



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

SCRUTINY MANAGEMENT BOARD

Date **Tuesday, 5 June 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 9 May 2018.
4. **Scrutiny Annual Report 2017/18 and Scrutiny Work Programme 2018/19** Appendix B
 - (a) To approve the Terms of Reference for the Scrutiny Management Board and each Scrutiny Committee.
 - (b) To consider the 2017/18 Scrutiny Annual Report
 - (c) To agree the Scrutiny Work Programme 2018-19 and recommend allocation of work to the Scrutiny Committees for consideration.
5. **Chairs' Updates**



SCRUTINY MANAGEMENT BOARD

Minutes of a meeting of the Scrutiny Management Board held on Wednesday, 9 May 2018 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Ironmasters Way, Telford

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

Also Present: Councillor S Davies

In Attendance: Deborah Moseley (Democratic and Scrutiny Services Team Leader) and
Richard Partington (Managing Director)

SMB-12 **Apologies for Absence**

None.

SMB-13 **Declarations of Interest**

None.

SMB-14 **Minutes**

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

SMB-15 **Holding to Account Session with the Leader**

The Chair welcomed the Leader, Councillor Shaun Davies and the Managing Director, Richard Partington, to the holding to account session and invited questions from Members.

Is Civil Parking Enforcement (CPE) definitely going ahead? Scrutiny had asked for more information prior to the announcement being made that additional funding had been secured from the Police and Crime Commissioner.

The Leader advised that in principle, Cabinet had agreed to start the process of applying for CPE powers but this included a consultation period. The Administration had had some concerns about the financial shortfall and so negotiations with the Police and Crime Commissioner (PCC) had taken place which had secured £200K over four years on an open book accountancy basis. This meant that if there was a surplus, the financial offer could not be drawn down but the funding would be ring-fenced for policing priorities in Telford and Wrekin. The Department for Transport had said that any applications would not be processed until Summer 2019 and this posed an opportunity to ensure the appropriate regulations were in place. It was anticipated that consultation would take place over Summer/Autumn 2018.

Concern remained that the financial offer was not substantial enough.

The last financial offer made by the Police & Crime Commissioner and considered by Scrutiny was much lower. It was important to note the context that no parking enforcement was taking place. Looking forward, the Council would adopt a 'carrots not sticks' approach in the first few years. The opportunity to ring-fence funding gave the

opportunity to improve parking around schools in particular with safer routes for schools, increasing capacity outside schools and investment in walking bus.

Scrutiny had asked Officers dealing with the CPE for information from other authorities on the types of models being implemented but there had not yet been any follow up on this. Concern was expressed that commitments could be made without all the answers being available.

The Leader confirmed that there had not been any commitment made and the public consultation would have a role in shaping the form that CPE might take. The Leader did not favour the simplistic approach of ticketing all offenders, he preferred a pragmatic approach which sought solutions to the increase in road use/car ownership. For instance, this might involve encouraging use of park and ride facilities or making different forms of transport available. The current business case made provision for four officers, with Newport, Wellington, Oakengates and Dawley seeking a dedicated officer in those areas.

Children & Young People Scrutiny Committee had been looking at the Council's progress following the last Ofsted inspection. Did the Leader agree that the Council was on track to achieve a good rating?

The Leader was confident that a good rating could be achieved. The Council had provided additional resource/investment into the areas which had previously received critique. He noted that the Council's work on adoption had recently received praise from the Government Minister.

The Managing Director echoed these sentiments, noting that the Council had only narrowly missed out on a good rating previously. However, he was conscious that the Ofsted framework was not static and despite the considerable progress that had been made, the standard required would still be high. Any capacity bids which had been made by the Service area had all been funded including training and systems. Issues around caseloads and supervision had also been addressed. Taking this into account, he felt that there was reason to believe the Council was on track to receive a good rating.

Is there an update on the Grounds and Cleansing Contract Procurement?

The current contractor had been unsuccessful in their bid and a new contractor would take over in April 2019. This was an important stage in the process as the Council entered into a competitive dialogue with four bidders. No conversations had yet taken place with Town and Parish Councils to understand their needs but the Leader appreciated there was concern about the future of the Parish Environmental Teams (PETs). The Leader was proud of the PETs success: PETs now covered 80% of the borough and environmental complaints had fall by 80% since June 2011. The concept and benefit of the PETs had been explained to bidders and the learning from PETs had been incorporated into the core contract. Whilst it was not possible at this stage to say whether or not PETs would remain in the current form, a robust procurement process would be taking place.

What are your three greatest achievements and what your three greatest disappointments?

The Leader stated that he was proud of:-

- The Council's resilience and ability to respond to issues. However, there were clear funding issues in Adult Social Care and for children on the edge of care as a result of families struggling to make ends meet.

- The Council continued to secure business investment in the borough and he particularly cited the examples of Magna and Polytech. He noted the positive impact that this had on local unemployment rates and in particular the improvement that had been seen in the number of young people not in education, employment or training (NEETs).
- The level of local civic pride which resulted in a high level of environmental cleanliness. He also noted that this was supported by the Council's robust approach to enforcement.

In terms of improvements, the Leader stated that:-

- The Council had not been quick enough to understand concerns relating to the number of housing development in the borough but he was pleased that the Local Plan had reduced housing numbers to more manageable levels and, supported by the green guarantee, embraced the importance of local green space. He noted that there was a balance to be struck between retaining green space and young people needing somewhere to live.
- With regard to the commissioning of a local inquiry into CSE, the Leader regretted that he had not accepted quickly enough that the Home Office would not commission an inquiry and that the Council would have to commission an independent inquiry itself. He still believed that a Council commissioned inquiry had limitations that would not provide the answers victims and survivors needed. With hindsight, he considered that the inquiry should have been commissioned earlier with an explanation of what the significant limitations would be. He welcomed the arrival of The Truth Project to the borough.
- The Council could do more to raise awareness of its achievements.

Are you happy with the progress of Telford@50 celebrations and that the spending is justified?

The Leader was delighted to report that these events had attracted significant levels of attendance. In particular, the previous three weekends had seen successful events including the Spring into St Georges Day, Branches in the Park and the Balloon and Kite Fiesta taking place and he had been heartened to see Members endorsing applications for legacy funding for community buildings. He also commented on the lighting of the Ironbridge and the high number of volunteers (GEMs) which had been recruited and received training as a result.

Concern was expressed over personal interpretations of planning policy and the Leader was asked for thoughts on whether clear definitions existed for Members, Officers and developers to understand and apply.

The Local Plan had recently been passed through Full Council and it was believed that this would help the situation. Developers were free to appeal when their applications were rejected but the Leader lamented that Inspectors did not take rejections in the context of the proximity of other approvals for development. He felt that there were issues around viability which needed more robust action to be taken to bring derelict land forward for development.

Could the Council be more robust with Developers seeking to amend Section 106 Agreements on the basis of viability?

The Leader pointed out that the Council had to apply government policy but he also noted that Tower Hamlets Council were piloting a new system of deferred viability checks which he considered may offer a solution unless and until independent people/bodies were appointed to provide viability assessments.

Could the process of commissioning an independent inquiry into CSE be accelerated?
The Leader had no involvement in the commissioning process. However, he felt it was important that it was thorough and not rushed. He stated that the Council would not wait for the Inquiry's report before making improvements and work was ongoing in several areas: NWG was looking at current services, the Council had considered best practice and had implemented all the recommendations of the Rotherham report and was currently considering the learning from the recently published Rochdale report. A number of meetings had also taken place between officers and stakeholders.

What benefits have there been to the Council's membership of the West Midlands Combined Authority (WMCA) and the Local Enterprise Partnership (LEP)?
WMCA had made grants worth £3.6m which equated to around 150 years' worth of membership. WMCA Mayor Andy Street had also created a Homelessness Task Force with a funding pot available to constituent members and it was hoped that as a non-constituent member the Council could work creatively to receive some benefit from the scheme. Similarly, with regard to LEP membership, the Council had benefited from grant funding ahead of its neighbours. The Leader saw an issue in the future as to where the government directed its funding (ie to the CA or the LEP) but he felt that the Council was well positioned due to its links with both the Black Country through the WMCA and the more rural areas of Shropshire and Herefordshire through the LEP.

SMB-16 2017/18 Scrutiny Work Programme – End of Year Report

Members reflected on the work that had taken place during the 2017/18 municipal year as set out in the report.

The Chair thanked Members and Officers for engaging with Scrutiny and noted that the Senior Democratic & Scrutiny Services Officer, Jessica Tangye, would shortly be taking up an internal secondment within Organisational Delivery & Development – expressions of congratulations were made.

The meeting ended at 7.04pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 5 JUNE 2019

SCRUTINY ANNUAL REPORT 2017/18 AND SCRUTINY WORK PROGRAMME 2018/19

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

1.0 PURPOSE

- 1.1 To seek approval of the 2017/18 Scrutiny Annual Report;
- 1.2 To seek confirmation of the Terms of Reference for the Scrutiny Management Board and Scrutiny Assembly and endorsement of the Terms of Reference for each Scrutiny Committees prior to agreement by the respective Scrutiny Committee; and
- 1.3 To enable the Scrutiny Management Board to consider and agree the priorities for the 2018/19 Scrutiny Work Programme.

2.0 RECOMMENDATIONS

- 2.1 To approve the draft 2017/18 Scrutiny Annual Report for presentation to Full Council (Appendix 1).
- 2.2 To agree the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly and to endorse the Scrutiny Committees Terms of Reference for agreement by the respective Scrutiny Committee (Appendix 2).
- 2.3 To consider the suggestions set out in Appendix 3 to this report and agree the issues which should be prioritised for the work programme and recommended to the Scrutiny Committees; and
- 2.4 To agree the initial allocation of resources as set out in part B section 4 of this report.

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 2018/19 work programme should be delivered in-year before the pre-election period begins.	
FINANCIAL/VALUE FOR MONEY	Yes/No	Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking

IMPACT		<p>reviews and challenging and monitoring performance. There is provision for the cost of supporting the Scrutiny function in the 2018/19 budget and any variance that arises will be reported, as appropriate, as part of financial monitoring. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.</p> <p>Scrutiny also plays an important part of the budget consultation process which is reflected in the work programme and is a key piece of work which feeds into the Council's overall budget strategy</p> <p>TS – 17.5.18</p>
LEGAL ISSUES	Yes/No	<p>Overview & Scrutiny for local authorities was introduced as part of the modernisation of local government in Section 21 of the Local Government Act 2000. It required every local authority to have at least one O&S committee, to: hold the Executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and carry out external scrutiny including the NHS.</p> <p>Establishing a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.</p> <p>SAD – 14.05.18</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

- 1.1 The Scrutiny Work Programme is agreed annually by Scrutiny Management Board. The Board is responsible for determining the strategic priorities for scrutiny, allocating scrutiny resources and monitoring delivery of the work programme. The Scrutiny Committees agree their own work programmes having regard to the views and wishes of the Board and report progress back to the Board.
- 1.2 The Council's Constitution requires Scrutiny Chairmen to report annually to Council on the work of Scrutiny in the previous year and priorities for the future.

2. ANNUAL REPORT 2017/18

- 2.1 Following on from the End of Year Report considered by Scrutiny Management Board on 9 May 2018, Scrutiny Management Board is requested to consider the

content and format of the Annual Report for presentation to Full Council. A draft is provided at Appendix 1.

3 SCRUTINY WORK PROGRAMME 2018/19

- 3.1 The Terms of Reference for the Scrutiny Management Board, Scrutiny Assembly and the Scrutiny Committees are attached at Appendix 2. On 24 May 2018, Full Council delegated authority to each Committee to approve its own Terms of Reference.
- 3.2 Suggestions for the work programme were sought from the Scrutiny Assembly, Cabinet Members, Senior Managers and key local organisations in accordance with the timetable agreed by the Board on 9 January 2018.
- 3.4 A table listing suggestions for the work programme is shown at Appendix 3. This includes:-
- 3.4.1 all new suggestions received to date
 - 3.4.2 suggestions from the 2017/18 work programme which have been resubmitted for consideration in the 2018/19 work programme
 - 3.4.3 topics upon which work began in 2017/18 (or earlier) but has not yet completed
 - 3.4.4 recommendations from previous reviews which are due for monitoring
 - 3.4.5 other topics which the relevant Scrutiny Committee is monitoring progress
 - 3.4.6 statutory/constitutional duties
- 3.5 Scrutiny Management Board is asked to consider what the over-arching priorities for Scrutiny in 2018/19 should be and in light of this consider whether to recommend each topic set out at Appendix 2 for inclusion in the work programme of the relevant Scrutiny Committee in accordance with the Terms of Reference.
- 3.6 In determining the priorities for scrutiny in 2018/19 and topics for the work programme, Scrutiny Management Board should consider:
- The extent to which the item meets the criteria for scrutiny, including
 - How far scrutiny can realistically change or influence things
 - The extent to which residents or businesses are affected by the issue
 - How well the Council and Partners are performing in the area
 - What else is happening to avoid duplication or wasted effort
 - Scrutiny's statutory duties and responsibilities
 - Any comments provided by Senior Managers or partners
 - Awareness of elected members about what matters to local people
 - Capacity and resources (see Section 4)
 - Best practice guidance from the Centre for Public Scrutiny (CfPS)
 - Ways of working set out in the Scrutiny Handbook
- 3.7 Scrutiny Management Board should be mindful that 2018/19 is an election year and any reviews will need to be completed by the end of December 2018 at the latest to enable preparation of final reports to Cabinet before the pre-election period begins in March 2019.

4. **ALLOCATION OF RESOURCES**

- 4.1 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.
- 4.2 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.
- 4.3 For the 2018/19 municipal year, an initial allocation of what equates to quarterly meetings has been allocated to the Scrutiny Management Board and each Scrutiny Committee as part of the normal calendaring process (one meeting has been kept in reserve for Finance & Enterprise Scrutiny Committee). Scrutiny Management Board should consider whether this figure requires any adjustment. Provisional dates, which require confirmation by the Chairs, have been programmed as follows:-

	<u>2018</u>								<u>2019</u>				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Scrutiny Management Board		5			4			4			12		
Children & Young People			17			9		11		12			
Customer, Community & Partnerships			18, 23			22		17		4			
Finance & Enterprise									8,15, 21				
Health & Adult Care			9			16		18		26			

- 4.4 Scrutiny Management Board is aware that the Senior Democratic & Scrutiny Services Officer will shortly be taking up a 12 month secondment in another team and that a secondment has been advertised to cover the role.
- 4.5 Democratic & Scrutiny Services will also be supporting the work of the CSE Inquiry Member Advisory Group and the Council commissioned independent local inquiry.

5. **PREVIOUS MINUTES**

Scrutiny Management Board – 9 January 2018 and 9 May 2018

6. BACKGROUND PAPERS

The Telford & Wrekin Council 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***



Addenbrooke House Ironmasters Way Telford TF3 4NT

Annual Scrutiny Report 2017/18

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Foreword



The challenge for scrutiny is always to focus on the important issues! In local government there are many competing priorities to deal with and so this year has been about prioritising our work to ensure that Scrutiny is looking at decision-making in the areas which matter most to the priorities of the Council and the Cabinet, and which are also of greatest concern to the Borough's residents.

Like many Local Authorities, Telford & Wrekin continues to face major financial challenges and as the Council continues to look for innovative ways to work with our partners and the Community to meet these challenges head on, Scrutiny must keep pace to ensure residents are still getting the services they need and that service providers remain accountable for their delivery.

This report sets out the varied work that Scrutiny has undertaken this year looking at wide range of issues including NHS transformation, Fire and Rescue Authority governance, grounds cleansing and maintenance, civil parking enforcement and some key issues which affect our young residents: school organisation and Child Sexual Exploitation.

I think it is important to note that this work has taken place against a backdrop of changed resources for Scrutiny and whilst this remains a challenge for 2018/19 we will continue to seek to deliver effective, focused and relevant scrutiny that adds value to the council's decisions and properly reflects the concerns of the local community.

In closing, I would like to take the opportunity to acknowledge and thank everyone who has participated in the Scrutiny process this year including officers, Members, the community and our partners.

Councillor Nathan England
Lead Scrutiny Member 2017/18

What is Scrutiny?

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

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

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

Who carries out scrutiny work?

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

In 2017/18 Telford & Wrekin had five scrutiny committees:

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

How is scrutiny work carried out?

Scrutiny is can be carried out in many different ways.

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

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

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

How do we monitor the effectiveness of scrutiny?

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

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

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

Scrutiny Management Board

Members: Councillors Nathan England (Chair), Stephen Bentley, Andy Burford, Kevin Guy, Gilly Reynolds, Peter Scott and Jacqui Seymour



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

This year, the Scrutiny Management Board decided to take a different approach to the way in which we hold the executive to account by only calling Cabinet Members to attend a meeting for a question and answer session if we felt there were specific issues to be addressed. The Board met with the Leader and Managing Director at the end of the year for a vigorous discussion during which the Leader reflected on the last 12 months and Board Members provided challenge on a number of issues including civil parking enforcement, work towards improving the Council's Ofsted rating to 'good', child sexual exploitation, the procurement of a new grounds cleansing and maintenance contract and what that means for the continuance of Parish Environmental Teams, plans for Telford@50, and local development. It was a very informative discussion and I would urge all Scrutiny Assembly Members to attend any future holding to account sessions.

Call-In

Call-in is a way for scrutiny members to examine a decision taken by Cabinet, or by officers under delegated authority, before the decision is implemented. The rules for calling in decisions are set out in the Council's Constitution and in the Scrutiny Handbook. There were no call-in requests to the Scrutiny Management Board during 2017/18.

Children & Young People Scrutiny Committee

Members: Councillors Kevin Guy (Chair), Steve Barnes, Liz Clare, Joy Francis, Jayne Greenaway, Janice Jones, Jane Pinter, Hilda Rhodes and Karen Tomlinson

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



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

In 2017/18 the Committee held four formal meetings and some of the highlights of our work are set out below.

School Organisation Plan 2017-2022

The Committee engaged in a met with the Cabinet Member for Education and Skills to receive the Plan and a detailed update on the process involved in school planning, including funding and early years provision. We engaged in robust challenge of the Plan. question and answer session.

Multi-Agency Working Against Child Sexual Exploitation

The Committee received an annual progress report from the Local Safeguarding Children Board (LSCB) on the Committee's review of multi-agency working against CSE 2015/16 and considered the progress made against the recommendations in the review. We were pleased to note the positive progress made against the recommendations, including the success of a CSE Raising Awareness Day in which misconceptions had been challenged and some of the perceived gaps in knowledge and understanding on CSE, addressed. There was a focus on building cohesive communities, accurate statistical data, education and licensing. We welcome the continued efforts of the LSCB to drive, monitor and challenge progress and the strengthened ability of multi-agencies to deal with CSE and the awareness raising which continued as part of the strategy to tackle CSE.

The Committee plans to continue to monitor the impact of the actions which have been taken to address our recommendations after a further 12 months.

Customer, Community & Partnership Scrutiny Committee

Members: Councillors Gilly Reynolds (Chair), John Ashford, Kevin Guy, Clive Mason, Leon Murray, Jacqui Seymour and Barry Tillotson
Co-optee: Mr D Johnson



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

Management.

In 2017/18 the Committee held two formal meetings and some of the highlights of our work are set out below. The Committee has also engaged with the Finance & Enterprise Scrutiny Committee to conduct a review of Civil Parking Enforcement.

West Mercia Fire & Rescue Governance Proposals

Following the launch of the West Mercia Police & Crime Commissioner's proposals on governance arrangements for local fire services, the Council Leader suggested that Scrutiny undertake a review and provide our recommendation to Cabinet on whether or not the proposals should be supported. The Committee met with the PCC and representatives from Shropshire & Wrekin FRA.

After considering the PCC's proposals and also the independent report commissioned by the two FRAs, the Committee found no merit in the PCC's proposals, especially within the context of a well-performing FRA, and recommended that Cabinet do not support the PCC's proposals for reasons of financial considerations, service resilience, and replacement of the existing Fire and Rescue Authorities. The Committee was pleased to note efforts at collaboration and encouraged this to be continued.

Cabinet positively received the recommendations and did not support the PCC's proposals. However, the Committee was disappointed to note that following consideration of all feedback from the public consultation, the PCC decided to move forward with submitting a full business case to the Home Office which was approved by the Home Secretary in March 2018.

Grounds Cleansing & Maintenance Contract

As the existing Grounds Cleansing and Maintenance Contract draws to an end, the Committee has sought to oversee the procurement of a new contract through an OJEU competitive bid procedure. In order to be able to influence the process at key stages in the procurement, the Committee, decided to monitor the contract at specific intervals. Following an initial meeting when we received an overview of the process, we subsequently received an update which included a copy of the specification. Our next update is expected early in the next municipal year when the bidder companies have been confirmed and towards the end of 2018 prior to the finalisation of the contract by Cabinet.

Third Party Engagement

The Committee Chair has been working with key officers to begin scoping this cross-service Review. An in depth review on this topic is planned to commence in July 2018.

Selective Licensing

Following previous consultation on this topic, the Committee had planned to monitor the operation of the proposed Selective Licensing scheme once it had been introduced but, following a robust consultation with the community, Cabinet decided not to implement the scheme.

Finance & Enterprise Scrutiny Committee

Members: Councillors Nathan England (Chair), Stephen Bentley, Nigel Dugmore, Raj Mehta, Rob Sloan, Charles Smith and Dave Wright.
Co-optees: Mrs C Mason-Morris and Mr R Williams



The main role of the Finance and Enterprise Scrutiny Committee is as a consultee for the Cabinet's budget proposals. However, our remit also covers oversight of the service and financial performance of Council services, income generation and how the Council is promoting economic growth in the local economy.

In 2017/18 we held three meetings and some of the highlights of our work are set out below.

Service & Financial Planning 2017/18 to 2019/20

A two year strategy had been scrutinised thoroughly in 2016/17 and the Committee's recommendation at the time, that the Adult Social Care precept should be implemented at a rate of 2% a year for three years (2017/18-2019/20) had been accepted and implemented. For that reason, scrutiny of the Service and Financial Planning strategy this year was minimal and the main opposition group did not submit an alternative budget proposal. A meeting was held with the Cabinet Member for Finance, Commercial Services and Economic Development and the Chief Finance Officer. Overall, we welcomed the budget proposals and in particular the proposal to invest in Adult Social Care and safeguarding.

Civil Parking Enforcement

Our in-depth review of Civil Parking Enforcement began in 2016/17 following a suggestion by Cabinet and subsequently a Motion referred by Council. The Committee worked with the Customer, Community & Partnership Scrutiny Committee to undertake investigations which included receiving financial modelling data from Council Officers, receiving the views of a number of parties. However, the Committee had lingering concerns regarding financial viability. Negotiations between the Leader and the Police and Crime Commissioner subsequently led to an increase in financial support available to support the implementation of CPE and the Committee now looks forward to working with Officers and the Cabinet to develop the Council's Business Case for submission to the Government.

Health & Adult Care Scrutiny Committee

Members: Councillors Andy Burford (Chair), Mark Boylan, Stephen Burrell, Liz Clare, Nigel Dugmore, Raj Mehta, Leon Murray, Tim Nelson and Hilda Rhodes

Co-optees: Mrs J Gulliver, Mrs C Henniker, Mrs H Knight and Mr D Saunders



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

In 2017/18 we held four Health & Adult Care Scrutiny Committee meetings and some of the highlights of our work are set out below.

Stability and Sustainability of the Residential and Domiciliary Care Market; Adult Social Care Commissioning

The Committee welcomed the Council's approach but were very concerned about the longer-term viability of the sector given local government's declining ability to resource and a related shortage of key staff. We will, therefore, continue to monitor closely Under ASC Performance. Looking forward, we intend to undertake an in-depth investigation into the customer experience and the extent of unmet need in the community.

Adult Social Care Performance, Budget and Savings; Older People and Adults with Learning Disabilities Strategies

The Committee focussed on specific areas of adult social care budget and performance including adults with learning disabilities and older people, one of the biggest areas within adult social care. The Committee welcomed the positive progress made in reducing the number of people in residential care, increasing client choice and support to stay at home. New assistive technology being used by social workers and occupational therapists as part of care assessments and reviews was demonstrated for the Committee as this had been identified as a key feature of future plans in adult social care, supporting the strength based approach.

STP Neighbourhood Working

The Committee has a keen interest in neighbourhood working under the umbrella of the STP, looking forward, we will be seeking more indications of the extent to which this will reduce demand on the health acute services. We also intend to obtain engage with local GPs to obtain further feedback on this issue.

Joint Health Overview & Scrutiny Committee

Members: Councillors Andy Burford (Co-Chair), Stephen Burrell and Hilda Rhodes

Co-Optees: Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Joint Health Overview & Scrutiny Committee is appointed where a relevant NHS body consults more than one local authority about substantial reconfiguration proposals. In respect of the Future Fit Programme for reconfiguration of Shrewsbury and Telford Hospital NHS Trust's (SATH's) provision of "safe and sustainable patient services specifically in emergency and critical care", this Council has delegated its health scrutiny function to a mandatory joint health scrutiny committee in conjunction with Shropshire Council (the JHOSC).

The Committee met six times in 2017/18, and some of the highlights of the work we have carried out with colleagues at Shropshire Council are set out below.

Future Fit Programme

The Committee has continued to oversee and respond to the various stages of development of the Future Fit Programme, such as short listing, non-financial appraisal, and has received various presentations from officers of the Programme. To date the Future Fit intention has been to identify a preferred option upon which the CCG's will consult. This decision was made on 10 August 2017 where the Joint CCG Committee agreed unanimously to support moving towards public consultation on all clinically and financially viable options with a preferred option of the emergency care site at the Royal Shrewsbury Hospital and a Planned Care Site at the Princess Royal Hospital, Telford. With the announcement in March that the funding needed to deliver Future Fit had been secured, the Committee began the process of responding to consultation plans and engagement activity to ensure the consultation is fair and accessible to all residents in Telford & Wrekin and Shropshire.

The Committee have continued to seek assurances about the viability of Future Fit particularly about how the transfer of activity to community and primary care and away from hospitals is to be resourced - there are still a number of key questions to which the Committee have not had answers.

Midwife Led Unit Service Review

The Committee considered the new service model that proposes to improve clinical and financial sustainability of midwifery led care as well as improving access to services and outcomes for women and their families. Improvements to rural access and equity of access are the Committee's main concerns and we will continue to feed into the consultation process for the remodelling of the service.

Looking Ahead

Early in each calendar year the Scrutiny Management Board makes contact with Councillors and the Council's key partners to seek suggestions for the topics that Scrutiny should consider over the next municipal year.

During June 2018 the Scrutiny Management Board received the suggestions that had been put forward and agreed which issues met the Scrutiny criteria and should be prioritised for the 2018/19 work programme and recommended to the Scrutiny Committees for consideration.

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

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

Contacts

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

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

If you would like to contact a member of the Democratic & Scrutiny Services Team, our contact details are below:

Suzanne Dodd
Governance & Legal Services Manager and Deputy Monitoring Officer
01952 383233
suzanne.dodd@telford.gov.uk

Deborah Moseley
Democratic & Scrutiny Services Team Leader
01952 383215
deborah.moseley@telford.gov.uk

Jessica Tangye
Senior Democratic & Scrutiny Services Officer
01952 382061
jessica.tangye@telford.gov.uk

Jayne Clarke
Democratic & Scrutiny Services Officer
01952 383205
jayne.clarke@telford.gov.uk

Stacey Worthington
Democratic & Scrutiny Services Officer
01952 382067
stacey.worthington@telford.gov.uk

General Enquires
scrutiny@telford.gov.uk

SCRUTINY ASSEMBLY TERMS OF REFERENCE

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

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

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

SCRUTINY MANAGEMENT BOARD TERMS OF REFERENCE

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

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

HEALTH & ADULT CARE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The group will be made up of 9 elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue.
3. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's adult social care services and health services matters under the Health and Social Care Act 2012. Full Council has delegated the health scrutiny powers to this Committee.
4. The Committees takes the key role in:
 - a) Monitoring the performance of NHS Trusts whose services effect local people;
 - b) Acting as the statutory consultee on NHS proposals for substantial variation in service and responding to these NHS consultations.
 - c) Participating in a Joint Health Overview and Scrutiny Committee with elected members from Shropshire Council to scrutinise and respond to NHS proposals that apply to both areas;
 - d) Responding to referrals from Health Watch regarding health services;
 - e) Monitoring the Council's performance in relation to social care service for adults;
 - f) Responding to referrals from Healthwatch regarding Adult Care Services
 - g) Scrutinising proposals for the provision of adult care services and the impacts of any proposed changes to services;
 - h) Scrutinising adult care services that are of concern to local people.
5. If the Chair and Vice Chair are unable to attend a meeting the members present will elect a Chair for the meeting.
6. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers and representatives from NHS commissioners and providers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.
7. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
8. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

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

FINANCE & ENTERPRISE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The group will be made up of 7 elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. The Committee will fulfil three tasks:
 - a. be the main mechanism by which the Cabinet will formally consult scrutiny on the consideration of their budget proposals and allow non-executive members full access to all Council financial data;
 - b. to monitor the service and financial performance of Council services through regular review of performance monitoring reports and such other information as members consider necessary.
 - c. Receive reports on the income generation for the Council and the Council's role in promoting economic growth in the local economy and scrutinise as appropriate
3. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.
4. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
5. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
6. If the Chair and Vice Chair are unable to attend a meeting the members present will elect a Chair for the meeting.
7. The meetings will be administered by Scrutiny Services and Democratic Services. Meetings will be held regularly and dates will be agreed by the members of the Committee at the start of each municipal year. Members of the Committee may call additional meetings as required to follow up concerns identified in their scheduled meetings or sub-sets of members may form working groups that meet outside the scheduled meetings to investigate specific issues.
8. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

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

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE TERMS OF REFERENCE

1. The Committee will be made up of 9 elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members. The Committee may include co-opted scrutiny members but they must not exceed the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. The Parent Governor and the Catholic and Anglican diocesan representatives will have statutory voting rights on education matters as set out on the Local Government Act 2000. Other co-optees will not have voting rights.
3. In addition to the standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue.
4. If the Chair and Vice Chair are unable to attend a meeting the Members present will elect a Chair for the meeting.
5. The Cabinet Member for Children and Young People, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.
6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role. The Committee may also scrutinise the services of partner organisations in accordance with national legislation.
7. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
8. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
9. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
10. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

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

CUSTOMER, COMMUNITY AND PARTNERSHIP SCRUTINY COMMITTEE TERMS OF REFERENCE

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

8. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
9. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
10. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
11. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
12. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet or other relevant organisations.
13. The Committee will set its own work programme in accordance with the areas set out in paragraph 5 above, may look at any issue deemed by the Committee to fall within its remit.
14. The quorum for a meeting is 3 elected members.

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

Purpose

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

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

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

Powers of the Joint Health Overview and Scrutiny Committee

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

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

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

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

Membership of the Joint Health Overview and Scrutiny Committee

There will be three elected members from each local authority.

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

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

Chairing Arrangements

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

Chairs' Casting Vote

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

Political Balance

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

Administration

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

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

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

Additional Support

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

Frequency of Meetings

To be detailed in the Joint Committee Work Programme.

Quorum

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

Ways of Working

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

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

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

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

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

Reports

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

Review of Terms of Reference

Annually or as required when issues arise for joint scrutiny.

Key:-

* New Suggestion

+ Resubmitted from the 2017/18 work programme

Ongoing review or monitoring

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
CHILDREN & YOUNG PEOPLE					
*	School Transport	How are children getting to school? How far are they travelling? What issues do schools experience (congestion, parking complaints) What support might Schools like (help to set up walking buses, safer bike routes to school)? What are parents experiences of the school run, especially where siblings go to different schools? What best practice is out there both within the borough and outside, that we can all learn from?	NEW – From Scrutiny Co-Optee	Education & Corporate Parenting	

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
*	What is the take up of free nursery places and how can we help more parents to use their free hours?	Some parents don't claim because the system of registration and re-registration is cumbersome and requires access to the internet which many of those families most in need of this support may not have. Also, nurseries find that the income does not cover their costs so they don't promote the scheme or help parents to apply. Whilst it is acknowledge that this is mainly a failing of how a national policy is being implemented, there may be things that can be done locally to help parents or feedback to government to make a difference.	NEW – From Scrutiny Co-Optee	Education & Corporate Parenting	
+	Multi Agency Working Against CSE	Monitoring of Review Outcomes NB A number of individual suggestions have been made to ensure that a CSE update remains on the work programme.	Monitoring	Children's Safeguarding / Organisational Development & Delivery	
	Educational Attainment	Considered annually. Includes CiC results.	Monitoring	Education & Corporate Parenting	
	LSCB Annual Report	In previous years the Annual Report has been presented to Scrutiny after HWB.	Monitoring	Children's Safeguarding / Organisational Development & Delivery	

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
	Children's Safeguarding Performance Dashboard	Developed following annual monitoring of Ofsted Action Plan	Continuing work started 2016/17 - Monitoring	Children's Safeguarding	
CUSTOMER COMMUNITY & PARTNERSHIP					
*	Parish & Town Council Engagement	How the Council works in partnership with Parish Councils	NEW – From Edgmond Parish Council	Cross-Service	Could this be merged with suggestion "Transfer of Assets & Services"
*	Housing Standards	There is a lot of new housing in Telford. Is the Council ensuring that they are built to lifetime homes standards and using their planning powers to ensure this happens? Perhaps a look at housing standards generally for older people, many of whom live in private rented accommodation or privately owned homes	New – From Scrutiny Co-Optee	Cross Service - Commercial Services / Customer & Neighbourhood Services / Employment, Development & Business	<p>The Council is currently working on proposals for a new programme of work and associated governance structure to better ensure the delivery of suitable housing for all vulnerable groups, including the elderly, in recognition of this being a priority area for the Council. The associated work will take some months to progress.</p> <p>If accepted for the work programme, this would best fit towards the end of the year or, to enable more baseline work to be completed, deferred for 12 months.</p>

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
*	Fly Tipping that requires clean up by Highways England	<p>Many bad fly tipping areas are adjacent to residents properties but is the duty of Highways England to clean up in some areas. This can be very impractical as the process to get this cleaned up can take a long time whereas the local Council could get rid of such fly tips in a matter of days.</p> <p>What system of co-operation could be introduced for Council intervention in areas where Highways England land runs into the boundary of local Council areas (eg M54).</p>	NEW – From Cllr John Ashford	Customer & Neighbourhood Services	Limited influence for Scrutiny; issue being addressed by CM holding Highways England to account and AD happy to liaise with CM to also lobby MPs for help.
*	Transfer of Assets and Services	How well has the process of transferring assets and services to T&PCs and voluntary organisation worked. What lessons can be learnt? What other assets and services might be transferred?	NEW – From Cllr Rae Evans	Cross Service; Commercial Services / Employment, Development & Business	Officer capacity to facilitate such a review is currently limited.

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
*	Anti-Social Behaviour	What powers do the Council have to support residents who are experiencing significant anti-social behaviour from other residents and how well is this working. How well is a partnership approach working? Is there more that can be done?	NEW – From Cllr Rae Evans	Customer & Neighbourhood Services	
+	Third Party Engagement	How effective the Council is in engaging support from third party organisations and the community in light of reducing resources.	Resubmitted	Cross-Service	
	Flood Water Management	Considered in 2016/17	Statutory responsibility	Customer & Neighbourhood Services	
	Community Safety Partnership (Crime & Disorder Reduction Partnership scrutiny)	Planned for April/May 2018	Statutory responsibility	Customer & Neighbourhood Services	
	Grounds and cleansing service contract procurement	Oversight of procurement process and specification for the Grounds and Cleansing service contract. Links to maintenance of open spaces.	Continuation of work started 2017/18. Scoped.	Customer & Neighbourhood Services	
FINANCE & ENTERPRISE					
	Budget Scrutiny	Consultation on draft budget & policy framework proposals published by the Leader and any alternative proposals developed by opposition groups.	Constitutional function	Finance & Human Resources	

	Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
	Civil Parking Enforcement	Involvement in development of OBC.	Work began in 2016/17. Not scoped.	Customer & Neighbourhood Services	
HEALTH & ADULT CARE					
*	Supporting alternatives to statutory care provision.	Almost all VCS organisations have been told their funding will cease in March 2019. What impact assessment has been done to ascertain the impact of this on the most vulnerable people in the borough? What plans does the Council have to replace the services the VCS provide? If none what effect will this have on vulnerable people?	New – From Scrutiny Co-Optee	Adult Social Care	
*	CAMHS – Emotional Health and Wellbeing Service – links with SEND/EHCP Process		NEW – From Parent/Carer Forum	Education & Corporate Parenting	
*	Social Care – criteria for access around eligibility under C&F Act		NEW – From Parent/Carer Forum	Adult Social Care	
*	Transition into adulthood using Preparation for Adulthood principles as guidelines		NEW – From Parent/Carer Forum	Adult Social Care	
+	STP Neighbourhoods – Community Resilience including transformation of Primary Care/ GP Forward view	To quantify the impact of projects implemented through STP Neighborhoods to support the acute services reconfiguration	Work begun 2016/17 Resubmitted	Adult Social Care, Public Health, NHS	

Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
Adult Care Performance, Budget and Savings (inc CHC) - Cost Improvement Plan (CIP)	Monitoring in relation to individual strategies – Older People and Adults with learning disabilities.	Continuation of work started 2017/18	Adult Social Care	
Implementation of Suicide Prevention Plan	Draft Suicide Prevention Strategy was presented to HWB June 2017. Local Action Groups report back to HWB/ updates circulated to HAC SC	Monitoring (Health Select Committee recommendation)	Public Health	
Quality of adult social care provision	In depth review of quality of social care services to identify where there is unmet need.	Scoping started 2017/18 – continuation	Adult Social care	
NHS Quality Accounts – WMAS; SMHT, SATH, RJAH NHS Independent Complaints and Advocacy Service	Monitoring	Ongoing	NHS, WMAS	
TW Safeguarding Adults Board Annual Report	Monitoring	Ongoing	Organisations Development and Delivery	
JOINT HEALTH OVERVIEW & SCRUTINY				
Reconfiguration of Hospital Services -	Statutory duty to respond to consultation on substantial change and variation in service – due end of May 2018	Ongoing	NHS	
Sustainability & Transformation Plan (STP) (October 2016 to March 2021.)	Updates feature as a regular item.	Ongoing	NHS/ Sustainability & Transformation partners	

Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
Shropshire Community Health Trust – Partnership	New partnership proposal: possible substantial variation in service although advised to date that it's a management restructure with no impact on services	Briefings 2017/18 Continuation 2018/19	NHS	
Emotional Health and Wellbeing Service for 0-25 year olds	Annual review of new partnership arrangements	Deferred to 2018/19 due to challenges within services reported to HWB	NHS	
Maternity Services & MLU service review	Statutory duty to response to consultation – timescale unknown	Work started 2017/18 - ongoing	NHS	
Sustainability and Safety of Clinical Services provided by SaTH, including; <ul style="list-style-type: none"> • Implementation of Hospital Contingency Plans • Winter Resilience 2017/18 – 2018/19 • Other System Issues – West Midlands Ambulance Service; GP Services 	Monitoring	Ongoing	NHS	

Issue / Topic	Purpose	Status / Source if New	Service Area	SMT Feedback (if any)
SCRUTINY MANAGEMENT BOARD				
Work Programming	Allocate Scrutiny suggestions to relevant Scrutiny Committee Make recommendations about priorities for the work programme Oversee the allocation of scrutiny officer resources Monitor implementation	Constitutional function	Governance, Procurement & Commissioning (Democratic & Scrutiny Services)	
Annual Report	Agree and submit annual report to Council	Constitutional function	Governance, Procurement & Commissioning (Democratic & Scrutiny Services)	
Holding the Executive to Account Sessions	To hold executive to account on topics not included in the work programme.		All Services.	