



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

SCRUTINY MANAGEMENT BOARD

Date	Monday, 9 January 2018	Time	6.00pm
Venue	Meeting Room G3-G4, Addenbrooke House, Ironmasters Way, Telford.		

Enquiries Regarding this Agenda:

Democratic & Scrutiny Services	Deborah Moseley	01952 383215
Media Enquiries	Corporate Communications	01952 382406

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 20 June 2017.
4. **2017/18 Scrutiny Work Programme – Interim Update** Appendix B
To provide a progress update on delivery of the Scrutiny Work Programme.
5. **Chairs' Updates**



SCRUTINY MANAGEMENT BOARD

Minutes of a meeting of the Scrutiny Management Board held on Tuesday, 20 June 2017 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Ironmasters Way, Telford

Present: Councillors N A M England (Chair), A J Burford, K R Guy,
G C W Reynolds and P J Scott

In Attendance: Deborah Moseley (Democratic and Scrutiny Services Team Leader)

SMB-1 Apologies for Absence

Councillor J M Seymour

SMB-2 Declarations of Interest

None.

SMB-3 Minutes

Resolved – that the minutes of the meeting of the Scrutiny Management Board held on 11 January 2017 be confirmed and signed by the Chair.

SMB-4 2016/17 Scrutiny Work Programme – End of Year Report and Scrutiny Annual Report

The Chair welcomed Councillors G C W Reynolds and P J Scott to the Scrutiny Management Board and expressed thanks to Councillors V A Fletcher and E J Greenaway for their contribution in 2016/17.

The Board received an update on the delivery of the 2016/17 Scrutiny Work Programme in the form of a draft Annual Report which it was agreed was an accurate reflection of the work that had taken place.

RESOLVED – that

- (a) the delivery of the work programmes of each Scrutiny Committee be noted; and
- (b) the 2016/17 Scrutiny Annual Report be approved for presentation to Full Council.

SMB-5 Scrutiny Work Programme 2017/18

The Board received the work programme report which included the Terms of Reference for each Scrutiny Committee and a list of suggestions for the work programme for the municipal year 2017/18.

The Chair referred Members to the Terms of Reference for the Board and Scrutiny Assembly which were presented for approval and the Terms of Reference for each Scrutiny Committee which were provided for endorsement to be agreed by the relevant Scrutiny Committee. No changes were recommended and Members accepted the content.

The Board agreed that the list of suggestions should be referred to the relevant Scrutiny Committee to timetable their own work programmes with the recommendation that each Scrutiny Committee should identify two or three priority topics as a focus for the work programme.

The Board noted the changed resources within the Democratic & Scrutiny Services Team and agreed an initial allocation of quarterly formal meetings for each Scrutiny Committee to reflect the reduced capacity in the team. It was noted that resources for Joint Health Overview & Scrutiny Committee would need to be flexible to accommodate scrutiny of Future Fit. Members discussed the need to reduce the number of items on agendas through circulating monitoring reports by email in accordance with the Scrutiny Handbook which would release valuable meeting time to look at topics in more depth.

The Board considered the continued relevance of Holding to Account Sessions with the Cabinet Members, and discussed changing the approach to these sessions. It was considered more appropriate to target Cabinet Members depending on whether there were issues in specific priority areas in the public eye or coming through Cabinet which would warrant their attendance rather than fixing a programme of attendance with no specific emphasis. It was considered important to invite the Leader to be held to account at least annually and, as the Leader had been due to attend a meeting at the end of the 2016/17 municipal year which had been cancelled due to the pre-election period, the Board wished to extend an invite to the meeting on 25 September 2017. The Chair suggested that Board Members be invited to identify the topics for discussion at the meeting in advance in order to provide focus for the Holding to Account session.

The Board further noted that 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. As each non-statutory co-optee was appointed on a two year term in accordance with the Scrutiny Handbook, review of each appointment would be necessary at various points during the current municipal year. In order to conserve resources and maintain consistency for the work programme, Members discussed extending the term of appointment for all non-statutory co-optees to align with the Local Elections in 2019.

RESOLVED – that

- (a) the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly as set out at Appendix 1 to the report be approved and the Terms of Reference for each of the Scrutiny Committees also at Appendix 1 to the report be endorsed for agreement by the respective Scrutiny Committee;**

- (b) the suggestions set out in Appendix 2 of the report be referred to each relevant Scrutiny Committees to prioritise two or three items in their own work programmes;
- (c) each Scrutiny Committee receive an initial allocation of four formal meetings per year as set out in part B section 2 of the report.
- (d) that each current non-statutory scrutiny co-optee be offered an extension to their current term of appointment to 2 May 2019
- (e) that the Leader and Managing Director be invited to the next meeting on 25 September 2017 and that Scrutiny Management Board Members identify topics in advance.

SMB-6 Chairs' Updates

Each Scrutiny Committee Chair provided a brief overview on the work of their Committee during the 2016/17 municipal year as detailed in the Annual Report.

The meeting ended at 6.27pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 9 JANUARY 2018

SCRUTINY WORK PROGRAMME 2017/18 – INTERIM UPDATE

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

1.0 PURPOSE

1.1 To provide a progress update on delivery of the Scrutiny Work Programme to enable the Board to monitor performance and agree any actions arising.

2.0 RECOMMENDATIONS

2.1 To note the report and agree any actions deemed necessary arising from the report.

2.2 To consider the approach to Work Programming for the 2018/19 Municipal Year

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	Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. Provision for the cost of supporting the Scrutiny function is considered as part of the ongoing budget setting cycle. The budget for 2017/18 was agreed in March 2017, the process of considering the Council's budget for 2018/19 is a work in progress and resources for 2018/19 will be determined as part of that process. The financial implications of any recommendations made by Scrutiny should be considered as part of reports detailing the actions being proposed. RP-12/2017
LEGAL ISSUES	Yes	Overview & Scrutiny for local authorities was introduced as part of the modernisation of local government in

		<p>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 a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.</p> <p>SAD - 1.9.17</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 Handbook sets out the process for agreeing an annual work programme based on the municipal year. The Scrutiny Management Board is responsible for overseeing delivery of the work programme, allocating resources across committees and making recommendations about the priorities for scrutiny.
- 1.2 Scrutiny Committees decide the items to scrutinise during the year paying regard to the allocated resources and the Board's recommendations and report progress back to the Board.
- 1.3 The Scrutiny Management Board met on 20 June 2017 to consider the priorities for 2017/18 and agreed the following:
- All the suggestions for the work programme were referred to the relevant Scrutiny Committees to prioritise two or three items in their own work programmes
 - Each Scrutiny Committee would receive an initial allocation of four formal meetings per year
- 1.4 Each Scrutiny Committee met during June or July 2017 and agreed their work programmes which are set out at Appendix 1.

2.0 ALLOCATION OF RESOURCES

- 3.1 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.
- 3.2 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.

3.4 For the 2017/18 municipal year, an initial allocation of quarterly meetings has been assigned to the Scrutiny Management Board and each Scrutiny Committee.

3.5 The table below summarises work to date 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 municipal year	Total	Allocated resource
Scrutiny Management Board	2	0	2	1	3	4
Children & Young People	2	0	2	2	4	4
Customer, Community & Partnership	2	1	3	2	5	4
Finance & Enterprise*	2	1	3	3	6	4
Health & Adult Care	2	0	2	2	4	4
Joint HOSC**	3	0	3	TBA	>3	N/A
Total	12	2	14	10	>24	20

* 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, this Committee was not allocated a specific resource limit. Administration for the meetings is rotated with counterparts at Shropshire Council.

3.0 NEW SUGGESTIONS FOR THE 2017/18 WORK PROGRAMME

3.1 Two new suggestions have been received from members of the public:

Suggestion	Issue Raised	Source
3.1.1 Vehicle Damage in Telford Prevention of crime relating to	Number of fires involving vehicles in the past 12 months has been	Resident

<p>vehicles; Increase in education provision for Adolescents and Adults on dangers of Car fires and consequences; Environmental factors which may encourage anti- social behaviour/ increases in vehicle fires - (Limited street lighting); Police responses to vehicle fires; Positive recommendations to partner agencies on prevention, causes and way forward.</p>	<p>recorded at 76 according to the Shropshire Fire Service and 45 incidences were classed as arson.</p> <p>Scrutiny is called upon to research, investigate and make positive recommendations on ways partner agencies can reduce the numbers of cases in Telford.</p>	
<p>3.1.2 Mobile Home Laws (Park Homes) especially the 2013 Act, and other associated powers</p>	<p>The way in which Telford & Wrekin Council interpret the Act and exercise associated powers (Trading Standards and Public Protection).</p> <p>Scrutiny is asked to investigate local understanding and application of devolved powers and the self-funding nature of the licensing of park owners; and consider improved processes to support park residents.</p>	<p>Resident</p>

3.3 The Board should decide whether or not to recommend either or both items be added to the work programme of the relevant Scrutiny Committee, taking account of the criteria for scrutiny:-

- 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

3.4 The Board may consider that the suggestions fit within the scope of the existing work programme. In order to accommodate new items in the work programme, existing items may need to be removed to create the capacity to undertake any new work.

4.0 SCRUTINY CO-OPTEEES

4.1 Following Scrutiny Management Board on 20 June 2017, all current non-statutory co-optees were offered an extension to their term of appointment to 2 May 2019 to coincide with the 2019 borough elections.

4.2 All Co-optees have accepted the extension with the exception of Sandra Osman (Children & Young People Scrutiny Committee) retired in November 2017 and Paula

Doherty who resigned from Customer, Community & Partnerships Scrutiny Committee in July 2017.

5. WORK PROGRAMME 2018/19

- 5.1 The process of full work programming should begin in January/February 2018 for implementation in 2018/19. Scrutiny Management Board is asked to consider the approach to work programming for the forthcoming municipal year. A suggested timeline for Full Work Programming is attached at Appendix 2.

6. PREVIOUS MINUTES

Scrutiny Management Board – 20 June 2017

7. BACKGROUND PAPERS

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

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

SCRUTINY WORK PROGRAMME 2017/18

Children & Young People Scrutiny Committee

Telford & Wrekin School Organisation Plan 2018-2022
Multi-Agency Working Against CSE – Annual review of recommendations
Ofsted Improvement Plan - services for children in need of help and protection, children looked after and care leavers 2016

Monitoring Activity (by email)

Education attainment
Youth unemployment and NEETS

Customer, Community & Partnership Scrutiny Committee

West Mercia Fire and Rescue Governance Consultation Proposal
Grounds and cleansing service contract procurement
Selective Licensing Update
Third Party Engagement
Community Safety Partnership (Crime & Disorder Reduction Partnership)

Monitoring Activity (by email)

Selective Licensing (implementation)
Channel shift / customer services

Finance & Enterprise Scrutiny Committee

Civil Parking Enforcement
Budget Scrutiny

Health & Adult Care Scrutiny Committee

Adult Care Performance, Budget and Savings including CHC
Adult social care market in Telford & Wrekin – sustainability, quality.
STP Neighbourhood Working – Community Resilience including isolation of older people; and transformation of Primary Care/ GP services

Monitoring Activity (by email)

Suicide Prevention Plan
Adult Mental Health Strategy

**Joint Health Overview & Scrutiny Committee
(with Shropshire Council)**

Sustainability of Clinical Services provided by SaTH
Reconfiguration of Hospitals in Shropshire, Telford & Wrekin
Future Fit Programme Consultation
Emotional Health and Wellbeing Service 0-25s
Maternity Services Review

SCRUTINY WORK PROGRAMME 2018/19
PROPOSED TIMELINE AND CRITERIA

Action	Date
Initial Consultation with SMT	22 January 2018
Gathering suggestions: Scrutiny members, co-optees, Cabinet members, Town and Parish Councils and key partners invited to put forward suggestions for the work programme.	1 to 28 February 2018
<u>Final check and comments from SMT</u> Collated list of suggestions sent to SMT for final comment. Any new suggestions or comments which have been received from other people or organisations will be highlighted for SMT to provide any feedback.	SMT meet on 26 March 2017 – two weeks to comment.
Scrutiny Chairs meet informally to consider the suggestions and SMT's comments and agree recommendations for Scrutiny Management Board. <u>If required Chairs may request assistance from SMT.</u>	April/May 2018
Scrutiny Management Board meets to formally agree priorities, allocate issues to the relevant Scrutiny Committee(s), allocate resources and make recommendations to the Committees about the priorities. (Final decisions are made by the Scrutiny Committees.) <u>SMT will be invited to attend if they wish and will be updated after the meeting.</u>	June 2018
Scrutiny Committees meet to agree work programme. (Chairs can undertake initial scoping activities prior to the meetings). <u>SMT will be invited to attend if they wish and will be updated after the meetings.</u>	June / July 2018
Scrutiny Management Board monitors delivery of the work programme through monitoring reports and Chair's updates.	On-going

CRITERIA FOR SCRUTINY

- How far scrutiny can realistically change or influence things
- The extent to which residents or businesses are affected by the issue (borough-wide)
- How well the Council and Partners are performing in the area
- What else is happening to avoid duplication or wasted effort