

Due to the Committee's statutory responsibility for Flood and Water Management, an update on drainage and flood management was received. The Committee recommended more promotional activity of the Council's good work in this area.

Finance & Enterprise Scrutiny Committee

Members: Councillors Shirley Reynolds (Chair), Stephen Bentley, Stephen Burrell, Andy Burford, Nigel Dugmore, Raj Mehta, Rob Sloan, Charles Smith and Dave Wright

Co-optees: Mrs C Mason-Morris and Mr R Williams



In recent years, the work of the Finance and Enterprise Scrutiny Committee has focussed almost exclusively on its constitutional role as a budget consultee. However, this year the Committee was able to devote some resource to a review of Civil Parking Enforcement.

In 2016/17 we held 5 meetings and some of the highlights of our work are set out below.

Service & Financial Planning 2017/18 to 2019/20

During January and February 2017, the Committee held a series of four focussed meetings with Cabinet Members and the Council's senior budget holders to review, scrutinise, and consider the financial environment as part of the development of the draft Service & Financial Planning 2017/18-2018/19 strategy and the alternative budget proposals put forward by the main opposition group. A key part of these discussions focused on the adult care precept. The Committee submitted a full response to Cabinet and specifically recommended that the adult social care precept should be implemented at a rate of 2% a year for three years (2017/18-2019/20).

Civil Parking Enforcement

At the request of Cabinet and following a motion referred by Council, an in-depth review of the Council's approach to Civil Parking Enforcement has begun. The Committee has worked with the Customer, Community & Partnership Scrutiny Committee to undertake initial investigations and further data has been requested to inform a decision on whether or not the Council should prepare a Business Case for the adoption of enforcement powers.

Health & Adult Care Scrutiny Committee

Members: Councillors Andy Burford (Chair), Mark Boylan, Veronica Fletcher, Leon Murray, Tim Nelson, Jane Pinter, Raj Mehta and Rob Sloan
Co-optees: Mrs J Gulliver, Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Health & Adult Care Scrutiny Committee scrutinises and monitors the planning and performance of the Council's adult social care services and health service matters. Some Members of the Committee are also appointed to work jointly with colleagues from Shropshire Council to scrutinise health issues that impact on the wider health economy in Shropshire, Telford & Wrekin.

In 2016/17 we held 6 Health & Adult Care Scrutiny Committee meetings and some of the highlights of our work are set out below.

Adult Social Care: Performance, Budget and Savings (including Continuing Healthcare)

The Committee was pleased to be able to agree the key indicators to be reported to the Committee with Senior Managers to enable performance, budget and savings to be presented in a format which is easily monitored and the Committee have regularly received monitoring reports in order to hold Senior Managers to account for the implementation of plans and the delivery of savings. The Committee also received a demonstration of Adult Care financial modelling and continued monitoring the level of CHC funded cases. The Committee have raised questions in relation to the independent care home market and intend to consider this issue in further detail.

The Committee also received feedback from the Adult Social Care Peer Challenge on key strengths and areas identified by the Peer Review Team for consideration.

This monitoring work has enabled the Committee to identify key areas for more focussed scrutiny: STP Neighbourhood Working, the independent care home market, and Adult Care Consultation.

STP Neighbourhood Working

Following on from our work above, the Committee received a presentation on the approach to neighbourhood working and scoping of an in-depth review is underway.

Town Centre GP services and NHS walk-in centres

The Committee received an update on the closure of the IMH Malling Health Practice and an update on consultation findings in relation to the development of service specification for future GP Walk-in services. Following the closure of the Malling Health Wrekin (MHW) GP Walk-In Centre service and displacement of 8,000 registered patients, the Committee heard representations from Wellington

Town Council and held the CCG to account for the decision, particularly making recommendations about communication to allay patient fears.

Adult Safeguarding Board Report

The Committee received a progress report on the work of the Telford and Wrekin Safeguarding Adults Board since its set up in April 2015 and provided feedback on the Board's work in relation to care homes and domiciliary care.

Joint Mental Health Commissioning

The Committee received an update on the progress of the Telford and Wrekin Mental Health Action Plan and provided feedback. The Committee have also engaged with the Mental Health Forum to consider identifiable issues for an in-depth review of Mental Health Services.

Joint Health Overview & Scrutiny Committee

Members: Councillors Andy Burford (Co-Chair), Veronica Fletcher and Rob Sloan
Co-Optees: Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Joint Health Overview & Scrutiny Committee met eleven times in 2016/17, and some of the highlights of the work we have carried out with colleagues at Shropshire Council are set out below.

Future Fit Programme and submission of the Sustainability and Transformation Plan (STP)

The Committee have received regular updates and question and answer sessions with NHS representatives and a briefing on proposals for Emergency Department and Urgent Care Centres. The Committee also visited Urgent Care Centres at Runcorn and Widnes to see firsthand how these centres operate, and we also met with Halton Borough Council Health Scrutiny Committee Members to discuss their experiences with regard to the introduction of an Urgent Care Centre.

Sustainability of Services at the Shrewsbury and Telford Hospitals NHS Trust

Closely linked to the Committee's work on Future Fit and the STP, regular updates and question and answer sessions with NHS representatives have taken place.

Child and Adolescent Mental Health Services for Telford and Wrekin and Shropshire

The Committee received an update on the engagement activities carried out to support the procurement of the 0-25 emotional health and wellbeing service together a summary of the changes and proposed changes to be made as a result. Comments and recommendations from Committee informed the service specification and tendering information.

Funding for Community Pharmacy Services

The Committee received a report from the Shropshire Local Pharmacy Committee on funding cuts to pharmacy needs and costs of service. In response, the Committee wrote to David Mowatt MP and Philip Dunne MP expressing the Committee's concerns regarding cuts to community pharmacy services.

Looking Ahead

A few changes were made to the membership of the Scrutiny Committees at Annual Council on 25 May 2017, notably the appointment of new chairs of the Scrutiny Management Board, Finance & Enterprise Scrutiny Committee and the Customer, Communities and Partnerships Scrutiny Committee.

During June the Scrutiny Management Board agreed the suggestions and issues which should be prioritised for the 2017/18 work programme and recommended to the Scrutiny Committees for consideration.

A list of the prioritised suggestions and issues can be found at:

http://www.telford.gov.uk/info/20237/scrutiny/371/scrutiny_work_programme

Contacts

To find out more about Scrutiny visit: www.telford.gov.uk/scrutiny

To find meeting dates and agendas for scrutiny meetings visit: www.telford.gov.uk/meetings or call the Democratic & Scrutiny Services Team on 01952 383215.

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TELFORD & WREKIN COUNCIL**SCRUTINY MANAGEMENT BOARD – 20 JUNE 2017****SCRUTINY WORK PROGRAMME 2017/18****REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING****1.0 PURPOSE**

- 1.1 To confirm the Terms of Reference for the Scrutiny Management Board and Scrutiny Assembly;
- 1.2 To endorse the Scrutiny Committees Terms of Reference for agreement by each respective Scrutiny Committee; and
- 1.3 To enable the Scrutiny Management Board to consider and agree the priorities for the 2017/18 Scrutiny Work Programme.

2.0 RECOMMENDATIONS

- 2.1 To agree the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly and to endorse the Scrutiny Committees Terms of Reference for agreement by the respective Scrutiny Committee (Appendix 1).
- 2.2 To 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.
- 2.3 To agree the initial allocation of resources as set out in part B section 2 of this report.
- 2.4 To note the review dates of current non-statutory scrutiny co-optee appointments.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	No	Borough Wide
DELIVERY DATE	Following the agreed cessation of rolling work programmes, the 2017/18 work programme should be delivered in-year.	

FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	<p>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 2017/18 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.</p> <p>Scrutiny also plays an important part of 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</p> <p>TS – 26.5.17</p>
LEGAL ISSUES	No	<p>Overview & Scrutiny for local authorities was introduced as part of the modernisation of local government in Section 21 of the Local Government Act 2000. It required every local authority to have at least one O&S committee, to: hold the Executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and carry out external scrutiny including the NHS.</p> <p>Establishing terms of reference, a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.</p> <p>SAD – 22.5.17</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

- 1.1 The Terms of Reference for the Scrutiny Management Board, Scrutiny Assembly and the Scrutiny Committees are attached at Appendix 1. On 25 May 2017, Full Council delegated authority to each Committee to approve its own Terms of Reference.
- 1.2 The Scrutiny Work Programme is agreed annually by Scrutiny Management Board. The Board is responsible for determining the strategic priorities for scrutiny, allocating scrutiny resources and monitoring delivery of the work programme. The Scrutiny Committees agree their own work programmes having regard to the views

and wishes of the Board and report progress back to the Board.

1.3 Suggestions for the work programme were sought from the Scrutiny Assembly, Cabinet Members, Senior Managers and key local organisations in accordance with the timetable agreed by the Board on 11 January 2017.

1.4 A table listing suggestions for the work programme is shown at Appendix 2. This includes:-

1.3.1 all new suggestions received to date

1.3.2 suggestions from the 2016/17 work programme which have been resubmitted for consideration in the 2017/18 work programme

1.3.3 topics upon which work began in 2016/17 (or earlier) but has not yet completed

1.3.4 recommendations from previous reviews which are due for monitoring

1.3.5 topics which the relevant Scrutiny Committee is monitoring progress

1.4 Scrutiny Management Board is asked to consider what the over-arching priorities for Scrutiny in 2017/18 should be and in light of this consider whether to recommend each topic set out at Appendix 2 for inclusion in the work programme of the relevant Scrutiny Committee in accordance with the Terms of Reference.

1.5 In determining the priorities for scrutiny in 2017/18 and topics for the work programme, 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
- Awareness of elected members about what matters to local people
- Capacity and resources (see Section 2)
- Best practice guidance from the Centre for Public Scrutiny (CfPS)
- Ways of working set out in the Scrutiny Handbook

2.0 ALLOCATION OF RESOURCES

2.1 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.

2.2 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.

2.3 The average number of Scrutiny Meetings in the four year period to 2015/16 was approximately 50 per year (including formal Committee meetings and informal

working groups). In 2016/17 the number of meetings fell to 39 formal and informal meetings, reflecting the changing resources within the Democratic & Scrutiny Services Team. In 2017/18, all resource for Scrutiny will be provided by “dual hat” officers who also have responsibility for facilitating the full Council, executive and regulatory meetings.

- 2.4 For the 2017/18 municipal year, an initial allocation of quarterly meetings has been allocated to the Scrutiny Management Board and each Scrutiny Committee as part of the normal calendaring process. Scrutiny Management Board is scheduled to meet as follows:-

Tuesday, 20 June 2017
 Monday, 25 September 2017
 Tuesday, 9 January 2018
 Wednesday, 9 May 2018

3.0 SCRUTINY CO-OPTEEES

- 4.1 The last review of non-statutory co-optees took place in the 2015/16 municipal year by way of a staggered recruitment and appointment process.
- 4.2 In accordance with the Scrutiny Handbook, non-statutory co-optees were appointed on two year terms.
- 4.3 Each co-optee position should be reviewed as the term of appointment expires and, in view of the staggered nature of appointments, for the majority of co-optees, this will occur at various points during the current municipal year as set out in the table below.

Scrutiny Committee	Name	Status	Appointment Review By
Children & Young People	Lyn Fowler	Town/Parish Council Nominee	16 May 2018
Children & Young People	Carolyn Healy	Town/Parish Council Nominee	16 May 2018
Children & Young People	Sherrel Fikeis	Town/Parish Council Nominee	16 May 2018
Children & Young People	Sandra Osman	Primary Head (Forum) Representative	4 November 2017
Customer, Community & Partnerships	Paula Doherty	Town/Parish Council Nominee	4 July 2018
Customer, Community & Partnerships	Dave Johnson	Independent	4 July 2018
Finance & Enterprise	Cindy Mason-Morris	Town/Parish Council Nominee	6 January 2018

Finance & Enterprise	Roy Williams	Independent	6 January 2018
Health & Adult Care	Jean Gulliver	Independent	18 November 2017
Health & Adult Care and Joint HOSC	Hilary Knight	Independent	11 April 2019
Health & Adult Care and Joint HOSC	Carolyn Henniker	Healthwatch	20 October 2018
Health & Adult Care and Joint HOSC	Dag Saunders	T&W Senior Citizens Forum	4 November 2017
Children & Young People	Carol Morgan	Catholic Diosecan Representative	N/A - statutory appointment
Children & Young People	Vacant	Anglican Diosecan Representative – Hereford & Lichfield*	N/A - statutory appointment
Children & Young People	Mel Ward	Primary Parent Governor Representative	N/A - statutory appointment
Children & Young People	Vacant	Secondary Parent Governor Representative	N/A - statutory appointment

4. **PREVIOUS MINUTES**

Scrutiny Management Board – 11 January 2017

5. **BACKGROUND PAPERS**

Scrutiny Handbook which can be accessed from
http://www.telford.gov.uk/downloads/file/557/scrutiny_handbook

CfPS “The Scrutiny Evaluation Framework” (April 2017) which can be accessed from
<http://www.cfps.org.uk/scrutiny-self-evaluation-framework/>

***Report prepared by Deborah Moseley, Democratic & Scrutiny Services Team Leader
– Telephone: 01952 383215***

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.

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 Democratic & Scrutiny Services Team and Scrutiny Chairs.
4. The Scrutiny Management Board will oversee the allocation of Democratic & Scrutiny Services Team 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 of 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.

HEALTH & ADULT CARE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The group will be made up of 9 elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue.
3. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's adult social care services and health services matters under the Health and Social Care Act 2012. Full Council has delegated the health scrutiny powers to this Committee.
4. The Committees takes the key role in:
 - a) Monitoring the performance of NHS Trusts whose services effect local people;
 - b) Acting as the statutory consultee on NHS proposals for substantial variation in service and responding to these NHS consultations.
 - c) Participating in a Joint Health Overview and Scrutiny Committee with elected members from Shropshire Council to scrutinise and respond to NHS proposals that apply to both areas;
 - d) Responding to referrals from Health Watch regarding health services;
 - e) Monitoring the Council's performance in relation to social care service for adults;
 - f) Responding to referrals from Healthwatch regarding Adult Care Services
 - g) Scrutinising proposals for the provision of adult care services and the impacts of any proposed changes to services;
 - h) Scrutinising adult care services that are of concern to local people.
5. If the Chair and Vice Chair are unable to attend a meeting the members present will elect a Chair for the meeting.
6. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers and representatives from NHS commissioners and providers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.
7. 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.
8. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

9. Scrutiny Committee meetings will be held in public, unless matters exempt under legislation is being discussed, or the Scrutiny Committee is meeting with vulnerable groups to hear their views and it is not appropriate for these meetings to be open to the public. The Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review, and these may be held as informal meetings, but evidence gathered in this way will be brought back to the overseeing Committee in a public forum. In case of dispute, the Monitoring Officer will advise on the rules of exemption.
10. From time to time members, as part of the work of the Committee, may become privy to information of a sensitive or confidential nature, if this happens members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
11. 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.
12. A short report on the work of the group will be provided by the Chair to the Scrutiny Management Board as appropriate.
13. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet or other partner organisation when necessary.
14. The Committee will set its own work programme. The main task of the Committee will be to scrutinise the planning, provision and operation of NHS health services and to scrutinise the performance of the Council's adult social care services that are provided to people in Telford & Wrekin. However, members can look at any other issues within these service areas. The following points should be taken into consideration when considering the work programme each year:
 - areas where significant change is proposed and the potential impacts
 - performance in areas where significant change has been implemented;
 - areas of financial overspend;
 - areas receiving a high level of budgetary commitment;
 - areas where there is a high level of user dissatisfaction;
 - reports and action plans produced/agreed with external inspectors;
 - areas that are key issues for the public or have become a public interest issue covered in the media.
15. The quorum required for a meeting is 3 elected members.
16. Three elected Members and 3 co-optees of this Committee will also be expected to take part in the Joint Health Scrutiny Committee set up with elected members and co-optees from Shropshire County Council to scrutinise substantial variations or developments in service that cut across both local authority areas. Separate terms of reference apply to the Joint Health Overview and Scrutiny Committee which have been agreed with Shropshire County Council.

FINANCE & ENTERPRISE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The group will be made up of 7 elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. The Committee will fulfil three tasks:
 - a. 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;
 - b. to monitor the service and financial performance of Council services through regular review of performance monitoring reports and such other information as members consider necessary.
 - c. Receive reports on the income generation for the Council and the Council's role in promoting economic growth in the local economy and scrutinise as appropriate
3. Relevant Cabinet Members, Corporate 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.
4. 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.
5. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
6. If the Chair and Vice Chair are unable to attend a meeting the members present will elect a Chair for the meeting.
7. The meetings will be administered by Scrutiny Services and Democratic Services. Meetings will be held regularly and dates will be agreed by the members of the Committee at the start of each municipal year. Members of the Committee may call additional meetings as required to follow up concerns identified in their scheduled meetings or sub-sets of members may form working groups that meet outside the scheduled meetings to investigate specific issues.
8. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

9. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
10. Information obtained as a result of membership of the Committee is sensitive and should be treated as being confidential by members
11. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
12. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations agreed by the Committee to the Council's Cabinet when necessary.
13. The Committee will set its own work programme. The following issues may form part of the work programme each year:
 - a. 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
 - level of Council Tax increase recommended by the Cabinet.
 - b. Consideration of the assumptions made in the Council's medium term financial strategy.
 - c. Regular consideration of service and financial performance monitoring reports to identify areas where additional information on plans for remedial action is required.
 - d. Undertaking reviews of areas of the budget to scrutinise the value of service outcomes for the community compared to the costs involved. Committee members will particularly seek to identify areas of low priority spending where savings could be made.
 - e. Consideration of the financial implications of major policy/service changes proposed by the Cabinet.
 - f. Consideration of financial reports and performance documents produced by the Council with a view to improving their usefulness to members of the council and members of the public
14. The quorum for a meeting is 3 elected members.

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The Committee will be made up of 9 elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members. The Committee may include co-opted scrutiny members but they must not exceed the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. The Parent Governor and the Catholic and Anglican diocesan representatives will have statutory voting rights on education matters as set out on the Local Government Act 2000. Other co-optees will not have voting rights.
3. In addition to the standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue.
4. If the Chair and Vice Chair are unable to attend a meeting the Members present will elect a Chair for the meeting.
5. The Cabinet Member for Children and Young People, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.
6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role. The Committee may also scrutinise the services of partner organisations in accordance with national legislation.
7. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
8. 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.
9. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
10. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

11. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
12. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet or other relevant organisations.
13. The Committee will set its own work programme. The main task of the Committee will be to scrutinise the planning and performance of children and young people's services and the Committee can look at any issues within the service area. The following points may be taken into consideration when considering the work programme each year:
 - areas where significant change is proposed and the potential impacts
 - performance in areas where significant change has been implemented;
 - areas of financial overspend;
 - areas receiving a high level of budgetary commitment;
 - areas where there is a high level of user dissatisfaction;
 - reports and action plans produced/agreed with external inspectors;
 - areas that are key issues for the public or have become a public interest issue covered in the media.
14. All Committee members should undergo the Corporate Parenting Training offered by the Council.
15. Members of Committee should act as champions for children and young people in the care of the authority and raise awareness of the issues facing children and young people in care with other elected members and members of the public.
16. The quorum required for a meeting is 3 elected members.

CUSTOMER, COMMUNITY AND PARTNERSHIP SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The Committee will be made up of 7 elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members. The number of co-opted members must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. If the Chair or Vice-Chair are unable to attend a meeting the Members present will elect a Chair for the meeting.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of members of the Committee on that particular issue.
4. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.
5. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor issues relating to the following key areas:
 - the development of Telford & Wrekin as a Co-operative Council and any resulting policies and service changes, other than matters scrutinised by the Scrutiny Management Board;
 - the planning, delivery and performance of services provided to local communities for example libraries; sport, leisure and culture facilities; community centres; environmental services or community based projects involving the Council and community cohesion.
 - issues relating to how the Council works with partner organisations such as Town & Parish Councils, the voluntary sector, community groups and local people, in particular where these organisations are or may be involved in the delivery of Council services;
 - scrutiny of the services provided by partner organisation in accordance with national legislation;
 - housing, homelessness, transport and highways, regeneration, waste and recycling services, customer services, community engagement, welfare reform, enforcement.
6. The Customer, Community and Partnership will be the designated body for scrutiny of the Safer, Stronger Communities Partnership as set out in section 19 of the Police & Justice Act (2006) and of Flood and Water Management as set out in the Flood and Water Management Act 2010. The work programme will make provision for scrutiny of these items.
7. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

8. 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.
9. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
10. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
11. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
12. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet or other relevant organisations.
13. The Committee will set its own work programme in accordance with the areas set out in paragraph 5 above, may look at any issue deemed by the Committee to fall within its remit.
14. The quorum for a meeting is 3 elected members.

SHROPSHIRE AND TELFORD & WREKIN JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE

Purpose

To act as a discretionary Joint Health Overview and Scrutiny Committee (Joint HOSC) to consider and scrutinise where necessary, all Health and Healthcare related topics which affect the areas of Telford and Wrekin Council and Shropshire Council including matters referred by Telford and Wrekin and Shropshire Healthwatch.

To meet when proposed changes to services are identified to confirm if the Committee will undertake the role of the Committee as a mandatory Joint HOSC and statutory consultee in relation to NHS proposals for a substantial variation or development in service.

To actively research any statutory consultation and respond in line with Health Scrutiny Regulations and the Department of Health Guidance on Health Scrutiny (2014) .

Powers of the Joint Health Overview and Scrutiny Committee

The Joint Health Overview and Scrutiny Committee exercises the powers of both a discretionary and a mandatory Joint HOSC, as set out in the Health and Social Care Act (2001) consolidated in the NHS Act (2006) and amended by the Localism Act 2011 and the Health and Social Care Act 2012, to review any matter relating to the planning, provision and operation of health services across the local authority areas. Both Telford and Wrekin Local Authority and Shropshire Council Local Authority have delegated the health scrutiny power to the Joint HOSC for pan Shropshire health matters. When the NHS make a proposals for a substantial variation or development of service the Joint HOSC will be the only Scrutiny Committee which will:

- Respond to the consultation
- Exercise the power to require the provision of information by relevant NHS body or health service provider
- Require members or employees of relevant NHS bodies or health service provider to attend before it to answer questions in connection with the consultation.

However, both local authorities have retained the power of referral as set out in the Councils' Constitutions. Any referral of proposed substantial change or variation in service to the Secretary of State will be made in line with Health Scrutiny Regulations and the Department of Health Guidance.

The roles and responsibilities of the Joint HOSC, commissioners and providers of NHS and Local Authority public health services is set out in the Department of Health Guidance, Guidance to support Local Authorities and their partners to deliver effective health scrutiny (2014)

Membership of the Joint Health Overview and Scrutiny Committee

There will be three elected members from each local authority.

There will be three co-opted members from each local authority area who are independent of the relevant Council.

The Co-opted Members of the Committee have voting rights as determined by full council at both authorities. Copies of the voting schedules are attached. Executive Members for Health and Social Care and Health and Wellbeing Board Chairs issues may attend the meeting at the Chair's discretion in a non voting capacity.

Chairing Arrangements

Meetings alternate between the Council areas. The appropriate Chair will take the lead for meetings in their Local Authority Area.

Chairs' Casting Vote

The Chair will not use their casting vote due to the alternating venue.

Political Balance

Political balance applies to this Committee. The political balance applies to each participating authority.

Administration

In line with the Department of Health Guidance the support for the Joint HOSC will be made available by the local health and social care system to enable the powers and duties associated with the function to be exercised appropriately.. Meetings will alternate between local authorities. Each council will take the lead in arranging venues and co-ordinating agendas with organisations and individuals invited to present reports or papers or give evidence, for the meetings taking place in their Local Authority Area.

The agenda will be agreed by both Health Scrutiny Chairs. Papers and presentations will be considered during this meeting to establish running order and specific instructions to those attending.

Pre-meetings will be at the Chair's discretion, to be attended either by the Chairs' alone or for members of the whole joint Health Overview and Scrutiny Committee.

Additional Support

Each local authority will identify an agreed resource which it can provide to support the work of the Joint Committee. This may be officer time and/or a financial contribution to cover the costs of any specialist advice.

Frequency of Meetings

To be detailed in the Joint Committee Work Programme.

Quorum

One third of the membership of the Committee. At least 2 elected members must be present including 1 from each authority. There must be 2 representatives from each authority including co-optees.

Ways of Working

Under the Department of Health Guidance (2014) the Joint Health Scrutiny committee must:

Strengthen the voice of local people, ensuring that their needs and experienced are considered as an integral part of the commissioning and delivery of health services and that those services are safe and effective.

Operate in a way that will lead to rigorous and objective scrutiny of the issues under review and carried out in a transparent manner that will boost the confidence of local people in health scrutiny.

In considering substantial reconfiguration proposals health scrutiny needs to recognise the resource envelope within which the NHS operate and should therefore take into account the effect of the proposals on sustainability of services as well as their quality and safety.

The Joint Committee will hold formal meetings, and will undertake visits – which as far as possible will involve representatives from both authorities. Each authority will be able to lead and undertake individual pieces of work. The Joint Committee may also hold meetings with relevant representatives and officers outside of the main scrutiny forum such as focus groups, public meetings and consultation with relevant patient/service user groups.

Reports

Wherever possible all reports will present joint evidence based conclusions and recommendations. However, where differences exist reports will be able to include sections setting out evidence based conclusions and recommendations reflecting the different views within the joint committee.

Review of Terms of Reference

Annually or as required when issues arise for joint scrutiny.

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
CHILDREN & YOUNG PEOPLE					
Youth unemployment and NEETS (CYP Scrutiny Committee)	Originally a suggestion from Cabinet Member. Resubmission suggested to include:- <ul style="list-style-type: none"> • Latest position on youth unemployment • Figures on apprenticeships • Implications of apprenticeship reforms 	Resubmitted by Cllrs Kuldip Sahota and Shirley Reynolds on 8 February	Review of Youth Unemployment: 2014	Business, Development & Employment	
School Organisation/Places	Suggestion from Director of Children’s and Adult Services to look at Secondary School Places Initial evidence gathering session planned for September 2017.	Work planned for 2016/17 but not commenced..	Review of Primary School Places: 2014	Education & Corporate Parenting	
Multi Agency Working Against CSE	12 month review with focus on improved collection/analysis of CSE data; strategy for communicating information to the public; TWSCB framework for auditing impact of actions; data on convictions for CSOs	Monitoring of Review Outcomes (Planned 11 July)		Children’s Safeguarding / Organisational Development & Delivery	
Educational Attainment	Considered annually.	Monitoring		Education & Corporate Parenting	

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
Ofsted Inspection of services for children in need of help and protection, children looked after and care leavers 2016/ Ofsted Improvement Plan	Approved plan, performance measures and progress <ul style="list-style-type: none"> • Effectiveness of IROs • Turnover of social workers • Return interviews • Meet with foster carers Includes CiC dashboard	Monitoring	Children in Care Placement Strategy: 2014	Children's Safeguarding	
LSCB Annual Report	In previous years the Annual Report has been presented to Scrutiny after HWB.	Monitoring		Children's Safeguarding / Organisational Development & Delivery	
Educational progress of children from troubled families compared to progress of children in long term foster placements.	Suggestion put forward for 2016/17 work programme (Steve Rayner) Published research 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. The committee could look at 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.	<i>Not prioritised for 2016/17. Item not resubmitted.</i>		Education & Corporate Parenting	

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
CUSTOMER COMMUNITY & PARTNERSHIP					
Third Party Engagement	How effective the Council is in engaging support from third party organisations and the community in light of reducing resources.	New from Andrew Mason (Chair LSCB)		Customer & Neighbourhood Services	
Flood Water Management	Considered in 2016/17	Statutory responsibility		Customer & Neighbourhood Services	
Community Safety Partnership (Crime & Disorder Reduction Partnership scrutiny)	Not considered in 2016/17 but had planned to look at how the partnership is taking an evidence based approach to targeting activity and resources and enforcement around HMOs.	Statutory responsibility		Customer & Neighbourhood Services	
Grounds and cleansing service contract procurement	Oversight of procurement process and specification for the Grounds and Cleansing service contract. Links to maintenance of open spaces.	Work planned for 2016/17.		Customer & Neighbourhood Services	
Update on channel shift / customer services	Update on impact of Channel Shift and performance of contact centre. Include uptake of direct debits for Council Tax.	Work began in 2016/17.		Customer & Neighbourhood Services	
Waste management services	Options for the food waste collection element of Veolia contract.	Work began in 2012/13.		Customer & Neighbourhood Services	Contract has been let. Not really feasible to do this as well as work on Grounds & Maintenance. Recommend focus on Grounds & Maintenance.

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
Selective Licensing	Planned review of implementation after 12 months.	Monitoring of review outcomes		Customer & Neighbourhood Services	
Definitive Map for Rights of Way	How the system for checking planning applications for rights of way is working and progress on updating of the Definitive Map.	<i>Not prioritised for 2016/17. Item not resubmitted</i>		Business, Development & Employment	
Business support and inward investment	Impact of changes to business rates on the Growth Hub	<i>Not prioritised for 2016/17. Item not resubmitted</i>		Business, Development & Employment	
FINANCE & ENTERPRISE					
Budget Scrutiny	Consultation on draft budget & policy framework policy proposals published by the Leader and any alternative proposals developed by opposition groups.	Constitutional function		Finance & Human Resources	
Civil Parking Enforcement	Referral from Full Council as to whether to develop OBC.	Work began in 2016/17.		Customer & Neighbourhood Services	

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
HEALTH & ADULT CARE					
Social Care Fee Rates for 2017/18 set by Telford and Wrekin Council	We recognise that as yet Telford and Wrekin Council have not confirmed the care fee rates for 2017/18 and therefore this referral is anticipatory in the expectation that the fee rate offered will be insufficient to cover the increasing care costs the Care Sector is experiencing.	New – from SPIC (Nicky Jacques)		Governance, Procurement & Commissioning	May be links to current workload – could be included in CIP report
Implementation of Suicide Prevention Plan	We recommend that health overview and scrutiny committees should also be involved in ensuring effective implementation of local authorities' plans. This should be established as a key role of these committees.	New – from Health Select Committee	Mental Health Strategy - Committee previously advised that T&W not an outlier re suicide	Governance, Procurement & Commissioning + CCGs	Suggestion received after SMT invited to give comments.
STP Neighbourhood Working	Link to STP & ASC Budget/Performance - topic identified for review after update.	Initial evidence gathering in 2016/17. Scoping in progress.		Health & Well-Being + CCG	
Growing Isolation of Older People	This was originally a suggestion from Senior Citizens' Forum; Health and Adult Care Scrutiny Committee have done some exploratory work regarding isolation in relation to Mental Health.	Work began in 2016/17 to consider incorporation into work on mental health.		Health & Well-Being	

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
Mental Health Commissioning Strategy	Monitoring progress on the Telford and Wrekin mental health action plan at meetings on 26/07/16, 06/12/16, 13/02/17.	Review		Governance, Procurement & Commissioning + SSSFT + CCG	
Adult Mental Health Services	JHOSC received regular briefings to update on how the Trust has addressed issues identified in 2014 (and 2015). TWC HAC SC scrutinised the local review of commissioning of mental health services (Castle Lodge).	Review		SSSFT + CCG	
Adult Care Performance, Budget and Savings (inc CHC)	Related to Cost Improvement Plan (CIP)	Monitoring		Early Help & Support + Governance, Procurement & Commissioning	
TW Safeguarding Adults Board Annual Report	Presented to Scrutiny after HWB.	Monitoring		Organisational Development & Delivery	
NHS Quality Accounts	Scrutiny is generally asked for comment on providers' reports (SaTH, SSSFT, WMAS, Community Trust)	Monitoring		NHS Bodies	
West Midlands Ambulance Service	Performance issues	Anticipate a report to be circulated		External	

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
NHS Independent Complaints and Advocacy Service	How the service is commissioned by the Local Authority and the level of funding, Joint with Finance & Enterprise.	<i>Not prioritised for 2016/17. Item Not Resubmitted</i>			
Results of Carer's Survey; Support for carers in a social economy	Revisit previous Scrutiny review	<i>Not prioritised for 2016/17. Item Not Resubmitted</i>			
JOINT HEALTH OVERVIEW & SCRUTINY					
Reconfiguration of Hospital Services	Statutory duty to respond to consultation on substantial variation in service (Future Fit).	Statutory responsibility.		Health & Well-Being	
Sustainability & Transformation Plan (STP)	The STP is a five-year plan covering all aspects of NHS spending, as well as focusing on better integration with social care and other local authority services. (Covers the period October 2016 to March 2021.)	Statutory responsibility.		Health & Well-Being	
Emotional Health and Wellbeing Service for 0-25 year olds (CAMHS)	Review following update. JHOSC have been looking at this issue since 2014.	Initial update received.		Governance, Procurement & Commissioning + CCG	Recommend that Committee conclude oversight through receipt of a report 12 months after contract let.

Work Programme 2017/18: Scrutiny Chairs Planning Session

Issue / Topic	Purpose	Status	Links to Previous Reviews	Service Area	Senior Management Team Feedback
Adult Mental Health Services	Regular briefings to update on how the Trust has addressed issues identified by JHOSC in 2014/15. Committee has considered: Consultation on modernisation of mental health 2011. Scrutiny of the implementation of the reconfiguration and visited the Redwood Centre. TWC HAC SC scrutinised the local review of commissioning of mental health services (Castle Lodge).	Review		SSSFT + CCG	
SCRUTINY MANAGEMENT BOARD					
Work Programming	Allocate Scrutiny suggestions to relevant Scrutiny Committee Make recommendations about priorities for the work programme Oversee the allocation of scrutiny officer resources Monitor implementation	Constitutional function		Governance, Procurement & Commissioning (Democratic & Scrutiny Services)	
Annual Report	Agree and submit annual report to Council	Constitutional function		Governance, Procurement & Commissioning	
Holding the Executive to Account Sessions	To hold executive to account on topics not included in the work programme.	Monitoring		All Services.	