



Telford & Wrekin
COUNCIL

Addenbrooke House Ironmasters Way Telford TF3 4NT

SCRUTINY MANAGEMENT BOARD

Date **Wednesday 11 January 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 S A W Reynolds (Chair), S Bentley, A J Burford,
N A M England, V A Fletcher, E J Greenaway, K R Guy,
J M Seymour

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** Appendix A
To confirm the minutes of the meeting of the Scrutiny Management Board held on 12 October 2016.
4. **Holding the Executive to Account Session:** Councillor Angela McClements, Cabinet Member for Transport, Customer & Neighbourhood Services.

Members of the Customer, Community and Partnership Scrutiny Committee have been invited for this item.
5. **Scrutiny Work Programme – Interim Update** Appendix B
To provide a progress update on delivery of the Scrutiny Work Programme.
6. **Chair's Updates**

SCRUTINY MANAGEMENT BOARD

Minutes of a meeting of the Scrutiny Management Board held on Wednesday, 12 October 2016 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, E J Greenway, K R Guy, J Jones, J Pinter, S A W Reynolds (Chair), J M Seymour,

Also Present: Councillor A R H England, Cabinet Member for Adult Social Care & Older People, Councillor P R Watling, Cabinet Member for Children, Young People & Communities and Dag Saunders (Co-optee on Health and Adult Care Scrutiny Committee).

In Attendance: Clive Jones (Director of Children's & Adult Services), Jessica Tangye (Senior Democratic Services and Scrutiny Officer)

Announcements: The Chair, Cllr Shirley Reynolds noted the sad and untimely passing of Councillor Clive Mollett. She paid tribute to his services to the Council and extended sympathies to his family

SMB-07 Apologies for Absence

Councillors V A Fletcher (Scrutiny Management Board), N Lowry (Children & Young People Scrutiny Committee)

Apologies were also received from Sheryl Fikeis (Co-optee – Children & Young People), Jean Gulliver (Co-optee Health and Adult Care Scrutiny Committee), Carolyn Healey (Co-optee – Children & Young People), and Barry Parnaby (Co-optee - Health and Adult Care Scrutiny Committee)

SMB-08 Declarations of Interest

None

SMB-09 Minutes

Resolved – that the minutes of the meeting of the Scrutiny Management Board held on 20 July 2016 be confirmed and signed by the Chairman

SMB-10 Holding the Executive to Account Session 1: Councillor Arnold England, Cabinet Member for Adult Social Care & Older People.

The Chair introduced the Holding to Account session and highlighted that it presented the opportunity for Cabinet Members to explain matters within their remit and for Members of the Scrutiny Management Board and the Health and Adult Care Scrutiny Committee who had been invited to the meeting, to scrutinise and review any decisions made or actions taken.

Councillor Arnold England: Cabinet Member for Adult Social Care and Older People and Clive Jones: Director of Children's and Adult Services were present for this item. The Chair welcomed the Cabinet Member and offered him the opportunity to provide an update on key achievements since he became the portfolio holder for Adult Social Care & Older People and the key challenges for the next 6 months.

Cllr England outlined the current position and stated that changes to Adult social care services had been achieved by outsourcing, which had taken about three years to come into effect with least detriment made to services as possible in the transitional period. It was noted that the Assistant Director who had overseen the transition of the service had been successful in consulting with the public. Early re-structuring had realised reduced back office costs, however, there had not been a reduction in numbers of social workers. The likelihood of additional pressures on the staff had been identified and mechanisms had been put into place to monitor this.

Key challenges highlighted by the Cabinet Member included

- the current re-structure that was in consultation stage; the impact on services resulting from the length of time it would take; the management of change particularly affecting people with needs
- domestic violence support, which the Cabinet Member felt required dedicated oversight rather than allocation across work streams
- the social worker role becoming more cost-effective and generic
- demand on hospitals resulting in pressure on services to support people in the community when discharged; greater joined up working with the CCG

The Chair asked if there were any issues of concern that he wanted to highlight to Scrutiny. The Cabinet Member reiterated that he thought domestic violence required greater oversight and expressed his opinion that the relationship with the voluntary sector needed some attention. This was particularly relevant due to the funding for A4E and MIND being limited to two years. It was highlighted that MIND had become a targeted support network and although the service would continue via A4E, losing MIND was significant because it was firmly established and well-known for raising mental health awareness.

The fragility of the care sector was noted in preventing people from being admitted to hospital and supporting those discharged from hospital, particularly with the onset of the winter period and the question was put forward as to whether the Council was in a position to play its part. In response, it was emphasised that the cost of care packages was not straightforward, high level costs were involved in some cases and there were out of county issues. The Director of Children's and Adults Services reported that there was much more joined up working to ensure capacity with Shropshire Partners in Care (SPIC). There had been a huge increase in domiciliary care in the past 12 months and a tool was being developed to deliver smarter working.

A concern was raised about the ever reducing budget against the service need and the Cabinet Member was asked to comment on this. It was noted that at some point, the Council would not be able to provide all of the care that people placed importance on. Alternative support and care was becoming more important to meet this need; inter-dependency within communities was an example, where

communities/ families would have to provide support where there was an expectation for the state to provide care. This was highlighted as a 'new way of working' and a new model was being established to help predict needs in four years' time in terms of packages of care and how these could meet demand. One of the key issues of the work stream would be sensitivity analysis, to determine the requirements for different types of packages. With the on-going re-structure, there was confidence that the service area could achieve more by finding alternative ways of doing things. The Members agreed that this was positive but requested that the Cabinet Member return to the Board when it became apparent that Officers could not meet the needs of the Borough.

There was a discussion about current capacity in residential homes and it was highlighted that recent media reports had suggested residential homes were closing because of the restricted funding from Councils. It was noted that there was a high rate of homes closing but these were small homes and had not had a big impact on the sector. Through SPIC, efforts were being made to have an open and transparent dialogue with residential care home providers about anticipated demand and capacity over the next 12 months. It was noted that in the present day it was more likely that people would enter care homes for palliative care much later in life and the Council was therefore working with care homes to diversify. This provided the residential care homes with the opportunity to develop a business model.

Day care centres also had the opportunity to prepare a business case and to have a dialogue about their offer. Capacity of day care centres was also discussed. The Director of Children's and Adult Services responded that the way of working with care plans had changed to permit a greater understanding of care needs and a more tailored support plan. There was question about the volume of domiciliary care. It was noted that domiciliary hours had increased recently but the Council was looking 5-10 years ahead in terms of preventative work which should help to offset the growth in demand. The strategy included PA hours and take –up of direct payments and the possibility of a care academy but these were not yet on offer. Care needs were being addressed in the Sustainability and Transformation plan. Work was ongoing to identify, assess and re-assess need, links with GP surgeries were being explored, shared support in the communities, streamlining of extra care, domiciliary and PA care. Telford and Wrekin Council was working closely with providers to increase and develop links with health colleagues, ultimately to reduce A&E need.

SMB-11 Holding the Executive to Account Session 2: Councillor Paul Watling, Cabinet Member for Children, Young People & Communities.

Members of the Children and Young People Scrutiny Committee were invited for this item. The Chair welcomed the Cabinet Member for Children, Young People & Communities and offered the Cabinet Member the opportunity to provide an update on key achievements since the previous Holding to Account session in November 2015 and key challenges for the next 6 months.

The Cabinet Member opened by stating that the Ofsted report for Children's Services was the second best in the West Midlands and he congratulated Officers of the Council who had reinvigorated the service over the last 4 years.

The Cabinet Member asked members to note the good work that had been done leading up to the Ofsted Inspection, and the continuous work of the Officers to ensure areas such as leadership and management would continue to progress to attain 'good'. Looking back to Children's services in 2011, huge improvements had since been made particularly where the budget had been reduced. He noted that Ofsted had positively scored safeguarding of children; the service had been recognised as acting quickly and effectively to protect children when at risk of significant harm. In areas such as Care Leavers and Adoption, the work of the Children's Service was deemed good and the review of multi-agency working against CSE had been acknowledged as a strength. Furthermore the Cabinet Member indicated that it was a model that other authorities were looking to in terms of partnership working against CSE. He highlighted a number of areas of importance:

- CAMHs
- Youth Offending Service
- Improvements in school attainment
- Children in Care

Councillor Nathan England declared an interest at this point, with regard to children in care places.

The Cabinet Member reported that increasing numbers of children in care was a national issue. Initiatives were in place to address the issues, such as the development of a new model of forecasting places for children in care to inform the budget management approach. The budget was flexible but the numbers of staff were not flexible. There was a buffer team and extra funding was available to deal with spikes in provision. This was managed by a monthly budget meeting and the Cabinet Member assured the Board that the Council would continue to provide resource when the need arose.

It was reported that outcomes were improving for young people in Telford and Wrekin, for example the thresholds were effective; meaning that only children who needed care were taken into care. There were no targets for numbers of children that could be brought into care and this had been recognised by Ofsted.

The Chair asked if there were any issues of concern that the Cabinet Member wanted to highlight to Scrutiny. It was noted:

- diminishing preventative services - the Council was looking at ways to continue to best run preventative services. It was noted that efforts were being made to fund and build sustainability with organisations, to ensure that services were not reduced for those who needed them.
- Ofsted had indicated that chronic cases were not being picked up as they should be by the Service, which meant that children had not been brought into care soon enough.
- statutory requirements were being met for adoption but there was a drive from central Government to look at how provision could be delivered differently. It was reported that the Council had spent three years looking at West Mercia services for adoption but it had become clear that being part of a broader service area did not work for Telford and Wrekin. Within the Cost Improvement Plan there was a move to streamline the adoption process as

far as possible to ensure the interests of the child would come first. The training and support for adoptive parents was reported to be good in Telford and Wrekin. It was noted that occasionally, the right care needs for the child would be out of the area and this was a problem due to the increased costs. There was a drive to recruit local foster carers.

There was a discussion about reduced funding for preventative services and it was noted that youth services had been decimated across the UK. There was a provable link between the cuts to preventative services and risks to statutory services. Members commented that it was a false economy. Targeted work was being done with some youth workers with social skills training to try to help prevent children needing to come into care. The support being provided was to strengthen families and would continue to be part of the model going forward. The challenge to keep early help to ease pressures on statutory services where possible was acknowledged. The Council was making every effort to retain services; neighbouring authorities had closed youth services up to four years ago.

It was also noted that measures and cuts would have an impact on mental health services in years to come. Services had been outsourced in neighbouring authorities' whereas Telford and Wrekin had established partnership working with communities. There was partnership working with the CCG on CAMHS and training of frontline staff to deliver different kinds of support to ensure they had the tools to support young people and families. Hundreds of workers were being trained over the following nine months.

There was a discussion about the Scrutiny review of CSE. High figures uncovered by the Scrutiny review had evidenced that a good system was in place in Telford and Wrekin for reporting, identifying CSE and supporting victims of CSE. It was agreed that CSE was different to CSA and that the media had caused confusion in relation to this. A robust discussion ensued about recent media activity on CSE in Telford and Wrekin. It was noted that a Daily Mirror journalist had asked detailed questions about the actions taken in response to the scrutiny review of multi –agency working against CSE, which had been responded to thoroughly by the Council, however, in the opinion of the Cabinet Member, the article that had been published had not accurately reflected the work done.

A concern was raised that there were still unanswered questions about partners and other organisations from the scrutiny review that needed to be addressed. 38 recommendations had been put to Telford and Wrekin Cabinet following the review, a response had been received and at the next Children and Young People Scrutiny Committee meeting in December, an interim report would be shared. The Chair concluded that if there were any outstanding concerns, these should be shared with the Scrutiny Management Board Chair and the Chair of the CYP committee. In his closing remarks the Cabinet Member repeated his plea that it was beholden on all elected members as Corporate Parents not to make comments that could be construed as warranting unnecessary fears. The Board agreed that it was of utmost importance that victims of CSE in Telford and Wrekin were not dissuaded from coming forwards and from seeking support.

SMB-12 New suggestions for Scrutiny Work Programme 2016/17

The Board noted the two new suggestions for the work programme that had been received since the Scrutiny Management Board meeting on 20 July.

Members agreed that, in respect of The Gorge Parish Council’s request to consider the Ironbridge Gorge World Heritage Site Steering Committee, a scrutiny committee had no power to undertake external scrutiny but that representatives on the committee who were also members of the Scrutiny Management Board could raise concerns and provide an update to the Board.

Members agreed that, in respect of Kynnersley Parish Council’s request to consider rural broadband in Kynnersely Parish, the service area would be best placed to assist and update the Parish Council. It was noted that by the end of 2017, a project jointly funded between the Council, BT and the Government’s Broadband Delivery programme would see 98% of homes in the borough have superfast broadband coverage.

SMB-13 Chair’s Updates

The Chair noted that the work programme for the Scrutiny Management Board had been circulated. This covered the Holding the Executive to Account sessions for 2016-2017. The work programmes for each of the scrutiny committees were at various stages of confirmation due to the majority of meetings not having taken place. Committee meetings that were in the pipeline were noted.

- Children and Young People Scrutiny Committee meeting: 1 November 2016 – the agenda was focussed on education; the Ofsted report would be the focus of the agenda at a meeting on 8th December.
- Customer, Community and Partnership Scrutiny Committee meeting was on 4th October and focussed on Waste Management; the next meeting was early December.
- Finance & Enterprise Scrutiny Committee meeting was on 10 November 2016 – the agenda was focussed on Civil Parking Enforcement.
- Health and Adult Care Scrutiny Committee meeting was on 11 October and focussed on Adult Care Services – performance, budget and savings; the next meeting was on 6th December.
- Joint HOSC meetings were on 18th October and 2nd December.

The meeting ended at 8.04pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 11 JANUARY 2017

SCRUTINY WORK PROGRAMME – INTERIM UPDATE

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

PART A) – SUMMARY REPORT

1. SUMMARY

To provide a progress update on delivery of the Scrutiny Work Programme to enable the Board to monitor performance and agree any actions arising and to consider the management of Scrutiny resources in 2017/18 and beyond.

2. RECOMMENDATIONS

- (a) To note how the 2016/17 allocation of resources has been utilised to date;
- (b) To note the work programmes of each Scrutiny Committee and consider whether any re-allocation of resources or change to the work programme is required;
- (c) To approve the time table for work programming for 2017/18 and criteria for scrutiny;
- (d) To approve the initial allocation of resources for 2017/18; and
- (e) To approve the template for future scrutiny reports.

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 will be delivered by the end of the municipal year. A year end report will be presented to Scrutiny Management Board in May 2017, followed by the Annual Report to Full Council in July 2017.	
FINANCIAL/VALUE FOR MONEY IMPACT	No	Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. The cost of supporting the Scrutiny role is included within the Democratic & Scrutiny Services budget in 2016/17 and the proposed budget for 2017/18. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.

LEGAL ISSUES	Yes	<p>The Council is under a legal requirement to provide an Overview and Scrutiny function in accordance with the defined requirements of Sections 9F to 9FI in Part 1A of the Local Government Act 2000 (as amended) and associated legislation.</p> <p>Government guidance states that Overview and Scrutiny Committees should have flexibility to determine most of their work plan and that the Council adopts mechanisms for coordinating that work.</p> <p>Locally the Council's Scrutiny Rules are published at pages 57 to 70 of the current version of the Council's Constitution and further details are contained in The Scrutiny Handbook</p> <p>KF 30.11.2016</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 Management Board met on 20 July 2015 to consider the priorities for the 2016/17 work programme and agreed the following:

- 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 will meet roughly quarterly and will continue its role in holding the executive to account;
- Each Scrutiny Committee received 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.

2. ALLOCATION OF RESOURCES

2.1 Meetings

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 year	Total	Allocated resource
Scrutiny Management Board	3	0	3	1	4	4
Children & Young People	3	0	3	1	4	6
Customer, Community & Partnership	4	3	7	4	11	6
Finance & Enterprise*	1	0	1	4	5	6
Health & Adult Care	3	0	3	2	5	6
Joint HOSC**	3	4	7	2	9	N/A
Total	17	7	24	14	38	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, this Committee was not allocated a specific resource limit. Administration for the meetings is rotated with counterparts at Shropshire Council.

2.2 2016/17 Work Programme

A copy of the Work Programme for each Scrutiny Committee is attached at **Appendix 1**.

2.3 Staff resources

2.3.1 Following the Democratic Services restructure in April 2016, the Democratic Services and Scrutiny Teams merged, creating twin-hat roles in common with many other local authorities and in response to the changing face of Local Government.

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

2.3.3 From April 2017, Scrutiny support will be provided by 4 FTE officers who also have responsibilities for the Executive and Regulatory functions of the Council and other related tasks. High level Scrutiny support will be provided from the Democratic & Scrutiny Services Team Leader and Senior Democratic & Scrutiny Services Officer with administrative support from two Democratic & Scrutiny Services Officers. This allows the Democratic & Scrutiny Services Team Leader and Senior Democratic & Scrutiny Services Officer to focus the scrutiny element of their workload on research, negotiation, etc. In the longer term, it is anticipated that the Democratic & Scrutiny Services Officers will additionally provide research and technical support for less complex scrutiny reviews.

3. REQUESTS FOR URGENT DECISIONS TO BE TAKEN

The Chair of the Customer, Community & Partnership Scrutiny Committee was informed of a decision regarding the £20m Growth Fund – Investing in Telford's Growth which had not been published with 28 days' notice on the Notice of Key Decisions. The Chair gave permission for this decision to be considered at Cabinet on 21 July 2016 in order for a variation to the original delegation made in November 2015 to be given to ensure that the ability to react to inward investment enquiries was not stunted.

4. PAPERLESS WORKING

In order to mirror the commitment of the Cabinet, the majority of Scrutiny Management Board Members have indicated that they are in a position to trial paperless working for meetings of this Board. The Customer, Community and Partnership Scrutiny Committee, including its co-optees, have also trialled using personal portable devices to access agendas and reports at meetings. As a result, Scrutiny Members have provided feedback on their experience, which included a requirement for more training in how to use the equipment and software and this has been fed back to ICT and the Member Development Steering Group.

5. MEMBER DEVELOPMENT

No scrutiny-specific member development training has taken place this municipal year but the Member Development Steering Group is considering a programme of development which includes Scrutiny Skills. Scrutiny Chairs have been consulted on the content of suggested sessions.

6. REGIONAL AND NATIONAL SCRUTINY NETWORKS

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.

7. LOOKING FORWARD AND HOW SCRUTINY CAN CONTINUE TO ADD VALUE

- 7.1 Resource constraints do not mean that Scrutiny has to be less effective – but rather that it needs to take stock and evolve in order to ensure that resources are channelled in such a way as to achieve the greatest value to the Council from its activities. This means not only making the most of the resources available to Scrutiny from the Democratic & Scrutiny Services Team but being reasonable about the pressures placed on the Senior Management Team (SMT) to provide information and support from within the services under review.

Work programming

- 7.2.1 The previously agreed cessation of rolling work programmes will enable focussed and current work programmes to be devised. This change also produces the benefit of being able to begin the work programming process earlier in the municipal year in February or March each year. This would mean that the work programme would be ready for consideration by Scrutiny Management Board in late May/early June (after the Annual General Meeting) which would allow the Scrutiny Committees to start work in late June/early July and maximise the time available in each municipal year.
- 7.2.2 It is proposed that targeted work programming by Scrutiny Management Board at a meeting early in the municipal year will filter all suggestions received and will be as much about deciding what won't be reviewed and investigated as what will be referred to the relevant Scrutiny Committee for further prioritisation. There should not be an expectation that every suggestion will be referred to the relevant Scrutiny Committee to consider for its work programme and Scrutiny Management Board should rigorously apply the Criteria for Scrutiny to each suggestion before it is accepted for prioritisation. Each Scrutiny Committee should then prioritise its own workload and, again, there should be no expectation that every suggestion referred by Scrutiny Management Board will be considered during the course of the year. It will be essential for each Scrutiny Committee to identify the preferred method of scrutiny for each topic at an early stage so that resources can be appropriately managed.
- 7.2.3 A suggested timeline for work programming is attached at **Appendix 2** together with the current Criteria for Scrutiny.

Allocation of Resources and Methods of Scrutiny

- 7.2.4 Traditionally, the allocation of Scrutiny resources has fallen to Scrutiny Management Board. For the 2017/18 municipal year, in order to limit the resource intensive arrangements resulting from ad-hoc and short notice meetings, each Scrutiny Committee (and also the Joint Health Overview and Scrutiny Committee) has been included in the annual calendaring process with an initial allocation of meetings equal to quarterly meetings. The Democratic & Scrutiny Services Team Leader is currently authorised to

allocate any resource requirements required over and above allocations agreed by Scrutiny Management Board based on the requirements of individual scrutiny reviews or urgency and taking into account the implications on the wider workload of the Service. It is requested that this authorisation continues.

- 7.2.5 In recent years, the number of formal reports presented to Scrutiny meetings has reduced and often, a number of documents relating to an agenda item are attached to the agenda with a little explanatory text. This practice often means that the purpose of the meeting is not clear to those attending, and also requires presenting officers to spend time in the meeting outlining the purpose of the documents and giving an overview of the topic. It is suggested that from the 2017/18 municipal year, short summary reports could be provided giving a “five minute briefing” style summary of the issue, indicating why the Scrutiny Committee is considering the topic, what the main issues are, and what the expected outcome of the meeting is. This would limit verbal introductory presentations and allow the meeting to focus on evidence gathering. Following discussions with the Presenting Officer during the agenda setting process, the Chair would have discretion to accept a verbal presentation in lieu of a written report. A proposed template report is attached at **Appendix 3**.
- 7.2.6 At the conclusion of each Review, Scrutiny Committees should continue to consider if post-Review monitoring activity is necessary and, if so, how this should take place.

Dealing with Annual Reports from Other Bodies

- 7.2.7 Traditionally, Scrutiny receives Annual Reports from a variety of sources as set out in the following paragraphs. These are generally included on an agenda as a discussion point. However, these reports could potentially be used in a more satisfactory way by using the content to satisfy members about performance in particular areas or to highlight areas which may need monitoring or focus in forthcoming work programmes.
- (a) Health & Adult Care Scrutiny Committee is asked for comment on NHS Quality Accounts, often at short notice, which is facilitated via email between Committee Members. An alternative approach to Quality Accounts would be to decline to comment (except in exceptional circumstances) and simply receive them for noting via email and use the content to guide the work programming process.
 - (b) Annual Reports by the Local Safeguarding Children Board and Adult Safeguarding Board are received by Health & Wellbeing Board and it is important that there is no duplication. Again, these reports could be disseminated to relevant Scrutiny Committee Members and used to guide the focus of the Work Programme in conjunction with any OfSted reports received.

- (c) The Marches Local Enterprise Partnership also provides an Annual Report for consideration. To date, only one report has been submitted with fairly limited content which has been circulated by email for noting.

8. PREVIOUS MINUTES

Scrutiny Management Board – 20 July 2016

9. BACKGROUND PAPERS

Scrutiny Handbook

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

Children & Young People Scrutiny Committee Work Programme 2016/17

1. Meeting schedule

Date of Meeting	Items	Type of Meeting	Attendees	Outcomes
1 November 2016	<p>Education Attainment Primary School Performance Update on changes to the education assessment framework at Key Stage 2 and 4 SEND reforms – how the Council is meeting duties under the reforms Work programme To agree future items for the work programme</p>	Committee	<p>Cllr Gilly Reynolds Cllr Paul Watling Clive Jones Jim Collins Michelle Parker Andy Cooke Simon Wellman Sue Dyson</p>	<p>Committee updated for further reports to February meeting.</p> <p>Committee updated for further monitoring in February.</p>
5 January 2017	<p>Scrutiny Review of Multi-Agency Working Against Child Sexual Exploitation To review an interim update on the implementation of recommendations Ofsted single inspection of children’s services To review the Action Plan in response to Ofsted’s recommendations</p>	Committee	<p>Andrew Mason Cllr Paul Watling Clive Jones Jo Britton Sarah Constable Tina Knight Tilly Heigh</p>	
8 February 2017	<p>Education Attainment GCSE results Academisation and Educational Support Grant Children missing from education, safeguarding in education, school admissions and attendance</p> <p>Issues identified in Ofsted Action Plan</p>	Committee	<p>TBC Cllr Gilly Reynolds Cllr Paul Watling Jim Collins Michelle Parker Tim Davis Tracey Smart Liz Smith Cathy Hobbs Sue Dyson</p>	

4 April 2017	TBC Scrutiny Review of Multi-Agency Working Against Child Sexual Exploitation To receive the report on the implementation of recommendations 12 months on	Committee	TBC Cllr Paul Watling, Chair of LSCB Clive Jones	
	LSCB Annual Report Finalised in the autumn term.	Health and Wellbeing Board Circulate to committee for noting		

2. Forward Plan

Item	Issues	Comments	Cabinet / SMT
Educational attainment in the borough	Standing annual report on education results in the borough. The committee may also explore what and how far the Council's School improvement service is supporting improvements in educational standards.	1 November 2016 8 February 2017	
Educational progress of children from troubled families compared to progress of children in long term foster placements	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.	Explore as part of education attainment	Cllr Paul Watling Clive Jones Jim Collins

Disparity of attainment and levels of progress of pupils between Primary and Secondary level education	Most primary schools achieve above 85% of expected levels of progress while at secondary level the average is around 50% - 60% (Thomas Telford being an exception). It is particularly concerning when there are skills gap in the local labour market and local businesses have difficulty recruiting with many relying on new employees from outside the Borough.	Explore as part of education attainment	
Ofsted Inspection of services for children in need of help and protection, children looked after and care leavers 2016	To consider the Ofsted Action Plan to implement Ofsted's recommendations and how services will get to 'Good'. Areas suggested by Ofsted: <ul style="list-style-type: none"> • Care leavers accommodation (other suggestion to review Care Leavers Grant) • Child protection policy and practice • Engagement with children in case and care leavers 	5 January 2017 Monitor recommendations in review of Children in Care Placement Strategy	
Youth unemployment and NEETS	A review of youth unemployment took place in 2014.		Cllr Gilly Reynolds Clive Jones
Children in Care (CiC) Performance Dashboard	On-going monitoring of performance and costs of services for children in care		
LSCB Annual Report			
SEND Reforms	To consider how the authority is meeting its duties to children with special educational needs and disability under the SEND reforms. Issues to follow-up from 1 November: Update on progress to transfer to EHC plans	1 November 2016	

Customer, Community & Partnership Scrutiny Committee – Work Programme 2016/17

1. Meeting schedule

Date of Meeting	Items	Type of Meeting	Attendees	Outcomes
13 June 2016	Customer services My Telford testing	Working group	Helen Wood Jamie Fletcher	Test results and ideas fed into development of application pre-launch
4 July 2016	Channel Shift / Customer services <ul style="list-style-type: none"> • Update on performance of CCC • Feedback from My Telford testing • Saturday closure of SW1 Traffic signals <ul style="list-style-type: none"> • Impact of MOVA/SCOOT technology • Part-time signals at Randlay • Update to changes on 6 roundabouts funded by LEP 	Committee	Cllr Angela McClements Angie Astley Lee Higgins Helen Wood Karen Webb Dom Proud	<ul style="list-style-type: none"> • Improved performance noted • Specific issues relating to CCC response, fly tipping web form and road safety picked up by officers to investigate
<i>September 2016</i>	<i>HRC and waste transfer station visit</i> <i>Member visit HRC and transfer station in Hortonwood</i>	<i>Arranged by service area/Veolia</i>		<i>To visit the facilities head of the scrutiny meeting</i>
4 October 2016	Waste management services <ol style="list-style-type: none"> a) Overview of Veolia/TWS service b) Performance /customer satisfaction c) Recycling rates / impact on landfill d) Update on HRCs Work programme To agree items for the work programme	Committee	Cllr Angela McClements Angie Astley Debbie Germany Sadie Roberts Catherine Slayter, Communications Manager – Veolia Midlands	<ul style="list-style-type: none"> • Improved performance of waste contract commended • Visits arranged to Four Ashes to see how waste from Telford is processed • Re-engagement by Veolia with Harper Adams • Recycling collection service offered to Harper Adams • Size of HRC signage verified with highways • Items agreed for work programme

10 November 2016	Civil Parking Enforcement To consider the option for the Council to develop a business case for CPE	Finance & Enterprise Scrutiny Committee (joint scrutiny)	Cllr Angela McClements Jonathan Rowe Angie Astley Dom Proud	Further information requested to come back to scrutiny
November/December	Waste management services Optional visit to Veolia's MRF and ERF facilities at Four Ashes.	Veolia hosted site visits for members and parishes		
5 December 2016	Housing needs and Homelessness Update on the Homelessness Strategy Houses in Multiple Occupation (HMOs) Report on data collection and options to address issues Flood & Water Management Update on drainage and flood management	Committee	Angie Astley Fliss Mercer Toni Guest Damion Clayton Nicky Minshall Dave Fletcher Steve Hollins	
January 2017	Enforcement of HMOs – business case for Selective Licensing – <u>provisional</u> Draft Homelessness Strategy – <u>provisional</u>			
20 February 2017	Grounds and cleansing service contract procurement	Committee		
20 March 2017	Community Safety Partnership	Committee		
15 May 2017				

2. Forward Plan

Item	Issue	When	Cabinet / SMT Lead
Items agreed 05.12.16			
HMOs / enforcement	Review of business case for Selective Licensing		
Homelessness	Feed into the draft Homelessness Strategy Homeless data for last 5 years and comparisons with other LAs		
Items agreed on 4 October			
Grounds and Cleansing service contract	Oversight of procurement process and specification for the Grounds and Cleansing service contract. Links to maintenance of open spaces.	20 February 2017 (on-going)	Cllr Angela McClements Angie Astley
Community Safety Partnership	How the partnership is taking an evidence based approach to targeting activity and resources and enforcement around HMOs.	20 March 2017	Cllr Hilda Rhodes Jonathan Rowe
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.	TBC	Cllr Liz Clare Katherine Kynaston
Business support and inward investment	The impact of changes to business rates on the Growth Hub	TBC	Cllrs Shaun Davies / Gilly Reynolds / Lee Carter Katherine Kynaston / Ken Clarke
Other items remaining on the Forward Plan			
Channel shift / customer services	Update on impact of Channel Shift and performance of contact centre. Include uptake of direct debits for Council Tax.		Cllr Angela McClements Angie Astley
Management of Community Centres	To follow up on previous scrutiny recommendations about the management of Council run community centres by partners.		Cllr Paul Watling Richard Partington Rachael Jones
Community access to leisure facilities in BSF schools	How access is being negotiated in community access agreements.		Cllr Paul Watling (BSF) Jim Collins/Fliss Mercer
Marches LEP	The Marches Joint Enterprise Committee (MJEC) is accountable to the CCP Scrutiny Committee.		Cllr Shaun Davies Katherine Kynaston
Community Capacity Building and Volunteering	How is the Council working with local communities to build capacity and the volunteering strategy supports services which may be impacted by budget cuts		
Partnerships	How the Council is continuing to build relationships with partners		
Waste management services	Options for the food waste collection	2017/18	Cllr Angela McClements Angie Astley

Finance & Enterprise Scrutiny Committee Work Programme 2016/17

1. Meeting schedule

Date of Meeting	Items	Type of Meeting	Attendees	Outcomes
10 November 2016	<p>Civil Parking Enforcement To consider the option for the Council to develop a business case for CPE</p> <p>Work programme To agree future items for the work programme</p>	Committee	Cllr Angela McClements Jonathan Rowe Angie Astley Dom Proud	Further information agreed to come back to future meeting
12 January 2017	<p>Service & Financial Planning Strategy 2016/17 To consider the draft budget strategy and savings proposals and to identify items for further scrutiny.</p> <p>Work programme</p>	Committee	Cllr Lee Carter Ken Clarke	
18 January 2017	(budget)			
24 or 26 January 2017	(budget)			
1 February 2017	(budget)			

2. Forward Plan

Item	Issues	Comments	Cabinet / SMT lead
Service & Financial Planning Strategy (budget proposals)	To scrutinise the budget proposals. Specific suggestions: <ul style="list-style-type: none"> • Adult care budget • Income generation • NHS Independent Complaints and Advocacy Service (how the service is commissioned by the LA and the level of funding) 	Co-ordinate with Health & Adult Care Scrutiny Committee or other committees as relevant	
Alternative budget proposals		Consider during budget scrutiny	
Civil Parking Enforcement	To consider whether the Council should commit to developing a business case with a view to applying for CPE powers	On-going joint with Customer, Community & Partnership Scrutiny Committee	Cllr A McClements Jonathan Rowe Angie Astley

Health & Adult Care Scrutiny Committee – Work Programme 2016/17

1. Meeting schedule

Date of Meeting	Items	Type of Meeting	Attendees	Outcomes
26 July 2016	<ul style="list-style-type: none"> • Adult Social Care Peer Challenge • Adult Social Care: Performance, Budget and Savings • NHS Continuing Healthcare • Mental Health Commissioning update • Work Programme 	Committee meeting	Jonathan Eatough, AD Governance , Procurement & Commissioning Clare Hall-Salter, Service Improvement & Efficiency SDM Anna Hammond, CCG Frances Sutherland, CCG	
11 October 2016	<ul style="list-style-type: none"> • Adult Social Care: Performance, Budget and Savings 	Committee meeting	Clive Jones, Director of Children’s and Adult Services Jonathan Eatough, AD Governance, Procurement & Commissioning Tracey Smart, Finance Manager	Received an update on the Early Help and Support Budget and agreed format for future reports. Received demonstration of Adult Care financial modelling. Agreed to focus on the STP Neighbourhood Working and Adult Care consultation.
12 October 2016	Holding the Executive to Account Sessions with the Cabinet Members for Adult Social Care & Older People and Children, Young People & Communities	Scrutiny Management Board	Members of Health & Adult Care Scrutiny Committee are invited to attend.	Transparency of decision making through Cabinet Member being held to account.

6 December 2016	<ul style="list-style-type: none"> • Adult Social Care: Performance, Budget and Savings including CHC update • STP Neighbourhood Working Update • Town Centre GP services and NHS walk-in centres 	Committee meeting	<ul style="list-style-type: none"> • Clive Jones, Director of Children's and Adult Services Jonathan Eatough, AD Governance, Procurement & Commissioning Tracey Smart, Finance Manager • Louise Mills Anna Hammond • Nicky Wild (CCG) 	
13 February 2017	<ul style="list-style-type: none"> • Adult Care Performance, Budget & Savings including CHC update • Adult Safeguarding Board Report • Joint Mental Health Commissioning Strategy • STP Neighbourhood Working Update / Meeting Patient Forum 	Committee meeting	<ul style="list-style-type: none"> • Clive Jones, Director of Children's and Adult Services Jonathan Eatough, AD Governance, Procurement & Commissioning Tracey Smart, Finance Manager • Andrew Mason, Chair Adult Safeguarding Board Jo Winborne, Organisational Delivery and Development • Frances Sutherland (CCG) Steph Wain 	
11 April 2017	<ul style="list-style-type: none"> • Adult Care Performance, Budget & Savings including CHC update 	Committee meeting	<ul style="list-style-type: none"> • Clive Jones, Director of Children's and Adult Services Jonathan Eatough, AD Governance, Procurement & Commissioning Tracey Smart, Finance Manager 	

2. Forward Plan

Item	Issues	Timing
Adult Care Performance, Budget & Savings	<ul style="list-style-type: none"> • Updated ASCOF including 2015/16 benchmarking data • Measures of Success – for the committee to agree • Financial monitoring data • CIP – include issues identified by Peer Review? 	Ongoing
NHS Continuing Healthcare	Continued monitoring of level of CHC funded cases post independent review Update on scrutiny recommendations re training, awareness, advocacy	Ongoing as part of Adult Care Performance, Budget & Savings
Adult Safeguarding Board Report	Andrew Mason	February
Joint Mental Health Commissioning Strategy	Frances Sutherland can provide an update when requested for members to identify issues for discussion at a meeting	February
Town Centre GP services and NHS walk-in centres	Outcome of the consultation on options was presented to the CCG governance board in July	December
Quality Accounts	SaTH South Staffs and Shropshire Healthcare NHS Foundation Trust (Mental Health) WMAS Community Trust	March-May
Growing isolation of older people	Suggestion from Senior Citizens' Forum - Reducing isolation (not just for older people) is a broad area and an important one. One of the Health & Wellbeing Board's priorities is about improving community resilience and community based support and this will include actions to address social isolation. Careful scoping would be needed in order to avoid duplication with the work of the HWB.	Scoping required
NHS Independent Complaints and Advocacy Service	How the service is commissioned by the LA and the level of funding, joint with Finance & Enterprise SC	
Support for carers in a social economy	Possibly revisit old scrutiny review	
West Midlands Ambulance	Performance issues	

Service		
Results of Carer's Survey		
CQC Consultation 20 December 2016 – 14 February 2017	<p>'Our next phase of regulation: A more targeted, responsive and collaborative approach', follows our strategy for 2016 to 2021[1], published in May 2016, which sets out an ambitious vision for a more targeted, responsive and collaborative approach to regulation, so that more people get high-quality care.</p> <p>We want your views on a number of proposals for implementing our five-year strategy.</p> <p>A further consultation, which will focus on how we will regulate adult social care and primary medical services and further detail of changes we want to make to how we register providers, will take place in Spring 2017.</p>	

Shropshire and Telford & Wrekin Joint Health Overview and Scrutiny Committee – Work Programme 2016/17

1. Meeting schedule

Date of Meeting	Items	Type of Meeting	Attendees	Outcomes
13 June 2016	<p>Chairs to update members in recent briefings</p> <p>Consider written response to questions from Joint HOSC</p> <p>To agree supplementary questions to be submitted to the NHS and written responses provided for July committee meeting</p> <p>To agree agenda for July Joint HOSC meeting</p>	Informal planning meeting for Committee Members	Joint HOSC Members and supporting officers	<p>Agenda agreed</p> <p>Supplementary to be drafted and circulated to Committee for comment before being sent to NHS colleagues.</p>
5 July 2016	<p>Review of the terms of reference for the Telford and Wrekin Joint Health Overview and Scrutiny Committee</p> <p>Progress of the Future Fit Programme, submission of the NHS Sustainability and Transformation Plan</p>	Committee	<p>F Bottrill</p> <p>Mr David Evans, Future Fit Accountable Officer and Telford and Wrekin CCG Chief Officer and Shropshire CCG Accountable Officer, Simon Wright, Chief Executive of the Shrewsbury and Telford Hospitals NHS Trust and Chair of the STP Board</p>	<p>Term of reference endorsed</p> <p>Progress of the STP and Future Fit Programme was noted</p> <p>Agreed that Committee Members would visit Urgent Care Centres</p> <p>Further questions to be agreed by Committee members and sent to NHS prior to next Committee meeting</p>

	<p>Update on the consultation and engagement on the procurement of the Child and Adolescent Mental Health Services for Telford and Wrekin and Shropshire</p> <p>Chairs Update</p>		<p>Anna Hammond, Deputy Executive for Commissioning and Planning (Integrated Care) Telford and Wrekin CCG</p> <p>Chairs to update Committee on work of HASCS and to report on changes to stroke services. Simon Wright, Chief Executive of SaTH invited to update Committee</p>	<p>Letter from Joint HOSC Chairs was circulated to Committee members for comment and send to Commissioners</p> <p>Comments / recommendations from Committee informed the service specification and tendering information.</p> <p>Joint HOSC Chairs to be briefed on preferred provider and Committee to meet with provider in 2017</p> <p>Committee assured that closure of stroke rehabilitation services at RSH would be temporary.</p> <p>SaTH chief executive apologies that Committee had not been notified in advance</p> <p>Members assured that recruitment was underway to enable the rehabilitation service to re-open at RSH.</p>
30 August 2016	<p>Briefing on proposals for ED and UCCs</p> <p>Consider responses to questions from Joint HOSC</p> <p>Consider key line of enquiry for visit to UCCs</p> <p>Agenda and questions for Joint HOSC meeting in October.</p>	<p>Informal briefing meeting for Committee Members</p>	<p>Mark Cheetham, consultant at SaTH, Kate Shaw, Programme Director SaTH</p>	<p>Key lines of inquiry agreed</p>

9 September 2016	Visit to UCCs at Runcorn and Widnes and meeting with Halton Borough Council Health Scrutiny Committee Members	Visit	Committee Members Mr. Kumran Subramanian ED Consultant at SaTH Officers from Halton Borough Council and NHS commissioners and providers Halton Borough Council Health Scrutiny Committee Members Deb Moseley Fiona Bottrill	Notes of visit circulated with agenda for October Committee Meeting
18 October 2016	<p>Joint HOSC Visit to Widnes and Runcorn Urgent Care Centres and Responses to Interim Questions</p> <p>Future Fit and Sustainability and Transformation Plan (STP)</p> <p>Consultation Programme for the Future Fit Programme</p>	Committee Meeting	<p>Mr David Evans, Future Fit Accountable Officer and Telford and Wrekin CCG Chief Officer and Shropshire CCG Accountable Officer, Simon Wright, Chief Executive of the Shrewsbury and Telford Hospitals NHS Trust and Chair of the STP Board</p> <p>Bharti Patel-Smith, Governance Director at CHT and Comms and Engagement Lead for Future Fit Programme</p>	<p>For information</p> <p>Chairs to be briefed on sustainability of A&E and Critical care</p> <p>Committee to be sent copy of NHS response to concerns raised by Telford & Wrekin Council</p> <p>Committee requested further information about neighbourhood working / community fit / Rural Urgent Care is included in consultation document</p> <p>The Committee recommended that the consultation document provides clear information about the services available in the proposed UCCs.</p> <p>Role of Joint CCG Board discussed.</p>

	<p>Next Steps for Joint HOSC</p> <p>Joint HOSC Work Programme</p> <p>Chairs' update</p>		<p>Committee</p> <p>Letter re: cuts to community pharmacy services</p> <p>Letter re cystic fibrosis services.</p>	<p>Visit to blue light only ED Further information from WMAS Information requested: Clinical Senate report, Integrated Impact Assessment, Documents from Non-Financial Option Appraisal workshop.</p> <p>Follow up work on emotional health and wellbeing service</p> <p>Members requested that the provider for Adult Mental Health Services is invited to attend to update on capacity issues identified in 2014.</p> <p>Letter to be circulated to Committee. Letter to be drafted and sent to Committee for comment regarding cuts to community pharmacy services. FB to contact LPC to find out who to send letter to.</p> <p>Letter to be circulated to Committee. FB to request data on number of patients in Shropshire and Telford and Wrekin who will be affected by changes to cystic fibrosis services and draft letter to respond.</p>
30 November 2016	Joint HOSC chairs briefing on Emotional Health and Wellbeing Service for 0-25 year olds.	Chairs Briefing Meeting	Anna Hammond	
2 December 2016	Update on sustainability of Services at the Shrewsbury and Telford Hospitals NHs Trust	Committee Meeting	Simon Wright, Chief Executive of the Shrewsbury and Telford Hospitals NHS Trust and Chair of the STP Board	

	<p>Sustainability and Transformation Plans and Future Fit</p> <p>Funding for Community Pharmacy Services</p>		<p>Vicki Taylor, Locality Director NHSE; Simon Wright, Chief Executive of the Shrewsbury and Telford Hospitals NHS Trust and Chair of the STP Board; Vicki Taylor, Locality Director NHSE; Dave Evans Telford and Wrekin CCG; Simon Freeman Shropshire CCG;</p> <p>Representative of Shropshire Local Pharmaceutical Committee</p>	
TBC	Draft Future Fit consultation Document			
January / February 2017	Joint HOSC meeting with provider for Emotional Health and Wellbeing Service for 0-25 year olds.			
20 th February 2017 (Provisional)		Committee meeting		

2. Forward Plan

Item	Issues and comments	Organisation / Officer
Adult Mental Health Services – to update the committee on how the Trust has addressed the issues identified by the Committee in 2014. (see minutes of meeting and letter)	Previously considered by Committee: Consultation on modernisation of mental health 2011 Committee scrutinised the implementation of the reconfiguration and visited the Redwood Centre. Telford and Wrekin HACSC has scrutinised the local review of commissioning of mental health services.	Provider: South Staffordshire health care Trust Commissioners: Telford and Wrekin CCG, Shropshire CCG Telford & Wrekin Council, Shropshire Council.
Visit to blue light only Emergency Department	Discussed at Joint HOSC meeting on 18 th October	
Scrutinise implications of proposals on West Midlands Ambulance Service	Discussed at Joint HOSC meeting on 18 th October	
Joint HOSC Committee meeting to receive Future Fit Consultation document	Committee to undertake statutory duty to respond to consultation on substantial variation in service. At the meeting Members will consider the consultation document and proposals Agree any further work the Committee wants to undertake to inform the Committee's response Agree when the Committee's response will be submitted	
Joint HOSC Chairs to respond to letter re cystic fibrosis.	Fran Beck to provide details on number of local patients affected by proposals.	

SCRUTINY WORK PROGRAMME 2017/18

Action	Date
Initial Consultation with SMT	30 January 2017
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 February 2017 to 28 February 2017
<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 27 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>	Late April 2017
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>	w/c 19 June 2017
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>	July 2017
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
- How well the Council and Partners are performing in the area
- What else is happening to avoid duplication or wasted effort

TELFORD & WREKIN COUNCIL

[NAME OF SCRUTINY COMMITTEE] - [DATE]

[NAME OF REPORT]

REPORT OF THE [JOB TITLE OF REPORT AUTHOR]

1.0 PURPOSE

1.1 To enable the [Scrutiny Committee] to consider [issue being scrutinised].

2.0 RECOMMENDATIONS

2.1 That the Committee consider the report and agree any recommendations or further actions.

3.0 INTRODUCTION

4.0 KEY INFORMATION

5.0 FINANCIAL/VALUE FOR MONEY IMPACT

6.0 LEGAL ISSUES

7.0 ACTIONS TO ADDRESS

Report prepared by [Name, Job Title and telephone number of report author]