



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

SCRUTINY MANAGEMENT BOARD

Date	Thursday, 24 January 2019	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, A D McClements, 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 5 June 2018.
4. **2018/19 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, 5 June 2018 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Ironmasters Way, Telford

Present: Councillors N M England (Chair), S Bentley, A J Burford,
P J Scott and J M Seymour

In Attendance: Deborah Moseley (Democratic and Scrutiny Services Team Leader)
and Stacey Worthington (Senior Democratic and Scrutiny Services Officer)

SMB-1 Apologies for Absence

Councillor K R Guy and G C W Reynolds.

SMB-2 Declarations of Interest

None.

SMB-3 Minutes

RESOLVED – that the minutes of the meeting of the Scrutiny Management Board held on 9 May 2018 be confirmed and signed by the Chair.

Arising from the Minutes, the Chair noted Stacey Worthington's appointment to the position of Senior Democratic & Scrutiny Services Officers on a secondment basis.

SMB-4 Scrutiny Annual Report 2017/18 and Scrutiny Work Programme 2018/19

The Board received this report which included the draft Annual Report for 2017/18, Terms of Reference for each Scrutiny Committee and a list of suggestions for the work programme for the 2018/19 municipal year.

Annual Report 2017/18

Changes were suggested relating to the items on Civil Parking Enforcement and Selective Licensing.

- Civil Parking Enforcement item should only refer to a motion to Council and not a suggestion from Cabinet. The item should also note that the Committee were expecting information and responses to further questions.
- Selective Licensing should refer to a briefing being received by Scrutiny and that the Committee had expected to monitor the implementation of the scheme.

Terms of Reference

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.

Since publication of the report it had come to light that scrutiny's flood risk powers had ceased due to a "sunset clause" in the regulations which had prompted a government review of the use of the powers and, as a result, a decision had been made by the government to allow the powers to expire. The Board agreed that the Terms of Reference for the Customer, Community & Partnership Scrutiny Committee should be amended to reflect this change.

Work Programme 2018/19

The Board agreed that the list of suggestions should be referred to the relevant Scrutiny Committee to timetable their own work programmes.

The Chair noted that 2018/19 was an election year and due to budget scrutiny taking place in January/February each Committee would need to complete its work by December 2018 to enable any final reports to be agreed in the early part of the year ready for reporting to Cabinet in March at the latest.

An initial allocation of four formal meetings per year per Committee had been made.

The Board considered the continuation of Holding to Account Sessions with the Cabinet Members, and decided to consider if there were any specific issues which required attendance by a Cabinet Member closer to the time of each meeting.

RESOLVED – that

- (a) the draft Scrutiny Annual Report 2017/18 be approved subject to amendment to the items relating to Civil Parking Enforcement and Selective Licensing.**
- (b) the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly as set out at Appendix 2 to the report be approved and the Terms of Reference for each of the Scrutiny Committees also at Appendix 2 to the report be endorsed for agreement by the respective Scrutiny Committee subject to the Customer, Community & Partnership Scrutiny Committee's Terms of Reference being amended to reflect cessation of the flood risk management regulations.**
- (c) the suggestions set out in Appendix 3 of the report be referred to each of the relevant Scrutiny Committees to prioritise their own work programmes;**
- (d) each Scrutiny Committee receive an initial allocation of four formal meetings per year, at least three of which should be held before**

Christmas 2018.

SMB-6 Chairs' Updates

As the last meeting was held relatively recently, there were no updates from the Chairs present. It was agreed that those Chairs not present should be invited to email any update to the Board following the meeting.

The meeting ended at 6.22pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 24 JANUARY 2019

SCRUTINY WORK PROGRAMME 2018/19 – INTERIM UPDATE

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

1.0 PURPOSE

- 1.1 To provide a progress update on delivery of the 2018/19 Scrutiny Work Programme to enable the Board to monitor performance and agree any actions arising.
- 1.2 To seek Member’s views on the approach to work programming for the 2019/20 Municipal Year.
- 1.3 To provide an update on new Scrutiny Guidance.

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 2019/20 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 2018/19 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. 2018/19 operations are being delivered within the current year budget. The Council’s budget for 2019/20 is a work in progress and resources for that year 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-01/2019
LEGAL ISSUES	Yes	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. Establishing a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives. SAD - 08.01.19
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 5 June 2018 to consider the priorities for 2018/19 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, of which at least three would be held before Christmas 2018.
- 1.4 Each Scrutiny Committee met during June or July 2018 and agreed their work programmes which are set out at Appendix 1.

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.
- 2.4 For the 2018/19 municipal year, an initial allocation of quarterly meetings has been assigned to the Scrutiny Management Board and each Scrutiny Committee.
- 2.5 The table below summarises work to date expressed as the number of scrutiny meetings held compared to the allocated resource (as at 31 December 2018).

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	1	0	1	2	3	4
Children & Young People	2	0	2	1	3	4
Customer, Community & Partnership	3	0	3	1	4	4
Finance & Enterprise*	1	0	1	3	4	4
Health & Adult Care	3	0	3	1	4	4
Joint HOSC**	6	0	6	1	7	N/A
Total	16	0	16	9	25	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 Governance & 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 2018/19 WORK PROGRAMME**

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

Suggestion	Issue Raised	Source
3.1.1 Local Availability of New Diabetes Technology	<p>Flash Glucose Monitoring helps people monitor their blood glucose (sugar) levels, is easier to use and less painful than finger-prick testing and can also improve self-management. Additionally, it is cost effective for people with diabetes who are treated with insulin and testing frequently.</p> <p>The NHS announced this technology could be made available on prescription in November 2017 (depending on local approval and subject to certain criteria). Wales and around 65% of areas in England have already made it available, however, T&W CCG have not. This means only those who can afford the cost of private purchase can benefit.</p> <p>Scrutiny is asked to hold the CCG to account for this decision.</p>	Borough Councillor
3.1.2 The Impact of Brexit on the Council	Scrutiny is asked to review the Council's resilience to deal with Brexit and any mitigation required	Co-Optee

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. WORK PROGRAMME 2019/20

- 4.1 The process of full work programming, as set out in the Scrutiny Handbook, should begin in January/February 2019 for implementation in 2019/20. Scrutiny Management Board is asked to consider the approach to work programming for the forthcoming municipal year. A suggested timeline for Full Work Programming (as described in the Scrutiny Handbook) is attached at Appendix 2.

5. NEW OVERVIEW AND SCRUTINY GUIDANCE

- 5.1 The Government response to the Commons Select Committee inquiry on the Effectiveness of Local Authority Overview and Scrutiny Committees gave a commitment to produce updated guidance for local authorities by the end of 2018. At the time of writing this report, publication had not occurred.
- 5.2. The Government commissioned the Centre for Public Scrutiny (CfPS) to draft the guidance. Working together with the Association of Democratic Services Officers (ADSO), CfPS sought feedback on from local authorities via regional Scrutiny and ADSO networks. The government particularly wanted to use this feedback to produce guidance in the following areas:-
- Scrutiny of “external bodies”
 - Access to information
 - Scrutiny of financial resilience and sustainability of councils
- 5.3 The new guidance will be statutory guidance in support of scrutiny arrangements that promote and support strong independent scrutiny.
- 5.4 Depending on the content of the guidance, some amendments to the Scrutiny Handbook and/or the Council’s Constitution may be required.

6. CO-OPTEEES

The terms of office for all current co-optees will expire on 2 May 2019.

7. PREVIOUS MINUTES

Scrutiny Management Board – 5 June 2018

8. **BACKGROUND PAPERS**

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

Housing, Communities and Local Government Select Committee report “Effectiveness of Local Authority Overview and Scrutiny Committees” and the Government Response which can both be accessed from
<https://www.parliament.uk/business/committees/committees-a-z/commons-select/communities-and-local-government-committee/inquiries/parliament-2017/local-authority-scrutiny-17-19/>

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

SCRUTINY WORK PROGRAMME 2018/19

Children & Young People Scrutiny Committee

School Transport
Unofficial Exclusions
Young Carers
Bullying in Schools
Education Attainment
LSCB Annual Report
Children's Safeguarding Performance Dashboard

Customer, Community & Partnership Scrutiny Committee

Anti-Social Behaviour
Community Safety Partnership (Crime & Disorder Reduction Partnership)
Grounds and Cleansing Service Contract Procurement
Tackling Vehicle Damage
Third Party Engagement

Finance & Enterprise Scrutiny Committee

Civil Parking Enforcement
Budget Scrutiny

Health & Adult Care Scrutiny Committee

Unmet Needs (My Choice)
GP Forward View Survey
Adult Social Care Performance, Budget & Savings

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

Reconfiguration of Hospital Services
Sustainability & Transformation Plan
Shropshire, T&W Maternity Services
Fragility of Services provided by SaTH

SCRUTINY WORK PROGRAMME 2019/20
PROPOSED TIMELINE AND CRITERIA

Action	Date
Initial Consultation with SMT	18 February 2019
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 31 March 2019
<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 15 April 2019 – 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>	June 2019
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>	July 2019
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>	September 2019
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