

SCRUTINY LEADERSHIP BOARD

Minutes of a meeting of the Scrutiny Leadership Board held on Tuesday, 12th May, 2009 in the Scrutiny Meeting Room, Civic Offices, Telford

PRESENT: Councillor D.R.W. White (Chairman), R. Aveley, J.A. Francis, A.A. Mackenzie, A.A. Meredith and H.J. Williams

ALSO PRESENT: Alison Smith (Scrutiny Manager)

SLB-33 MINUTES

RESOLVED – that the minutes of the meeting held on the 26th March, 2009 be confirmed and signed by the Chairman.

SLB-34 APOLOGY FOR ABSENCE

Councillor L. Lomax

SLB-35 DECLARATIONS OF INTEREST/PARTY WHIP

None.

SLB-36 SCRUTINY ASSEMBLY – 19TH MAY 2009 – CONFIRMATION OF FINAL ARRANGEMENTS

Members noted the updated, tabled final arrangements for the next Scrutiny Assembly. The Scrutiny Manager would provide copies of the Priority Plans to the Lead Scrutiny Members in advance of the Assembly.

The Chairman sought the Board's approval for refreshments to be provided prior to the Scrutiny Assembly by the "Eat and Enjoy" Group who are made up of young people and adults with learning disabilities who operated a café in Donnington as a training exercise supervised TCAT. The Board agreed to this and for the costs to be borne by the Scrutiny function. It was considered that this would be a valuable experience both for the members of the group and the Members. Councillor Roger Aveley suggested, and it was agreed, that this support for the youngsters be publicised and a photograph taken.

SLB- 37 FORWARD PLAN – AGENDA ITEMS 2009-10

Members noted the agenda items currently scheduled for meetings of the Scrutiny Leadership Board in 2009-10. This was a rolling programme to which additional items could be added as required. Councillor Roger Aveley suggested that the programme should also include the dates on which Scrutiny Reviews were due to be finalised and this was agreed by the Board.

SLB-38 CHAIRMAN'S UPDATE

Away Day

SLB120509Minutes

The Chairman asked Members if they wished to have an Away Day arranged but they agreed that the new arrangements should be allowed to run for a few months before any review is undertaken..

Chairing Arrangements for Sub-Groups and Attendees

The Chairman reported that the Corporate Parenting Group no longer had a Chairman following Cllr. Gill Green's resignation. The group have also expressed a wish to increase the numbers on the group. Councillor Joy Francis had volunteered to become Chairman of the Corporate Parenting Sub-Group and it was agreed that the group increase their numbers to 8 elected members and that Cllr. Francis be appointed to the group with a recommendation that she become Chairman.

He also informed the Board that Councillor Louise Lomax wished to stand down as Chairman of the Value for Money Scrutiny Group due to her commitments as a Non-Executive Director of the Telford & Wrekin Primary Care Trust. He had approached Councillor Bob Groom, the previous Chairman before his appointment as Mayor for 2008-09, but he had indicated that he did not wish to serve a further term as Chairman. Councillors Adrian Meredith and Roger Aveley were both Lead Scrutiny Members but it would not be appropriate for a member of the Administration to chair this particular Group. Given this, Councillor Helen Williams indicated her willingness to join become Chairman of the VFM Group for which Councillor Derek White thanked her. It was agreed that Cllr. Helen Williams be appointed to the group with a recommendation that she become Chairman.

SLB-39 WORK PROGRAMME SUGGESTION FORMS RECEIVED SINCE THE LAST MEETING

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Suggestion from Councillor R.K. Austin

Councillor Austin had submitted a suggestion that Scrutiny should consider the perceived breakdown of communications between the Council and Hark Apollo, the owners of Telford Town Centre. However, given the current possibility of legal action being taken by Hark Apollo against the Council, Councillor Austin had agreed that his suggestion be deferred until the next meeting of the Scrutiny Leadership Board in July.

Suggestion from Mrs. Joyce Clark

Mrs. Clark had submitted a suggestion that Scrutiny should consider reviewing the security arrangements in operation in Telford Town Park following a number of alleged assaults upon her grandsons over the years.

The Scrutiny Manager said that, although the incidents referred to were over a number of years, it had raised valid concerns relating to safety. She referred

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Members to the Scrutiny Forward Plan at Appendix C which set out the agenda items for the Leadership Board for 2009-10, including two meetings which would consider the local Crime and Disorder Reduction Partnership (CDRP). As Members were aware, the Police & Justice Act 2006 had inserted a new Section 21A into the Local Government Act 2000 to extend the remit of Scrutiny Committees to empower local authorities to call in their local Crime and Disorder Reduction Partnership (CDRP) once a year. Therefore, the Scrutiny Manager suggested that, as the CDRP was scheduled to be discussed at the September meeting of the Board, this item be considered then or alternatively for a full review to be considered on this subject. In the meantime, The Chairman asked that the Council's Community Safety section and local police provide details of any safety/security issues relating to the Town Park in order that the Board would have an accurate picture of the level of problems in this area. Councillor Roger Aveyley asked that the local Ward Members also be contacted for their views. This information would then be considered at the meeting of the Board in July, when a decision could be taken as to whether a review was an appropriate response to this Suggestion. The Scrutiny Manager would write to Mrs. Clark to explain the process that the Board was undertaking.

Suggestion from Councillor Karen Tomlinson

Councillor Karen Tomlinson had requested that Scrutiny should consider the issues relating to unadopted estate roads within the Borough, which resulted in problems with street cleansing, fly tipping, lighting, and general environmental maintenance.

Members said that this was a problem throughout the Borough and agreed that the procedures for signing off new developments to ensure that responsibility for adoption had been finalised should be considered by Scrutiny. The Scrutiny Manager suggested that information on the current procedures be established following which a decision could be taken as to whether to undertake a separate review or to incorporate it into the previously agreed review of highways. This was agreed by the Board.

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Mr. & Mrs. Neville had requested that Scrutiny review the Council's procedures for paying Housing Benefit to tenants of the Wrekin Housing Trust. The Scrutiny Manager referred Members to the briefing note provided by the Housing Benefits Manager, which set out the details of what was a long standing dispute which had been investigated by the Council's Corporate Complaints Co-ordinator and by the Local Government Ombudsman, who had made no finding of maladministration against the Council.

The Board agreed that no further action be taken and asked the Chairman to confirm categorically that the Council was not acting illegally in this instance with the Benefits Manager, and that a letter from the Chairman would be sent informing Mr. & Mrs. Neville that the Scrutiny Leadership Board did not wish to pursue their suggestion in this instance.

SLB-40 COUNCIL'S FORWARD PLAN – MAY 2009 TO AUGUST 2009

The Board noted the key decision reports scheduled to be submitted to the Cabinet between May – August 2009.

SLB-41 PROGRESS WITH CURRENT AND PLANNED SCRUTINY REVIEWS

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The meeting ended at 5.06 p.m.

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The Scrutiny Manager said that, although the incidents referred to were over a number of years, it had raised valid concerns relating to safety. She referred

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Suggestion from Mr. & Mrs. Neville

Mr. & Mrs. Neville had requested that Scrutiny review the Council's procedures for paying Housing Benefit to tenants of the Wrekin Housing Trust. The Scrutiny Manager referred Members to the briefing note provided by the Housing Benefits Manager, which set out the details of what was a long standing dispute which had been investigated by the Council's Corporate Complaints Co-ordinator and by the Local Government Ombudsman, who had made no finding of maladministration against the Council.

The Board agreed that no further action be taken and asked the Chairman to confirm categorically that the Council was not acting illegally in this instance with the Benefits Manager, and that a letter from the Chairman would be sent informing Mr. & Mrs. Neville that the Scrutiny Leadership Board did not wish to pursue their suggestion in this instance.

SLB-40 COUNCIL'S FORWARD PLAN – MAY 2009 TO AUGUST 2009

The Board noted the key decision reports scheduled to be submitted to the Cabinet between May – August 2009.

SLB-41 PROGRESS WITH CURRENT AND PLANNED SCRUTINY REVIEWS

The Board noted the update on the Reviews in the 2008-09 Programme. With regard to the agreed Special Interest Meetings (SIM), the Scrutiny Manager informed Members that the following Lead Scrutiny Members would be responsible for these meetings:

- Domestic Abuse – Cllr. Helen Williams
- Sustainable and balanced developments – Roger Aveley
- Planning Applications and the role of Parish/Town Councils – Cllr. Roger Aveley
- The transition of disabled children into adult services – Cllr. Joy Francis
- Council Complaints System – Cllr. Adrian Meredith
- Police and Community Together (PACT) Meetings – Cllr. Helen Williams

These SIMs were being held as the required two Members and a Lead Scrutiny Member had indicated their willingness to review these issues. With regard to the remaining SIMs that had been identified but for which no Members had yet volunteered, it was agreed that efforts should continue to seek volunteers. In addition, it was agreed that those Members who had not yet volunteered for SIMs should be contacted by the Scrutiny Manager, in the Chairman's name, requesting them to indicate which SIMs they wished to volunteer for.

SLB-42 DATES OF MEETINGS 2009-10

The Board noted that the following meetings had been scheduled for 2009-10:

- Thursday, 9th July, 2009
- Wednesday, 16th September, 2009
- Thursday, 19th November, 2009
- Thursday, 14th January, 2010
- Thursday, 25th March, 2010
- Thursday, 13th May, 2010

The meeting ended at 5.06 p.m.

Signed:

Date:

**Proposal for a Programme of Practice Research and Organizational
Analysis for Telford and Wrekin Children's Services
Children and Young People's Portfolio
(Abridged by LJ June 09)**

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May 2009

Proposal for a Programme of Practice Research and Organizational Analysis in Telford and Wrekin Children's Services

Aims of the research

The principal aim of the research will be to establish a basic picture of the children and their families who are referred to Children's Services along with the legal, procedural, administrative and service responses to the referrals. The intention is to look at referred problems, responses to the problems, identify areas for practice development and establish a position from which change can be measured in the event of future service changes. The Telford and Wrekin research will be undertaken within the context of the recent government reports and initiatives arising successively out of the *Assessment Framework for Children in Need and their Families* (2000), the Victoria Climbié Inquiry (2003), the 2003 Green Paper *Every Child Matters*, the subsequent 2004 Children Act, and more recently, the Laming Review on Improving Safeguarding. All these reports and initiatives have emphasised a range of difficulties with contemporary practice in statutory child and family services. The proposed study aims to explore and discuss the outcomes of referrals and identify areas of practice which show scope for development. Particular attention will be paid to those matters referred by non-social work professionals and this aspect of the research will form the agenda for discussions with the children's workforce in the inter-agency context.

The basic intention is to manage referral and assessment work at the 'front door' (Laming, 2009) by ensuring that the resources of *all* the agencies participating in the inter-agency network are effectively used to provide the best service by the most appropriate agency and professional.

The benefits of the Project – "Front Door" control

A number of recommendations emerging from Lord Laming's Review will be directly addressed by this project (See Appendix). Very similar studies to that proposed for this project have been carried out in a range of different local authorities (including those in other countries) over the past 10 years. The results of and recommendations arising from the work have enabled some local authorities to enhance child protection practices by introducing a concise range of referral management methods which have the effect of simultaneously releasing resources while allowing professionals in Children's Services to spend more time with those children about whom there are very serious concerns. These methods increase professional competence and create more resources to deal with children and families under severe stress. Their effect is to produce a stabilized view of and consistent response to situations which are often conveyed as variously confused, chaotic, complicated and threatening. Very importantly, it creates a much more confident workforce which is able to

give clear and unambiguous responses to referrers. In the words of a Duty social worker at one of the sites where similar research to that proposed has been undertaken "...they [callers] know by the time the conversation ends precisely what it is going to happen and why..." Control at the "Front Door" is an essential prerequisite to creating an orderly, efficient and effective service downstream.

The information made available by the research project will show the patterns of intervention and outcome which can be used to inform future service designs, the scale and nature of the resources required to produce change and develop and plan relevant training programmes at local levels. This will be especially important for those who work with and supervise the limited number of difficult and worrying long-term cases by creating and maintaining a tight focus from the very start of the case's career which will enable the most suitable forms of engagement, relationship and scrutiny.

The Research Programme in Telford and Wrekin

The aims of the research and the methods suggest a programme with six activities as follows:

1. Identification of the sample and data collection – June/July. This will include a half-day briefing on Telford and Wrekin's information system.
2. Construction of a research data base and data entry. - July
3. Data analysis. – July/August
4. Production of the Report and recommendations – August
5. Video recording the organization of referral-taking. Analyzing and editing the video-recorded data.
 - (a) Meeting with the duty/assessment staff to let them know what is going to happen and how the work is to be done – introductions etc.
 - (b) Observing the duty room/s and recording.
 - (c) Analysis and editing followed by showing the edits to staff involved to obtain their permission to use material in the presentations.
6. Dissemination and seminar presentations – by arrangement from September onwards. (September/October)

More than one person will be involved in most of the suggested activities for example the ethnographic work using video recordings requires one researcher/consultant to conduct the enquiry (asking questions, sitting with staff discussing procedures and examining logs, manuals etc.) while a second researcher/consultant operates the camera and sound recording. At least two researcher/consultants will be involved in data collection from paper and electronic records.

Appendix

Relevant Recommendations from Lord Laming's Review

Recommendation 6- Leadership and Accountability

Directors of Children's Services, Chief Executives of Primary Care Trusts, Police Area Commanders and other senior service managers must regularly review all points of referral where concerns about a child's safety are received to ensure they are sound in terms of the quality of risk assessments, decision making, onward referrals and multi-agency working.

Recommendation 7- Leadership and Accountability

All Directors of Children's Services who do not have direct experience or background in safeguarding and child protection must appoint a senior manager within their team with the necessary skills and experience.

Recommendation 9- Leadership and Accountability

Every Children's Trust should ensure that the needs assessment that informs their Children and Young People's Plan regularly reviews the needs of all children and young people in their area, paying particular attention to the general need of children and those in need of protection. The National Safeguarding Delivery Unit should support Children's Trusts with this work. Government Offices should specifically monitor and challenge Children's Trusts on the quality of this analysis.

Recommendation 11 Support for Children

The Department for Children, Schools and Families should revise Working Together to Safeguard Children to set out clear expectations at all points where concerns about a child's safety are received, ensuring intake/duty teams have sufficient training and expertise to take referrals and that staff have immediate, on-site support available from an experienced social worker. Local authorities should take appropriate action to implement these changes

Recommendation 19 - Interagency working

The Department for Children, Schools and Families must strengthen Working Together to Safeguard Children, and Children's Trusts must

take appropriate action to ensure:

all referrals to children's services from other professionals should lead to an initial assessment, including direct involvement with the child or young person and their family, and the direct engagement with, and feedback to, the referring professional

Recommendation 30 Children Workforce

All Children's Trusts should have sufficient multi-agency training in place to create a shared language and understanding of local referral procedures, assessment, information sharing and decision making across early years, schools, youth services, health, police and other services who work to protect children. A named child protection lead in each setting should receive this training.

Recommendation 55- Organization and Finance

The Department for Children, Schools and Families must sufficiently resource children's services to ensure that early intervention and preventative services have capacity to respond to all children and families identified as vulnerable or in need".

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 23rd JUNE 2009

COUNCILLOR CALL FOR ACTION

REPORT OF THE HEAD OF FINANCE & AUDIT

1.0 PURPOSE

- 1.1 The purpose of the report is to summarise the changes needed to the Council's scrutiny arrangements relating to Councillor Call for Action as a result of:
- The Local Government and Public Involvement in Health Act 2007 which came into effect on 1st April 2009;
 - The Police & Justice Act 2006 which came into effect on 30th April 2009;
- 1.2 and to propose a process for recording and managing Councillor Calls for Action at Telford & Wrekin Council.

2.0 RECOMMENDATIONS

- 2.1 **Members note the legislative requirements on the Council to implement a process for Councillor Calls for Action;**
- 2.2 **Members of the Scrutiny Management Board discuss and agree the arrangements proposed in this report to deal with the introduction of Councillor Calls for Action;**
- 2.3 **Members agree that awareness raising of the proposed process is undertaken for ward members through a member information seminar and the Member's Information Point;**
- 2.4 **and, that the process for Councillor Call for Action is reviewed after 12 months in operation.**

3.0 PREVIOUS MINUTES

- 3.1 Not applicable.

4.0 INFORMATION

- 4.1 Councillor calls for action (CCfA) will allow individual ward councillors a way to secure action from the Council or, in particular circumstances its partners, if they have been unable to address a particularly persistent problem in their area. If convinced of the merit of a Councillor Call for Action, the ward member would refer the issue to the Scrutiny Leadership Board for review. The Scrutiny Leadership

Board will have a duty to gather evidence and decide whether the issue is one which requires resolution and then make recommendations for action to the Council's Cabinet, or in particular circumstances to the Safer and Stronger Communities Partnership. These bodies will have a duty to respond. The essential principle of a CCfA is that all cases should be resolved at the earliest possible stage in the process. It is expected that the vast majority of cases should not reach the Scrutiny Leadership Board, as the expectation is that the ward member will be resolving them before they get to that point. The CCfA is designed to complement existing methods of complaint and service enquiry, not to replace them.

4.2 Two pieces of legislation have introduced "councillor calls for action":

- 1) The Police & Justice Act 2006 has introduced a councillor call for action which would allow councillors a way to secure action from community safety partners on the Crime and Disorder Reduction Partnership if they failed to address a particular persistent community safety problem.
- 2) The Local Government and Public Involvement in Health Act 2007 extended the remit of the councillor call for action in the Police & Justice Act to allow local ward members with concerns about persistent or serious problems in their neighbourhoods or those who want to influence policy to be able to raise these matters with the Scrutiny Leadership Board. This applies to "the discharge of any function of the Council and affects all or part of the electoral area for which the member is elected or any person who lives or works in the area." The Government wants to keep exclusions to the scope of CCfA to a minimum. However, they will exclude matters for which there are already statutory processes, and complaints about an individual's treatment by the local authority.

4.3 Successful Councillor Call for Action will rely upon:

- Transparency in decision making and the involvement of scrutiny in the decision making process at some level;
- a willingness to identify mistakes and shortcomings and recognition of the need to resolve problems through discussion;
- an understanding among senior officers and Cabinet members that scrutiny can help to improve Council services;
- and, an understanding and a wish to bolster and support the role that local councillors play as champions and leaders of their communities.

4.4 The statutory regulations allow some matters to be excluded from Councillor Call for Action:

- Any matter relating to an individual complaint, although scrutiny can play a role where it is felt that a series of complaints demonstrate a "systematic failure" in a particular service area;

- Any matter relating to a planning or licensing appeal, and all other areas where a person has an alternative avenue to resolve an issue;
- Any matter which is vexatious, and it is suggested that the guidance used for the Freedom of Information Act should be referred to. This includes consideration of:
 - whether the request could be seen as obsessive,
 - is harassing the authority or causing distress to staff,
 - it would impose a significant burden in terms of expense or distraction,
 - it is designed to cause disruption and it lacks serious purpose or value.
- Any matter which is discriminatory;
- Any matter which is not reasonable to be included in the agenda for, or to be discussed at a meeting of the overview and scrutiny committee or at a meeting of a sub committee of that committee is to be excluded.

4.5 Attached to this report as appendices A and B, is proposed guidance on how a Councillor Call for Action will work in practice, a draft proforma for Ward Members to fill out to initiate a Councillor Call for Action and a flow diagram summarising the proposed process.

5.0 **BACKGROUND**

5.1 **Equality & Diversity**

The introduction of Councillor Call for Action will support Ward Members to act as community leader's and to champion issues of concern for their local residents.

5.2 **Environmental Impact**

No environmental impact can be identified in this instance.

5.3 **Legal Comment**

The process for Councillor Calls for Action must be compliant with all legislative requirements and give consideration to relevant government guidance. Further work will be undertaken during the implementation of the process to ensure that the statutory requirements are met.

Any changes to the constitution that are required as a result of the implementation of this process should be agreed by the Council's Constitution Committee and will require the approval of full Council.

5.4 Links with Corporate Priorities

The recommendation to agree the proposed process for Councillor Call for Action should help to contribute to all of the Council priorities, as potentially any issue could become the subject of a Councillor Call for Action.

5.5 Opportunities and Risks

The opportunities identified are:

- Greater voice for ward members;
- Scrutiny Leadership Board can act in a facilitation role, by providing a forum for issues that are hard to resolve to be discussed by all the agencies who have an interest in the issue.

The risks identified are:

- Councillor call for action is used by Ward Members in place of other more appropriate routes to resolve the issue;
- issues are accepted as a Councillor Call for Action whilst
- already being dealt with through another process e.g. corporate complaints.

The process being proposed specifically mitigates for these risks by providing detailed guidance to Ward Members on what should and shouldn't be referred as a Councillor Call for Action.

5.6 Financial Implications

There are no direct financial implications arising from this report. The administration of Councillor Calls for Action received by the Council will be dealt with by the Customer Quality Team. Any financial implications arising from recommendations made as a result of a CCfA will need to be identified and considered by the Scrutiny Leadership Board before going forward to Cabinet or Council.

6.0 WARD IMPLICATIONS

Borough wide implications

7. BACKGROUND PAPERS

Centre for Public Scrutiny – Councillor Call for Action Best Practice Guidance

Report prepared by Alison Smith (Scrutiny Manager), Tel: (01952) 383113

COUNCILLOR CALL FOR ACTION GUIDANCE

What is Councillor Call for Action?

Councillor Call for Action has been introduced to support elected members in achieving improvements for their local areas. It is envisaged that it would help those ward councillors who have been unable to resolve problems in their particular wards by talking to the local authority and its partners, by allowing the ward councillor to refer the matter to the Scrutiny Leadership Board for consideration.

Key Principles:

The successful operation of CCfA will rely on several principles:

- CCfA will be a means of “last resort”; with issues being raised with the Scrutiny Leadership Board after all other avenues have been exhausted.
- CCfA can only be used in matters affecting a particular ward area.
- It is a technique for helping to resolve issues, but it is not a panacea. Simply bringing issues to scrutiny through the CCfA process will not automatically produce a solution.

How will it work?

The Ward Councillor will come across a problem in their area; this may be through their own experience or via the experience of residents in their area who may approach them for help. The Ward Councillor will examine the issue and signpost on for:

- Requests for service;
- An individual complaint for an issue specific to an individual’s experience of a specific service;
- Advise of bringing a petition.

If the issue cannot be solved using the methods above, the Ward Councillor will then, dependent on the issue, try to resolve the issue through a number of different avenues:

- Checking that the relevant complaints procedures have been complied with. If the resident’s issue appears to be that of a standard service has not been provided, or not to a sufficient standard, then the Councillor should check that the relevant complaints procedure has been used, and that the service provider has responded to the complaint.

- Approaching the local service manager. The issue may at its core be that residents feel that the standard service is not the right one for local conditions, and therefore the matter may be a question of making some slight adjustments. The ward councillor would discuss the matter with the local service manager in an attempt to secure the change.
- Approaching relevant partnership bodies or local groups. If a matter requires attention from a number of different agencies acting in partnership, the Ward Councillor should contact the partner agencies to allow them an opportunity to resolve the issue.
- Approaching the relevant Cabinet Member or Members. The Ward Councillor may come to the conclusion that a resolution can only be found following a policy change, which would require a discussion with the relevant Cabinet Member, or if the issue is complex Cabinet Members to allow them a chance to consider if a policy decision should be made.

Following the Ward Councillors pursuit of one or all of these avenues, they may still be no nearer a resolution to the issue. They will need to consider whether the issue warrants consideration as a CCfA by the Scrutiny Leadership Board. Before initiating a CCfA the Ward Councillor will be expected to “filter” issues by either deciding that it does require further action through CCfA or that it does not as there is no compulsion for Ward Councillors to initiate a CCfA.

How to decide if an issue is a CCfA?

A Ward Councillor should consider the following when deciding if an issue warrants referral as a CCfA:

- Are the concerns individual complaints? If yes this should be signposted to the complaints process.
- Do the concerns relate to an individual “quasi judicial” decisions: Planning, Licensing, Education appeals, Housing appeals or Standards. Scrutiny is not appropriate for dealing with these kinds of concerns as they are subject to their own statutory appeals processes. However, patterns of issues may be appropriate to consider as a concern under CCfA – e.g. community concerns about the proliferation of licensed premises in a local neighbourhood.
- Are the concerns to do with the quality of public service provision across a number of different organisations or agencies? CCfA is not only for Scrutiny to look at issues of concern relating to council services but to issues relating to all public services e.g. community safety, health issues or issues relating to local schools.
- Has this concern already been taken through the CCfA process and someone is trying through another ward councillor? In which case you

should automatically reject it as a CCfA, unless the issue has substantially changed in its nature to warrant reconsideration.

- Is the focus of concern on a neighbourhood or locality issue? CCfA focuses on neighbourhood or locality issues where you as the Ward Councillor can help resolve issues of concern in your wards. If the concern is of a more general nature e.g. about policy across Telford & Wrekin it would not be appropriate for CCfA but you could still make a request to scrutiny in the usual way for it to be considered as part of the Scrutiny work programme.
- Is the issue a genuine local concern? You will want to make sure that the concerns in your ward are genuine and not just individual “hobby horses”. Finding out the views of other residents in the ward will help to clarify this.
- Have all other mechanisms for resolution of the concern been used to the full extent:
 - discussing the issue with officers of the Council or other agency;
 - discussing the issue with the relevant Cabinet Member/s;
 - facilitating an informal discussion at an appropriate local forum;
 - raising the issue with locality based arrangements – like PACT meetings;
 - formally raising the concern with partnerships or partner agencies.
- Is the issue persistent and unresolved by ward members? Do you feel you have done everything within your power to remedy a community concern and have exhausted all mechanisms? Have you tried to resolve problem(s) with the aid of other agencies and partnerships but have been unsuccessful in finding an adequate solution? Then you are able to refer the issue(s) to scrutiny as a CCfA but this should be the last resort.

How do you refer a CCfA?

In order to ensure that CCfA referrals are accurately recorded, the Ward Councillor will need to fill out a CCfA proforma (see appendix A). They should give a summary of the issue, why they think it constitutes a CCfA and what resolution they would like to see. It is very important that as much information is included as possible in order that the Chairman of the Scrutiny Leadership Board can make an informed decision on whether this is a CCfA or not. Advice on filling in the proforma can be sought from the Head of Finance & Audit and the Scrutiny Manager.

Once the proforma has been filled in by the Ward Councillor this should be forwarded to the Customer Quality Team who will record receipt of the CCfA on the feedback system. And acknowledge receipt to the Ward Councillor. The Customer Quality Team will then forward the CCfA proforma to the Scrutiny Manager, the relevant Director and CEO of any relevant partner organisation.

Who decides if the CCfA is valid?

The Chairman of the Scrutiny Leadership Board (or in their absence the Vice Chairman) with advice from the Scrutiny Manager, will decide on validity of CCfA and inform the Ward Councillor calling the CCfA, Scrutiny Leadership Board and Director/other orgs to which matter relates.

In judging whether a CCfA is valid or not the Chairman should consider the following questions:

1. Am I satisfied that reasonable attempts at resolution have been made by the Ward Councillor?
2. Has scrutiny or Cabinet Members considered a similar issue recently? If they have has the issue substantially changed to warrant re-examination?
3. Are there projects, reviews, audits or inspections already underway that are already considering the concern?
4. In the case of a crime & disorder issue, that the matter has been referred to the CDRP for resolution?
5. Have the relevant area committee structures have been exhausted?
6. Have relevant partners or council service areas been informed and not responded?
7. Is there a more complex/strategic issue at the heart of it that could not be resolved at a lower level?
8. Is the CCfA vexatious, discriminatory or unreasonable?
9. Could the issue raised in the CCfA be dealt with through an existing right of review or appeal e.g. planning appeals and licensing appeals? (If so then this would render the CCfA invalid except where the CCfA relates to a systematic failure of a council function within these areas.)

Once the Chairman of the Scrutiny Leadership Board comes to a decision a letter will be sent from the Scrutiny Manager to the Ward Councillor confirming whether the CCfA is valid or not. If valid, the letter will also confirm the date of the Scrutiny Leadership Board meeting to consider the issue.

The Scrutiny Manager will contact the relevant Director of the Service or Chief Executive of the partner agency to collect any further information available on the issue to be sent with the agenda for the Scrutiny Leadership Board meeting.

What happens at the Scrutiny Leadership Board meeting?

The Scrutiny Leadership Board will invite the Ward Councillor and relevant officers from the Council or its partner agencies, to discuss the matter in more detail at a public meeting. The Scrutiny Leadership Board will either:

- Reject the CCfA in its entirety;
- Make recommendations to the Cabinet or Council for actions to be taken;
- Make recommendations to the Chief Executive Officer of a partner agency for actions to be taken;
- Agree to undertake a scrutiny special interest meeting/spotlight review or in-depth review on the issue;
- Agree to hold a further meeting to discuss, where further evidence is required;
- Or, where appropriate, a combination of the actions stated above.

What happens to the decision/recommendation?

The outcome of the meeting will be communicated to the Ward Councillor, Director and CEO of the partner agency, the Cabinet Member/s and the Customer Quality Team who will record the decision/recommendations and track their implementation/rejection. Updates will be provided to the Scrutiny Leadership Board as agreed.

Once all recommendations have either been implemented or rejected by the Cabinet/Council or partner agency the CCfA record will be closed.

COUNCILLOR CALL FOR ACTION PROFORMA

Please forward this form to the Customer Quality Team, Telford & Wrekin Council, Civic offices, PO Box 215, Telford, TF3 4LF or via email on customer.quality@telford.gov.uk

Name of Member	Ward	Members Signature	Date

Summary of CCfA issue:

Summary of why this constitutes a CCfA:

Details of the resolution being sought

Please indicate if this issue has been responded to previously via any of the following processes.

Process	Yes / No	Outcome
Complaints Procedure		
Freedom of Information Enquiry		
PACT meeting		
Member Enquiry		
MP Enquiry		
Petition		
Parish enquiry		

Details of other actions taken:

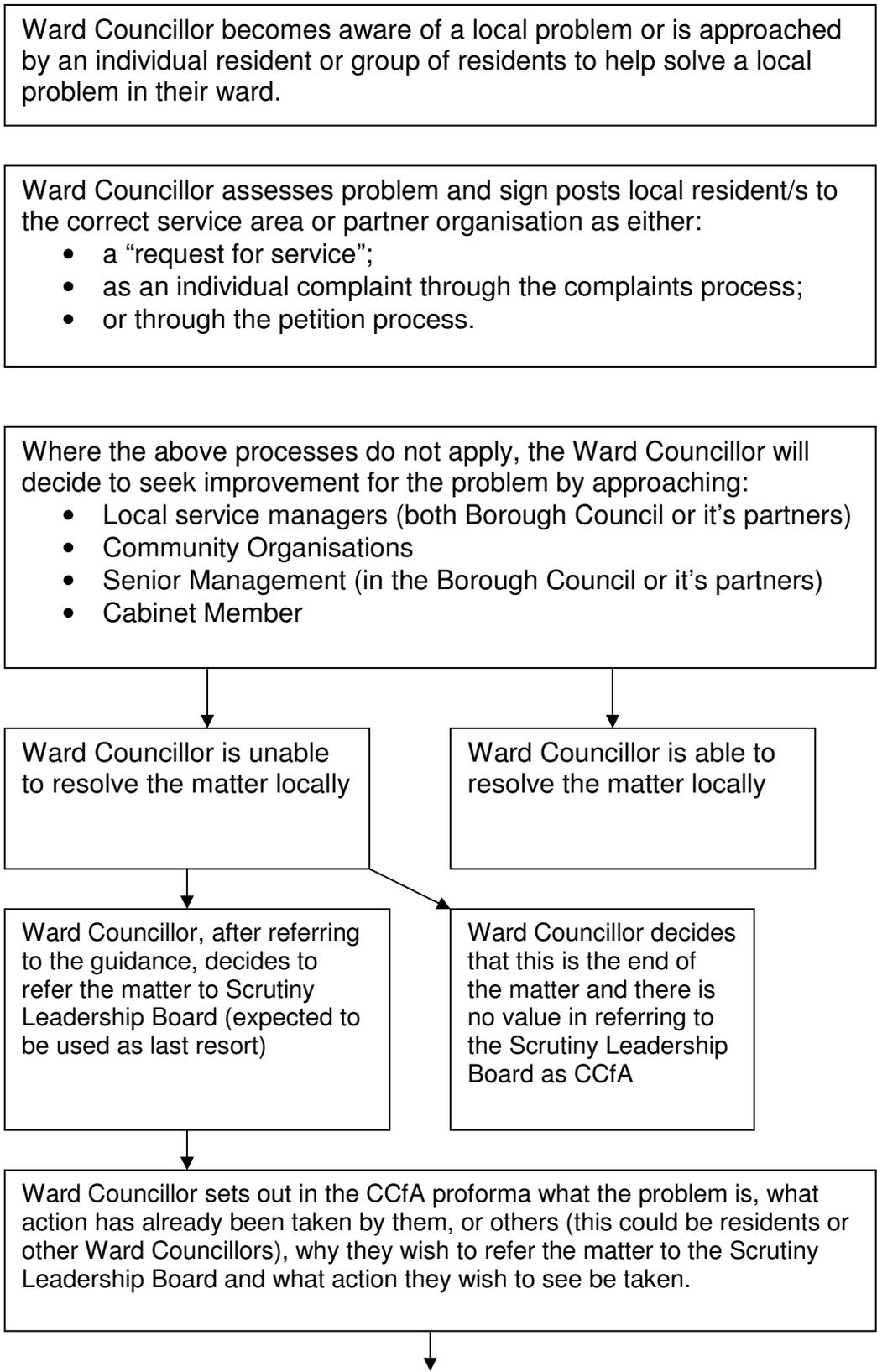
This part of the form to be completed by the Chairman of the Scrutiny Leadership Board, or in his or her absence the Vice Chairman:

Date CCfA received	
Does this constitute a CCfA? (reasons to be given if not)	
If so, date of the Scrutiny Leadership Board meeting to which it will be presented.	
What, if any information is required from the Portfolio or other organisation concerned?	
Date of request to the Director of Portfolio or other organisation concerned for this information.	

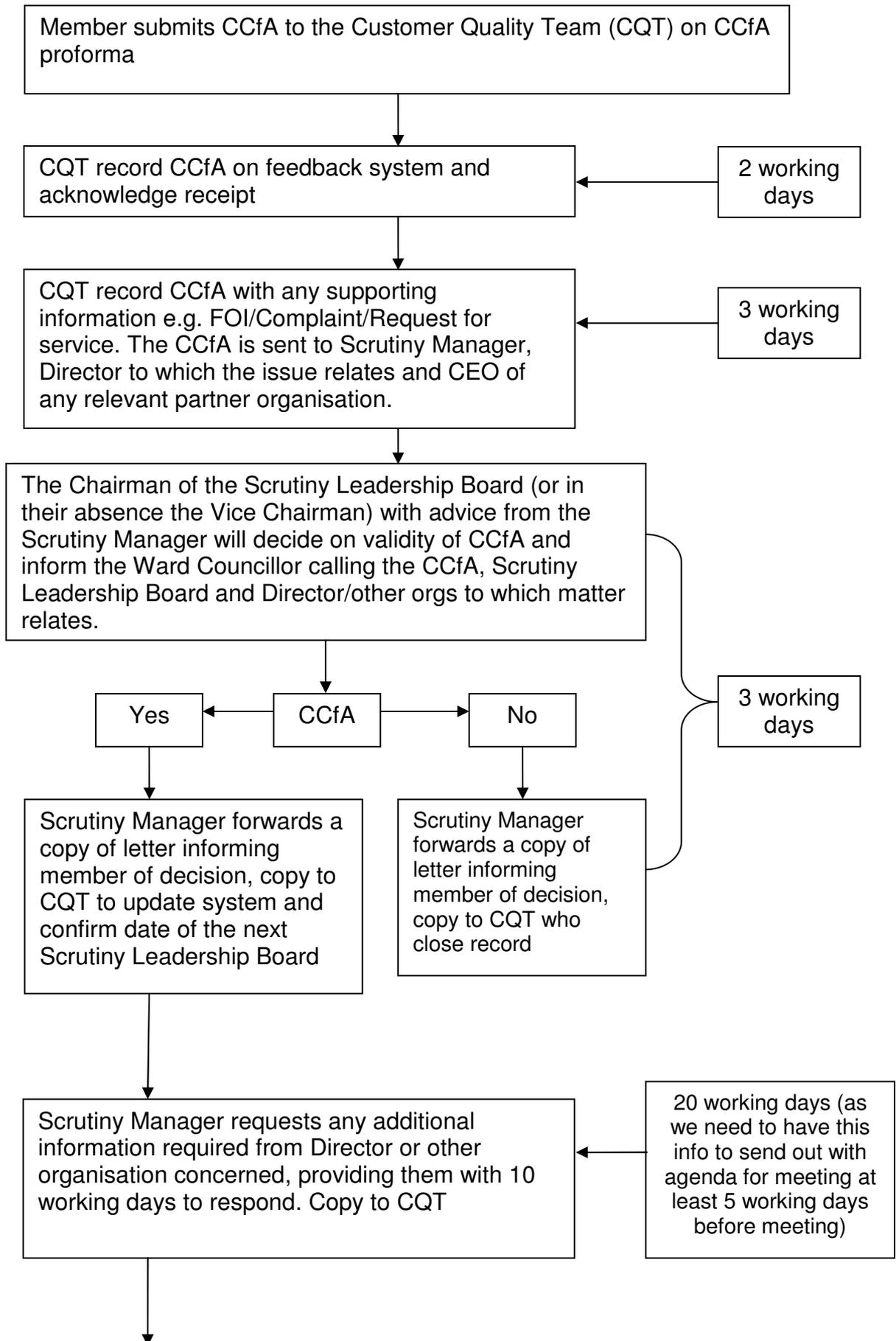
Signature of Chairman / Vice Chairman of the Scrutiny Leadership Board	
Date	

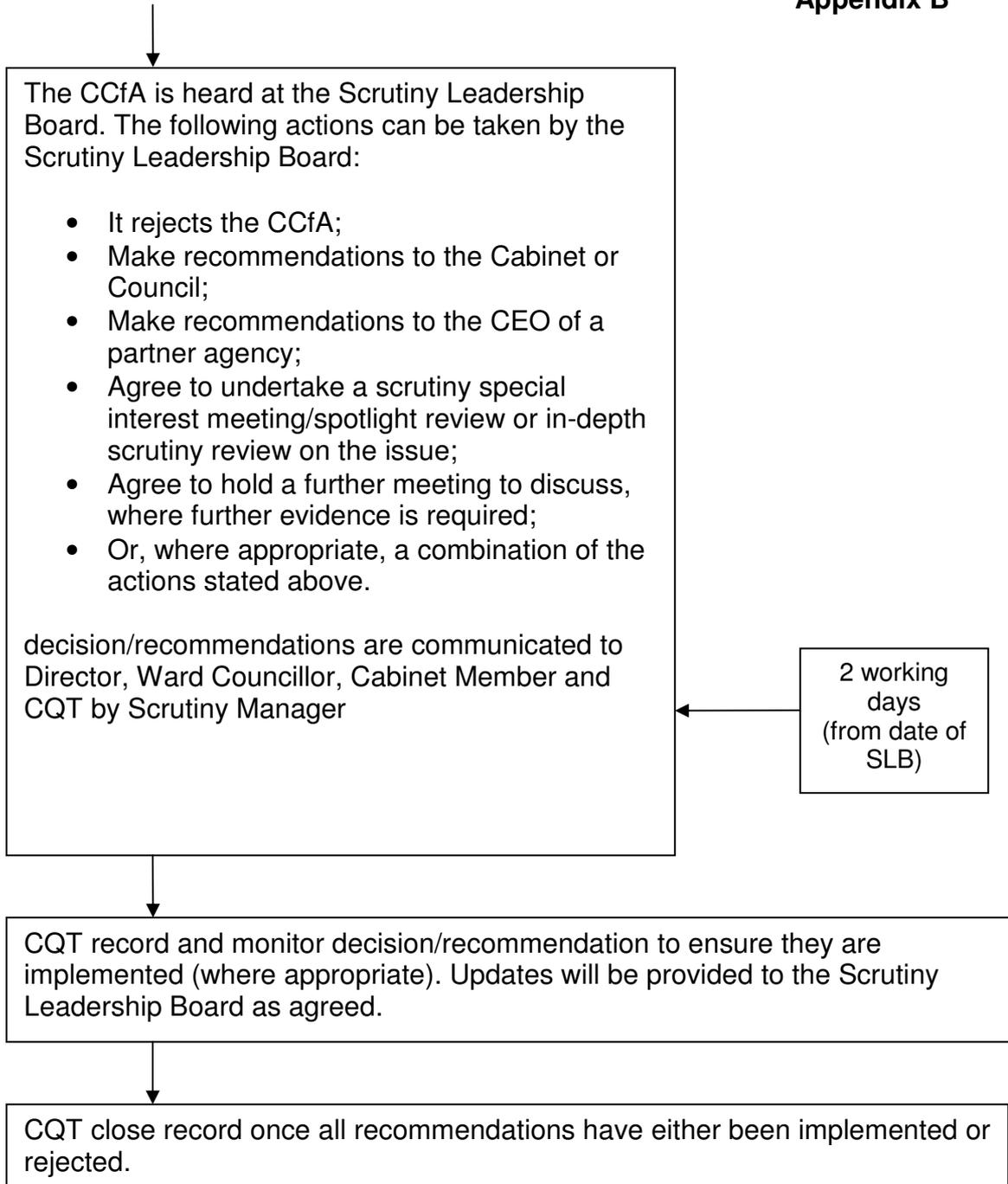
Contacts: Ken Clarke 01952 38100
ken.clarke@telford.gov.uk
 Alison Smith 01952 383113
Alison.smith@telford.gov.uk

COUNCILLOR CALL FOR ACTION (CCfA) PROCESS MAP



Appendix B





CAMPUS TELFORD & WREKIN SCRUTINY MONITORING GROUP

TERMS OF REFERENCE

1. The group will be made up of up to 87 Scrutiny Assembly members. The sub-group will be able to invite other people to take part in their meetings, but not to vote.
2. The group is a sub-group of the Scrutiny Leadership Board.
3. The appropriate Lead Scrutiny Member will generally chair the group, although any other member of the group may chair the group. The Chairman will be appointed by the members of the group and will serve for the municipal year. If the Chairman is unable to attend a meeting the Members present will elect a Chairman for the meeting.
4. The group will be the main mechanism by which Scrutiny members will monitor the ongoing Campus Telford & Wrekin project.
5. Cabinet Members and officers will be invited to attend and contribute to meetings at the discretion of the Chairman.
6. Advice will be provided to group members by members of the project team and appropriate officers from all portfolios of the Council. Members will also have access to training and consultancy support, subject to the cost being agreed by the Head of Audit and Democracy, after consultation with the Chairman of the Scrutiny Leadership Board.
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 meetings will be held administered by Scrutiny Services. A schedule of meetings will be drawn up in consultation with Members and officers to align with the key stages of the Campus Telford & Wrekin project. Members of the group may call additional meetings as required to follow up concerns identified in their scheduled meetings.
9. Information obtained as a result of membership of the group may be sensitive and should be treated as being confidential by members.
10. A short report on the work and findings of the group will be provided to the Scrutiny Leadership Board as appropriate.
11. The Chairman of the group, or his/her representative, will attend Cabinet when necessary to feed back recommendations of the sub-group that have been reported to the Scrutiny Leadership Board. If the appropriate Lead Scrutiny Member is not the Chairman of the group, they may accompany the Chairman to the Cabinet meeting.

CORPORATE PARENTING SCRUTINY MONITORING GROUP

TERMS OF REFERENCE

1. The group will be made up of up to ~~86~~ Scrutiny Assembly members. In addition 2 members will be co-opted from the Children's Trust Board. The sub-group will be able to invite other people to take part in their meetings, but not to vote.
2. The group is a sub-group of the Scrutiny Leadership Board and will be the main mechanism by which scrutiny members will monitor the Councils performance in relation to Corporate Parenting.
3. The appropriate Lead Scrutiny Member will generally chair the group, although any other member of the group may chair the group. The Chairman will be appointed by the members of the group and will serve for the municipal year. If the Chairman is unable to attend a meeting the Members present will elect a Chairman for the meeting.
4. The Cabinet Member for Children and Young People's Services will attend the group at the request of the Chairman.
5. Members of this group will participate in Regulation 33 visits of Council run Children's homes. Appropriate training will be provided to enable members to accompany officers on these visits and write the associated reports. Members will report their findings back to the full group as appropriate.
6. The group will meet quarterly with children and young people in care. This is to provide an opportunity for these vulnerable young people to meet and discuss issues directly with scrutiny members. Training will be provided to help members communicate appropriately with children and young people if needed. Members of the public will not be able to attend these meetings.
7. Advice will be provided to group members by officers from the Council's Children and Young People's Portfolio, supplemented by officers from Telford & Wrekin PCT where necessary. Members will also have access to training and consultancy support subject to the cost being agreed by the Head of Audit & Democracy after consultation with the Chairman of the Scrutiny Leadership Board.
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. From time to time members as part of the work of the sub-group 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.

10. The meetings will be administered by Scrutiny Services. Frequency of meetings will be agreed by group members at the start of each municipal year.
11. The group will report back to the Scrutiny Leadership Board as appropriate.
12. The Chairman of the group, or his/her representative, will attend Cabinet when necessary to feed back recommendations of the sub-group that have been reported to the Scrutiny Leadership Board. If the appropriate Lead Scrutiny Member is not the Chairman of the group, they may accompany the Chairman to the Cabinet meeting.
13. The sub-group will set its own work programme after consultation with the Head of Safeguarding and Corporate Parenting and the Corporate Parenting Manager. The main task of the group will be to monitor performance of the service area by developing the expertise of the members, so they become expert members in this field. Performance monitoring for each of the Every Child Matters five outcomes should take place. However, members can look at any other issues within the service area. The following points should be taken into consideration when considering the work programme each year:
 - areas of poor performance;
 - areas of financial overspend;
 - areas receiving a high level of budgetary commitment;
 - areas where significant change is proposed or has been implemented;
 - areas where there is a high level of user dissatisfaction with the service;
 - 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.

VALUE FOR MONEY SCRUTINY MONITORING GROUP

TERMS OF REFERENCE

1. The group will be made up of up to 8 Scrutiny Assembly members. The sub-group will be able to invite other people to take part in their meetings, but not to vote.
2. The group is a sub-group of the Scrutiny Leadership Board. ~~Where possible each scrutiny commission will be represented on the Value for Money Scrutiny group.~~
3. The appropriate Lead Scrutiny Member will generally be expected to chair the group, unless they are from the group that forms the administration. ~~although any other members~~ of the group may chair the group. The Chairman will be appointed by the members of the group and will serve for the municipal year. If the Chairman is unable to attend a meeting the Members present will elect a Chairman for the meeting.
4. The group will fulfil two 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. monitor the service and financial performance of Council services through regular review of performance monitoring reports and such other information as members consider necessary. (Any performance issues relating to ~~the~~ Corporate Parenting should be referred to the Corporate Parenting Scrutiny Monitoring Group which is responsible for monitoring this aspect of Council services. Any performance issue relating to adult social care should be referred to the Scrutiny health Monitoring group which is responsible for monitoring this aspect of Council services).
5. The Leader and Cabinet ~~M~~member for Resources, other Cabinet members and officers will be invited to attend and contribute to the meetings at the discretion of the Chairman.
6. Advice will be provided to group members by officers from the Council's finance service and Policy, Performance and Partnership unit. Members will also have access to training and consultancy support subject to the cost being agreed by the Head of Audit & Democracy after consultation with the Chairman of the Scrutiny Leadership Board.

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 meetings will be administered by Democratic Services. Meetings will be held regularly and dates will be agreed by the members of the group at the start of each municipal year. Members of the group 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.
9. Information obtained as a result of membership of the group is sensitive and should be treated as being confidential by members.
10. A short report will be provided to the Scrutiny Leadership Board as appropriate in order to inform Lead Scrutiny Members of performance and budget issues relating to the Community Priorities. This may include poor performing services or services with financial issues (e.g. a history of overspending or comparative high spend) which may be potential issues for more detailed scrutiny work
11. The Chairman of the group, or his/her representative, will attend Cabinet when necessary to feed back views of group members on performance and budget issues that have been reported to the Scrutiny Leadership Board. If the appropriate Lead Scrutiny Member is not the Chairman of the group, they may accompany the Chairman to the Cabinet meeting.
12. The group will set its own work programme. The following issues may form part of the work programme each year:-
 - Detailed consideration of revenue and capital budget proposals made by the Cabinet particularly including proposals for development items, allowances for demographic growth, efficiency and savings proposals, use of one-off resources and levels of council tax increase recommended by the Cabinet.
 - Consideration of the assumptions made in the Council's medium term financial strategy.
 - Receive regular monitoring reports of Key Performance Indicators and other performance information. This information will be circulated in advance of the meetings to allow members time to review the data and consider which areas they wish to probe at the meeting.
 - Consider any areas of key strategic importance for the Council that they wish to monitor on a regular basis, regardless of their performance, along with information on action being taken towards improvement. Examples could include progress in achieving Local Area Agreement / Public Service Agreement targets, reports from external inspectors or areas of particular importance to the Council even if performance indicators show a high level of achievement.

- Regular consideration of budget and service and financial performance monitoring reports to identify areas where additional information on plans for remedial action is required.
- Overview of data quality issues regarding performance information that is published and available to the public
- Undertaking a rolling review of areas of the budget to scrutinise the value of service outcomes for the community compared to the costs involved. Group members will particularly seek to identify areas of comparative low priority spending which could be channelled into higher priorities.
- Consideration of issues referred to the group by the Scrutiny Leadership Board, by the Cabinet or by officers, subject to sufficient time being available.
- Consideration of the financial implications of major policy/service changes proposed by the Cabinet.
- Consideration of unit cost performance indicators and financial benchmark data.
- 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.

West Mercia Police Authority

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3 June 2009

My Ref.	Your Ref.	Tel: direct (01743)	Fax (01743)	Please ask for:
DJB/TH/PAR4		264691	264699	David Brierley

Dear Mr Wellings

CRIME AND DISORDER SCRUTINY COMMITTEE

I refer to the recently published Home Office guidance for the scrutiny of crime and disorder matters*, which recognised the unique role of the Police Authority in community safety partnerships. In accordance with the guidance (page 29) it is envisaged that one member of West Mercia Police Authority should be a member of your Crime and Disorder Scrutiny Committee.

If you concur with my reading of the guidance I shall be happy to arrange for a Police Authority nomination to be forwarded to you for your adoption. Meanwhile it would be very helpful if you could indicate when you envisage any meetings of your Crime and Disorder Scrutiny Committee will be held.

Yours sincerely

Chief Executive

**Guidance for the Scrutiny of Crime and Disorder Matters – England, Implementing Sections 19 and 20 of the Police and Justice Act 2006, National Support Framework, Delivering Safer and Confident Communities, Home Office, May 2009*

NATIONAL SUPPORT FRAMEWORK

DELIVERING SAFER AND CONFIDENT COMMUNITIES



Home Office

Guidance for the Scrutiny of Crime
and Disorder Matters – England

Implementing Sections 19 and 20
of the Police and Justice Act 2006



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Introduction

Crime is consistently one of the top concerns for communities everywhere – and therefore working to keep the areas we live in safe and harmonious is an ongoing priority for politicians and public servants alike.

But, safety depends on far more than the action of the few professionals for whom it is their dedicated occupation. It needs a creative and cooperative approach that draws in other services – from licensing, to activities for teenagers, to planning – but also engages the community at large: businesses; faith groups; local charities; community groups; and individual members of the public.

Crime and Disorder Reduction Partnerships (CDRPs) have made significant progress over the past ten years, but further evolution is always required. Throughout this document you will see references to changes made as the result of recent reforms – reductions in bureaucracy, devolving responsibilities to the local level, streamlining of processes. The powers now given to enable councillors to scrutinise CDRPs are integral to this new landscape.

At heart, scrutiny is about accountability. Councillors have a unique place in local decision making, providing a clear line of democratic accountability between decision-making and the people they serve. The new provisions will enable them to bring their unique perspective to bear on how CDRPs are tackling crime and disorder and potentially benefit communities everywhere..

These powers are given to local authorities' scrutiny functions by sections 19 and 20 of the Police and Justice Act 2006 ('the Act') – as amended by section 126 of the Local Government and Public Involvement in Health Act 2007. There have also been regulations passed under section 20 of the Police and Justice Act. These provisions provide local authorities with a framework for the development of an ongoing relationship between CDRPs and scrutiny bodies.

This guidance has been written for a variety of people:

- For those working in community safety, it will introduce them to scrutiny in local government, to the principles that underpin it, and to the positive contribution it can make to their work: and
- For councillors, and officers working in local authorities, it will provide information on community safety issues (including the national policies and structures) and give them advice on how scrutiny can add value to the work they do with partnerships.

Key points which may be particularly useful to certain groups are contained in **coloured boxes** throughout the document: CDRPs may find the information in the **orange** boxes most useful; councillors and local authority officers, the **purple** boxes and the **green** boxes will be useful to all groups.

The guidance consists of the following sections:

- Section 1: an introduction to community safety, for members and officers who may be unfamiliar with some of the themes and the jargon.
- Section 2: an exploration, through some worked examples, of what good scrutiny of crime and disorder issues might look like.
- Section 3: a discussion of the practicalities, including the designation of crime and disorder committees and community safety partner responsibilities.

Notes on the wording and scope of the guidance

Where we have used the word “committee” in the guidance, in most instances we are referring to what the regulations call the “crime and disorder committee”. We have omitted the prefix to minimise unnecessary repetition of the phrase.

This guidance applies to England. Separate guidance covering Wales will be issued later in 2009 as the provisions will come into force in Wales on 1 October 2009.

Section 1 - An introduction to community safety

1.1 Brief history

You might find this most useful if you are a scrutiny member or officer.

All councillors are now aware of the partnership landscape that connects so much of the work of local public services. But the history of partnerships has been a story of evolution more than design. Partnerships on safety are one of the oldest and most prescribed parts of the local strategic partnership family.

Crime and Disorder Reduction Partnerships (CDRPs) were created by the Crime and Disorder Act 1998 to develop and implement strategies to reduce crime and disorder (although they are not called CDRPs in the statute). They are known as Community Safety Partnerships (CSPs) in Wales. They exist to ensure that a number of prescribed 'responsible authorities' work together to jointly agree and delivery community safety priorities. The responsible authorities are:

- The local authority
- The police force
- The police authority
- The fire and rescue authority
- The primary care trust

The responsible authorities have a duty to work in co-operation with the 'co-operating bodies' who are probation, parish councils, NHS Trusts, NHS Foundation Trusts, proprietors of independent schools and governing bodies of an institution within the further education sector. It is likely that from April 2010, probation authorities will become responsible authorities and the duties of CDRPs will be expanded to include reducing re-offending.¹

Other partners can also sit on the CDRP, meaning that membership can vary widely across the country. However, the above core membership is the same for every partnership.

Since 1998, CDRPs have become an integral part of the work of police forces and local authorities in particular, though a wide range of partners may also be involved, tackling a range of local issues to do with safety.

Unlike most elements of local strategic partnerships, CDRPs have been subject in the past to a very significant amount of direction, legislation, and targets from the centre. A review of the Crime and Disorder Act concluded in 2006 and subsequent amendments to legislation were made through the Police and Justice

¹ Provisions included in the Policing and Crime Bill

Act 2006. This resulted in regulations² and guidance that further evolved the work of CDRPs.

What does this mean for me?

Councillors and scrutiny officers might reflect on the fact that these CDRPs have a relatively long history, which means relationships may be well established and partners cautious about how the dynamic may be affected by new scrutiny activity. They may also be used to working within a tightly defined framework, and may only recently have begun to adapt to an approach that is more flexible and allows more local discretion.

1.2 Community safety priorities

All CDRPs in England are now part of a new performance framework. What this means is that CDRPs should not be subject to any central targets or funding streams apart from what is negotiated through the Local Area Agreement. There are four main elements to the performance framework:

- National Public Service Agreements (PSAs) as measured through the National Indicator Set (NIS)
- the Local Area Agreement (LAA)
- Comprehensive Area Assessment (CAA)
- The Place Based Survey

Government identifies its priorities for reducing crime through these PSAs, whereas LAAs reflect local priorities.

PSAs and LAAs change periodically; it is important to emphasise that these will reflect, at local level, changes in the community safety landscape in the area, and, at national level, changes in national priorities reflected in government policy.

In order to identify and deliver on the priorities that matter the most to local communities, CDRPs are required to carry out a number of main tasks. These include:

- preparing an annual strategic assessment. This is a document identifying the crime and community safety priorities in the area, through analysis of information provided by partner agencies and the community.
- producing a partnership plan, laying out the approach for addressing those priorities;
- undertaking community consultation and engagement on crime and disorder issues; and
- Sharing information among the responsible authorities within the CDRP.

² The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 and The Crime and Disorder (Prescribed Information) Regulations 2007

These key tasks have been affected by the changes put in place relating to the CDRP performance regime. More information can be found at Section 1.5.

What does this mean for me?

Targets in the LAA will be considered by scrutiny in any case – councils were given powers to scrutinise LAAs as part of the Local Government and Public Involvement in Health Act 2007. It may not provide best use of scrutiny resources to focus too much time on performance information. But the strategic assessment provides a chance to get underneath high-level information and think about how well the partnership understands the area and its mapping need. Some areas have access to quite sophisticated crime and anti-social behaviour mapping technology, for example, that councillors may be unaware of and find insightful.

1.3 Who delivers on community safety?

The Independent Review of Policing carried out by Sir Ronnie Flanagan, and published in early 2008, stated that, “policing is far too important to be left to the police alone” (p 5). This is even more relevant when it comes to community safety and was behind the introduction of the Crime and Disorder Act 1998. Community safety is not just about the police. Like every challenging outcome that local authorities and their partners deliver for their communities, community safety needs a wide range of people and organisations to be involved and contributing to address crime and its causes.

This theme was expanded upon by the Policing Green Paper, *From the Neighbourhood to the National: Policing our communities together*, published in July 2008, which emphasises the role both of CDRPs, other partnerships and of local communities in improving community safety.

The public policy imperative for close joint working, across a wide range of organisations and sectors, is consequently very clear.

Looking more widely at partnership

A good illustration of how effective community safety needs to be creative and draw in the widest group of agencies is provided in the practical guide called *Tackling Gangs*. While gangs and gang violence may seem like a serious problem for the police to deal with, the guidance shows how real impact can only be achieved with a much wider approach. The guidance recommends creating a multi-agency partnership to include:

- Police
- Local authority: community safety, anti-social behaviour team, children and young people’s services, housing
- Crown Prosecution Service
- Further education colleges
- Prison Service

- Probation Service
- Youth Offending Team

Though these would provide leadership, there might be other organisations to involve to really make a difference:

- the business community – they have an interest in reducing crime and can provide job training, voluntary opportunities and sponsorship for projects;
- the voluntary and community sector – they can create vital links to hard to reach parts of the community, providing both trusted services and valuable information;
- Department for Work and Pensions and Driver and Vehicle Licensing Agency – they can help crack down on gang members committing benefit fraud or licensing offences
- Revenue and Customs – they can help tackle illegal import of weapons and drugs
- Primary Care Trusts – gang members will often report to A&E when injured, but not report to the police
- TV licensing – can go into gang members homes and be part of a campaign to put pressure on gang members

1.4 The responsible authorities

In Section 1.1 we mentioned the statutory responsible authorities sitting on the CDRP. While the role of scrutiny is to **scrutinise the partnership as a whole**, good scrutiny is based on relationships and mutual understanding. This section explains the individual roles within the partnership in more detail.

Local authority

Most local authorities have staff dedicated to community safety, though resources in smaller districts may be limited. But community safety needs the support of a wide range of people throughout the council to be effective. The council has a legal duty under section 17 of the Crime and Disorder Act 1998 to carry out all its various functions with due regard to the need to prevent crime and disorder in its area. This duty is likely to be extended to include reducing re-offending from April 2010³.

Public policy makers in local authorities and other sectors have grappled for some time with issues relating to the links between crime and services provided by the council and its partners. The relationships between specific services such as child welfare, education and training, health (including mental health), and crime and disorder priorities are complex.

³ Provisions included in the Policing and Crime Bill

A common priority is tackling anti-social behaviour. In order to successfully tackle anti-social behaviour you first need to understand it – therefore information exchange and analysis of the problem including those involved is the first stage. Co-ordinating services including youth support, drug and alcohol action, policing and park management will then be important given their links to those involved in anti-social behaviour. The solution to an anti-social behaviour problem does not lie with one service or partner agency alone.

The importance of giving people a good start in life is obvious – this is why local authority functions such as **Children’s Trusts** and **Youth Offending Teams** are important contributors to community safety. Youth Offending teams sit within the local authority but bring together multi-agency partnerships around education, health and social services. They are overseen nationally by the **Youth Justice Board**.

If people have jobs, relationships, houses and good mental health they are far less likely to commit crime or re-commit crime even if they have been convicted in the past. Other important partners are **Drug and Alcohol Action Teams** – another local authority team that leads a multi-agency partnership and links into the community safety partnership. **Housing services**, either in-house, arms length or from social housing providers, are an important partner, both in getting people settled but also in tackling problems such as estates whose design encourages crime. Apart from the specialist teams named above, **adult social services** have a role to play in working with people with chaotic lives and mental health needs in particular.

Police

No one person is in overall control of policing in England and Wales. The current governance arrangement which involves chief officers of police, police authorities and the Home Secretary - what is known as the 'tripartite arrangement' - has evolved over time, based on the broad principles of political impartiality of the police, policing by consent of the public, the Government's overall responsibility for ensuring a safe society in which to live, and the need for the expenditure of public money to be properly accounted for.

There are 43 police forces in England and Wales, as against the 381 local authorities, which means that many police forces deal with several local authorities at once. For some areas this is more problematic than others. In London there is only one police force, the Metropolitan Police, for all 32 borough councils. However, London is divided into 34 **Basic Command Units** (BCUs) which are coterminous with each borough, with two separate BCUs for Heathrow and the Royal Parks.

Chief Constables have discretion to organise their force anyway they see fit, and may use a variety of different terms for the sub-units within the force, including BCU, Division, District or Borough. In Thames Valley Police there are only five BCUs, for example, but these are subdivided into “Local Policing Areas” that are coterminous with local authorities.

Below the BCU level there are **Safer Neighbourhood Teams**. These have been rolled out throughout England and Wales and are an important part of partnership working. The latest focus is on joining up Neighbourhood Policing with Neighbourhood Management.

Police authority

The role of the police authority is to secure an efficient and effective police force for the area. This is done by setting the strategic direction for the police in the area for which the authority is responsible, and by holding the Chief Constable to account. All police officers and staff are accountable to the Chief Constable, and the Chief Constable to the police authority.

In order to do this, police authorities have an officer structure that supports a committee made up of local councillors and independent members, with councillors holding a majority of one. Councillors are drawn from top-tier authorities using a formula to give political balance. At least one of the independent members must be a magistrate. Most police authorities have between 17 and 25 members, though 17 is typical.

The police authority sets the strategic direction for the force by, amongst other things, deciding how much council tax should be used for policing (allocated by the use of precepts) and putting in place local police priorities. In doing so, police authorities also have a statutory duty to consult communities.

In holding the Chief Constable to account, police authorities carry out functions similar to those which the scrutiny committee might seek to exercise. It is important to emphasise that scrutiny bodies and police authorities should work closely together to ensure that their activities are complementary.

Fire and rescue

Fire and rescue services have a relatively focused remit, but are often committed and enthusiastic members of community safety partnerships. Fire and rescue is structured into 50 services across England and Wales. Accountability is provided through the **fire authority**. The fire authority is a committee of councillors. How this committee is made up depends on the boundaries of the fire service. Where boundaries are co-terminous (which is the case for counties) the fire authority is a committee of the council. Where the fire service covers more than one authority, there is an external committee that is made up of councillors from each

of the local authorities in the area. The London Fire and Emergency Planning Authority is an exception. It oversees the London Fire Brigade, and is made up of eight members nominated from the London Assembly, seven from the London boroughs and two appointed by the Mayor.

The contributions of the fire and rescue service may make to community safety might include:

- fire safety education, focusing on children in schools and groups in the community who may be particularly vulnerable;
- road safety - reducing collisions and accidental deaths;
- planning for, and reacting to emergencies such as floods; and
- being a positive mentor and role model for young people.

Primary care trust

Health is a statutory partner in CDRPs through legislation. Its role is often problematic and they have been the most difficult partner to engage in CDRPs. Areas where health has a role in community safety include:

- tackling the misuse of alcohol, drugs and other substances, commissioning and providing appropriate drug and alcohol services;
- arranging for the provision of health advice or treatment for people who put themselves or others at risk through their use of drugs or alcohol;
- helping to support the victims of domestic violence; and
- working with other local partners to help prevent problems occurring in the first place, for example by alerting the police to licensed premises where a lot of alcohol-related injuries occur.

Probation

Each provider of probation services in an area is expected to become a responsible authority through legislative changes which are likely to take effect from April 2010. Probation authorities will then have an equal role in CDRPs alongside the other five responsible authorities. Some probation areas already have effective relationships and a clear role within local partnerships, although the duty placed on partnerships to address re-offending and on probation to be a full responsible authority will enhance this relationship in the future.

Probation is part of the **National Offender Management Service (NOMS)**, which also runs prisons and therefore has an important role in the criminal justice system. The changes planned through developments in NOMS will bring about **Probation Trusts** who will both commission and provide court and offender management services.

Some examples of probation's role include:

- preparing pre-sentence reports to help magistrates make sentencing decisions;
- supervising community orders, including **Community Payback**;
- helping offenders develop life skills so they can get back into education or employment;
- collaborating on programmes to tackle issues like drugs, drink driving and domestic violence; and
- supporting **Multi-Agency Public Protection Programmes (MAPPA)** which assess and control high risk offenders on release

1.5 The performance landscape for crime and policing

The performance landscape for community safety, and CDRPs, is changing.

Scrutiny should be aware that police and community safety partnerships are adjusting to significant changes in planning, monitoring and assessment. Although, the changes brought about in the Policing Green Paper should make it easier for the police to work even more collaboratively at the local level, but there may be a period of adjustment and learning, which could even create opportunities for scrutiny to contribute constructively through challenge and help with policy development.

Some of the changes are:

- introduction of the Policing Pledge;
- greater focus on rigorous scrutiny of performance of the police force by the police authority;
- external monitoring to move from the Home Office to Her Majesty's Inspectorate of Constabulary (HMIC);
- crime maps and neighbourhood-level information now available for all 43 forces from December 2008;
- much more public information – surveys, website with quarterly information, public reporting of police authority inspections, letters from HMIC to chief constable and chair setting out performance issues and requiring an action plan; and
- greater focus on self improvement and peer support. Regional Improvement and Efficiency Partnerships will have responsibility for supporting CDRPs.

Confidence

The most significant recent change for both the police and partnerships is in a new approach to dealing with community confidence. All other targets on crime have been abolished except for one, which is a public perception indicator measured through the British Crime Survey. The question they ask members of the public is whether they agree with this statement:

The police and local council are dealing with the anti-social behaviour and crime issues that matter in this area.

Confidence presents a significant opportunity for scrutiny – the most significant factor in the Metropolitan Police Service’s approach to confidence is community engagement. In representing the community, scrutiny has the potential to make a real contribution to understanding confidence and increasing it.

1.6 Scrutiny and community safety – working together

Community safety partners have a long history of working together and getting results. The introduction of crime and disorder scrutiny committees enhances existing partnership arrangements by developing a clear structure for overseeing and reviewing the delivery of joint responses on community safety and by creating a clearer link between partner agencies and the public on community safety.

Because the role of scrutiny should be focused on the partnership as a whole, if issues arise which relate specifically to a particular partner organisation, it may be appropriate to refer such issues to the governing bodies of that organisation for action.

Scrutiny, done well, can always add value. Public services can be improved by an independent eye providing balanced, researched and constructive ideas. Part of that success, however, depends on choosing the right topic and understanding the landscape. Here are some suggestions about how the scrutiny of crime and disorder matters could add value and focus on issues that matter to the public:

Neighbourhoods – Neighbourhoods are very important for both community safety and councillors, but understanding how to make the most of this connection may need some careful investigation – there is no national direction on what neighbourhoods should look like, so they are different everywhere. But every part of England and Wales has a neighbourhood policing team, and many local authorities have linked this with their own neighbourhood management and with ward councillors.

Confidence – The new confidence agenda for councils and the police presents real opportunities for scrutiny. As well as being a shared responsibility across the two organisations, it’s also an area that councillors should have a unique perspective on. As the police and partners develop an increased focus on communicating and engaging with the public, scrutiny may be able to provide practical help and suggestions. This might draw on community knowledge, or help link the police with the experience of other services in the area that have been successful at building a connection with local people. Police authorities are tasked to hold the Chief Constable to account for performance against the

confidence measure, so this might also be a fruitful area for joint scrutiny with the police authority.

Criminal justice – The Policing and Crime Bill contains measures to add reducing re-offending to the core areas of focus for CDRPs, as well as increasing the responsibilities of probation. These changes, along with a clear focus on integrated offender management will mean that there will be a period of change. The Ministry of Justice is also encouraging magistrates to become more involved in engaging with the community. Partnerships might benefit from the support of scrutiny to help them manage these transitions successfully, and get the most from better engagement with the criminal justice community.

Territory and hierarchy – Partnership working is complex, particularly in areas with complex geography such as two-tier areas. There can be tensions between the county's LAA – which will have community safety targets - and district CDRPs – because in most cases CDRPs exist at district council boundaries although there is a requirement for county co-ordinating arrangements to add value and bring together district community safety activity. For scrutiny to be successful, councillors need to develop an understanding of what the local crime and disorder structures are, the dynamics that exist at different layers of partnership activity and of any tensions that might exist. Scrutiny provides an invaluable tool in offering an independent voice to challenge whilst still respecting local flexibilities and sensitivities.

Choosing a community safety topic...

Bedford Borough Council has an effective process for choosing topics which has helped them work in closer partnership with the police. When developing the scrutiny work programme, they carry out a formal consultation process which includes direct mail to partner organisations, advertisements in the local media and borough and parish council newsletters, and discussions with the directly elected mayor, councillors and the citizen's panel.

On one occasion, the police responded to this invitation and requested a review of local "cop shops" and Police Community Support Officers (PCSOs). This created a context that was followed up by collaboration throughout the process. When a public forum was held in a local school to gather scrutiny evidence, it carried both the council and police logos and attracted a good audience. Members got 'their hands dirty' by spending half a day on the beat with PCSOs. PCSOs completed confidential questionnaires which also went to the council's own street and park rangers.

At the end of the process, the police and community safety teams remained involved, participating in both the review of the evidence and the informal meeting to consider what recommendations to include in the review final report.

As a result of this collaborative approach, the report was accepted and police implemented the majority of the recommendations, twice reporting back to the scrutiny committee on progress. More widely, the review developed and cemented relationships and demonstrated the value scrutiny can add to partners' own priorities.

Your contact for more information:

Hugh Bartos, Bedford Borough Council, hugh.bartos@bedford.gov.uk

Section 2 What good scrutiny of crime and disorder would look like – putting it into practice

Section 2.1 What scrutiny is, and why it is important

You might find it most useful to read this section if you are a community safety partner.

In 2000, the Government passed laws changing the way in which most councils conducted business and made decisions. Up until that point, decisions had been made in committees. All members of the council were on one of these committees and (theoretically) could play a part in the decision-making process.

Now, decision-making in all but a handful of small district councils (called “fourth option authorities”) is carried out by an executive. This is either an elected mayor, or a cabinet of a number of councillors, each with responsibility for a specific policy area.

To balance this concentration of executive authority and to ensure that other members could contribute to the council’s decision-making and policy development processes, the Government made provision for what was known as ‘overview and scrutiny.’ Under section 21 of the Local Government Act 2000, local authorities altering their executive arrangements would have to set up a committee, or committees, of the council to carry out this overview and scrutiny work. The Government did not specify what the roles of these committees would be, but most authorities sought to establish a system whose responsibility would be both to hold the executive to account and to carry out policy development work. Common to all scrutiny functions is the fact that they can research issues and recommend actions to be taken, but their only powers are to advise and persuade, based on the evidence they gather and analyse.

Since 2000, the responsibilities and powers of scrutiny committees have expanded considerably.

- Firstly, the bulk of detailed scrutiny work is now carried out away from committees, in “task and finish” groups (some authorities call these by different names, but they are basically small, time-limited informal panels made up of councillors, and sometimes people co-opted from the local community because of their experience or knowledge).
- Secondly, scrutiny work now encompasses the work of partners, not just the local authority. These powers have been given by a succession of pieces of legislation including the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007 (more details on these provisions can be found below).

Principles of Scrutiny⁴

There are four fundamental roles that define good scrutiny and underpin scrutiny activity:

1. provides 'critical friend' challenge to executive policy-makers and decision-makers;
2. enables the voice and concerns of the public and its communities to be heard;
3. is carried out by 'independent minded governors' who lead and own the scrutiny process; and
4. drives improvement in public services

Scrutiny in action

The practice of scrutiny varies hugely around the country. It is impossible to adopt a nationwide approach or standard for scrutiny, which is why both the introduction of crime and disorder scrutiny arrangements under sections 19 and 20 of the Police and Justice Act 2006, and the regulations that support them, are based on a flexible, enabling approach.

If you are a community safety partner, you will have to work closely with the relevant scrutiny bodies that cover your geographical area to see how the scrutiny of community safety matters will work best for you.

A 'one size fits all' approach is not appropriate and this guidance provides examples of high-quality scrutiny work to support local authorities in developing an approach to crime and disorder scrutiny that both fits in with other scrutiny policies, takes account of local partnership arrangements, and is proportionate and therefore adds value to local crime and disorder activity. See Section 2.2.

Politics

If engagement with scrutiny (the concept of it, and as it is practiced in local authorities) is a new thing for you, you may be concerned about politics. You may be especially concerned that, by attending committee or giving evidence in another way, you will be drawn unwillingly into political debate.

Scrutiny as practiced in most authorities is generally non-party political in its approach. Councillors have done a great deal to ensure that a culture of consensus operates on committees, and members of all political parties work well together on many councils. While disagreements may arise, all councillors have a commitment to ensuring that the work they do, and the work that the authority does, meets the needs of local residents.

⁴ According to research carried out by the Centre for Public Scrutiny

Sometimes this commitment manifests itself in political discussion and debate. As partners and councillors alike, you should recognise that scrutiny often examines subjects that are highly political in nature.

This is not necessarily a negative thing. Some of the best examples of good scrutiny are instances where members, officers and partners have harnessed the power of political debate to carry out thorough analysis of a given issue. For example, there have been a number of highly successful reviews into local residents' fear of crime – an emotive and political issue which members, with their understanding both of local politics and the local community, are extremely well placed to investigate.

Section 2.2 – Structural issues

In English unitary areas

The boundaries of unitary areas in England (areas where a single local authority is responsible for a given geographical area), will only rarely match the boundaries of a police area, or the operational area of another partner (this is often called co-terminosity). Often, a single community safety partner might have to deal with a number of different authorities operating in neighbouring areas. This can have the effect of stretching resources, and duplicating scrutiny activity undertaken in different authorities. It may be a particular challenge for police authorities.

Because of the problem of co-terminosity, partners and those scrutinising their actions alike should be careful both to ensure that the demands that they make on each other are not unreasonable, and that neighbouring unitaries work closely with one another – aligning their work programmes to minimise duplication where possible.

London boroughs are also unitary authorities, but the governance position here is slightly different given the role played by London's Mayor. Community safety partnerships should still engage with London borough scrutiny as above, but there should be recognition that the Greater London Authority is likely to have an interest in some of the work of partnerships, where it has broader implications.

In two-tier areas

Two-tier areas present some complications. These are where (usually) a number of district councils, and a single county council, operate in a given geographical area. Responsibility for specific services are divided between districts and counties. The division of services is historic in nature and can often be difficult for those outside the local government sector (and, indeed, for many within it) to understand.

Some district councils are so-called “fourth option” authorities. This means that they have not adopted the new executive arrangements, and still operate under the old committee system. However, most of these authorities operate a scrutiny function of some kind, which will need to accord to the same principles and requirements set out in this guidance for other authorities.

If you are working with a district council or county council as a partner, you should consider the following:

- You should not assume that you will be able just to talk to the county (or conversely the districts) to the exclusion of others, simply because they cover the same geographical area (and even though some district councillors are also county councillors).
- You should not assume that talking to the districts and the county will involve duplication of work – as stated above, they have separate roles and functions.
- You should encourage the districts and the county to work together to deliver a scrutiny function that is able to add most value in the context of what are likely to be quite complex local governance arrangements.

If you are a councillor or officer in a district or county council, you should consider the following:

- You should work with the other councils in the county area to see if you can develop a joint approach to the scrutiny of community safety issues. A number of counties have already started developing joint scrutiny across the board in a county – **Cumbria** and **Cambridgeshire** are examples of areas where councils have come together to carry out scrutiny work which cuts a cross a number of different authorities in a two-tier area. This could take the form of a standing arrangement, or a more ad hoc approach, whereby you could consider whether other councils in your area are likely to have an interest in the topic you are considering for scrutiny, and, if so, seek ways of working collaboratively.
- You should also work with other councils in developing your work programme. By so doing, you can identify areas where more than one authority is planning to carry out a piece of work on a given subject over the course of a municipal year. The evidence-gathering process can be planned so as to ensure that multiple pieces of work complement each other. There may be a possibility for carrying out such work jointly, as described above. This will minimise the risk that partnerships will be expected to contribute to a large number of reviews on a similar subject at the same time.
- Community safety partners may not understand the distinction between work undertaken in district and county councils. When planning joint work,

you should consider how districts and the county will work together on community safety issues. You should not assume that the county will automatically “lead” on community safety issues for the area.

Section 2.3 – Key areas for scrutiny

Use of different techniques

Scrutiny can take a variety of different approaches to scrutinising community safety issues. While the focus of sections 19 and 20 and the regulations, is on committees, a lot of scrutiny work is likely to be undertaken in different ways.

- **Policy development** – scrutiny committees may carry out in-depth scrutiny reviews focused on a specific topic relevant locally. Often this is done by means of a task and finish group, which will examine evidence from a wide variety of sources before producing a report and recommendations, to which partners and/or the council’s executive will have to respond. These pieces of work arguably have the most impact on local policy making, and we will provide you with some examples of them below.
- **Contribution to the development of strategies** – if the community safety partnership is putting together a strategy, plan, or policy, it may be useful to build in a process for scrutiny at draft stage. Councillors can provide valuable evidence to support the drafting process – especially intelligence from the local community.
- **Holding to account at formal hearings** – bringing in representatives of the partnership and questioning them about their roles, responsibilities, and activities. This is the simplest method for scrutiny to “hold the partnership to account”, though this has limitations in terms of constructive outcomes and should be a small part of interaction between scrutiny and the partnership.
- **Performance management** – examination of the performance of the partnership, often using high-level scorecards or, where appropriate, more detailed data. The best scrutiny functions will use this as an opportunity to look at performance “by exception” (which will highlight both particularly good, and particularly poor, performance), as part of their existing processes for monitoring performance across the Local Area Agreement. This could involve the committee looking at particularly good performance, to see what lessons can be learned, thus sharing good practice across all public and third sector organisations operating in the local area.

Comprehensive area assessments and scrutiny

CAA is about providing for the public a rounded view of the performance of local public bodies and how they deliver in partnership. Judgements are based on the evidence that public bodies generate through their ordinary working, and therefore high-quality evidence from scrutiny will appropriately influence Audit Commission leads in making those judgements.

Generally speaking, scrutiny has two important roles to play within the assessment process:

1. Looking at the results of assessments, and using this data to decide which areas of crime and disorder/community safety activity should be the subject of scrutiny work.
2. Carrying out scrutiny investigations which feed into the assessment process. In particular, scrutiny may want to focus on identifying areas of exceptionally good performance that merit 'green flags.'

Particular strengths for scrutiny

Scrutiny can, by using the different techniques above, apply itself to a number of different policy areas. We have identified a number of particular strengths of scrutiny – engagement and involvement of local people, analysis of issues of local concern, and promotion of joint working – and provide a number of examples of successful reviews demonstrating these.

Engagement and involvement of local people

Detailed scrutiny work can help the community safety partners to involve local people more in the work they carry out. This can be difficult for partners to do on their own, and the experience and knowledge – and community intelligence – which councillors can bring to the process is invaluable.

Rugby was one of the first councils to pilot the operation of community safety scrutiny. To involve the community in the work they undertake, they have decided to co-opt a number of community representatives onto the committee that looks at community safety issues..

Of course, you may feel that a more flexible approach is required. Many authorities have involved local people closely in carrying out work by co-opting them onto informal “task and finish” groups instead of onto the formal committee.

Even traditional public meetings can be worthwhile in gathering valuable evidence which can be used to influence future policy-making. **Waltham Forest** held a public meeting about knife crime, focusing on children and young people, which heard emotive evidence from victims and relatives on the devastating

effect of such crime on the community, as well as positive and constructive ideas on how the problem could be solved.

Analysis of issues of local concern

The fear of crime is a significant issue for many people. This can cause problems for partners, who find it difficult to reconcile this perception with the reality, in many areas, of falling crime levels. This can be interpreted by local people as an unwillingness to respond to problems which they know exist in the local community, irrespective of the evidence which has been gathered by sources such as the council and the police. Scrutiny can play, and has played, a vital role in resolving this impasse and setting out a way forward for local people and professionals.

In **Harrow**, particular concerns arose when it became apparent that, although Harrow was London's safest borough in terms of violent crime, the fear of crime was rising almost exponentially, and was a key issue for residents as identified through the Quality of Life survey. Members decided to conduct a review on the subject which culminated in a conference bringing together local people and a wide range of community safety – and other – partners in the local community. This led to a more keener understanding amongst partners and the council of how the issues around perception of crime had arisen, and a commitment to tackling these issues. Recommendations were made which contributed to a significant reduction in the fear of crime the following year.

In **Middlesbrough**, members carried out work into the perceived problem of “teenagers hanging around”. Again, this was an issue of perception. By taking evidence from young people and those who felt threatened by their behaviour, members were able to build an understanding between the different groups involved, and present a report on the matter which informed local partners' responses to the fear of crime (and encouraged joint working between community safety partners and others).

Anti-social behaviour is another issue which is often high on the local political agenda, connected to the more general fear of crime which we have covered above. Here, again, scrutiny can help to cut through perceptions and provide clear evidence to back up given policy recommendations.

For example, responding to concerns about the rise in violent alcohol-related crime in its city centre, **Stoke** carried out a review of the issue which involved community safety partners, and others more widely involved in business and regeneration. Recommendations included the need to highlight to the council and partners of the good work already being undertaken and joint working between transport providers, the licensing authority, businesses and community safety

partners improve the night-time environment.

General benefits of joint working

In **Redbridge**, the scrutiny function carried out an in-depth piece of work into CCTV. This resulted in the council and a number of partners – not just CDRP partners – putting together a strategy for the more effective deployment and use of CCTV cameras. This included the placement of relocatable cameras, and the requirement that the likely effectiveness of new installations would have to be demonstrated, with agreement being reached across the partnership.

As demonstrated by our case study example of **Haringey** – set out later in this document - scrutiny can also work well to improve relationships between partners.

Members in **Middlesbrough** have recently been carrying out work on the responses of the criminal justice system to the needs of victims of crime. This work involved a large number of local partners, including Youth Offending Teams and the Probation Service. It looked at the difficult issues around the differences between victims and perpetrators of crimes, and the chains of events that can lead one to the other. It evaluated the services provided to such people by a whole range of partners, identifying gaps and seeing where joint working needed to be improved. This kind of work is particularly valuable in creating more meaningful partnership working that can go beyond high-level agreement over strategy into sustained collaboration on operational issues.

In **Oxfordshire**, the county's Community Safety Scrutiny Committee carried out a review to answer the question, "How can Oxfordshire County Council and county councillors best engage with the county's Neighbourhood Action Groups?" These groups were set up to work with the police's small ward-level community policing teams. Recommendations were made which included the enhancement of information sharing between NAGs and other community safety partners – thus improving the extent to which community intelligence found its way into more strategic policy-making – and an increase in resources, both from the police and the council, to ensure that NAGs could be of maximum effectiveness.

In **Cardiff**, the scrutiny function carried out a review of the area's approach to community safety, with the intention of "mainstreaming" an understanding of community safety (mainly across the council), in response to the objectives of section 17 of the Crime and Disorder Act (which we explained in section 1).

Many of these issues will be explored in more depth in Section 3, below.

2.4 More general issues around partnership working

The scrutiny of community safety issues is just one part of a wider agenda in local policy-making for partnership working. Scrutiny has a significant opportunity to contribute to this agenda, and will be doing so in a number of ways:

- through providing evidence to influence judgements as part of the Comprehensive Area Assessment;
- through monitoring the delivery of partnerships against the negotiated targets in the Local Area Agreement; and
- through an understanding of the wider implications of community safety issues, informed by section 17 of the Crime and Disorder Act.

For this reason, it is important to emphasise that the scrutiny of community safety partners and community safety issues is not a stand-alone exercise. It should always be seen in this wider context. Scrutiny will have a role to play in linking up partners working across the spectrum of local policy-making – not just those working in community safety.

Councils should develop ways to integrate the scrutiny of community safety issues within a cohesive and coherent strategy for the scrutiny of other partners and the services they deliver.

Section 3 - Detailed guidance on sections 19 and 20 of the Act and the Regulations

3.1 Committee structures

Section 19 of the Police and Justice Act 2006 requires every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions. The Crime and Disorder (Overview and Scrutiny) Regulations 2009 (the Regulations) complement the provisions under section 19.

All authorities – including fourth option authorities - will need to create, or designate, a crime and disorder committee to deal with crime and disorder scrutiny (see section 2, above, for more detail on executive arrangements).

The terms of reference of the committee are to scrutinise the work of the community safety partnership and the partners who comprise it, **insofar as their activities relate to the partnership itself**. These partners are listed in section 1, above.

It will be up to each authority – along with its partners - to decide on the best way to put procedures in place for these new scrutiny powers.

The Act and the Regulations do not require councils to alter existing committee structures. There, must, however, be a formal place where community safety matters can be discussed. The crime and disorder scrutiny role could be undertaken by:

- a dedicated crime and disorder overview and scrutiny committee (or Sub-Committee) This may be required where there is specific demand – for example, in the case of larger authorities or those councils with a well-developed system of subject-based sub-committees; or
- the main overview and scrutiny committee, in those authorities which only have one or two scrutiny committees. The committee could establish task and finish groups with the specific remit to deal with crime and disorder scrutiny matters, while retaining the ultimate responsibility to look at community safety issues. A small group of Members with a specific remit to scrutinise these crime and disorder issues would enable the Members to focus/specialise on those issues and provide effective scrutiny of crime and disorder matters. The use of small task and finish groups of this type could prove to be an effective technique where local authorities and their partners would rather not use a formal committee for the discussion of all community safety issues.

Section 3.2 Role of the committee

Whether you are a councillor or a partner, you will find that scrutiny work is more effective where it focuses on a policy issue, rather than on a single organisation.

This is why the legislation gives powers to scrutinise the CDRP, rather than the partners – this supports a focus based on policy and finding solutions. Focusing on policy :

- gives the partners the reassurance that the crime and disorder scrutiny committee is there to ensure that the community safety partnership is accountable and its performance is improved, rather than just 'having a go' at the partners;
- emphasises the fact that scrutiny is focused on improvement, on enhancing the performance of existing services, and on a constructive examination of the priorities of the partnership; and
- means that there is wider scope for the committee, or group of members, to cut across organisational boundaries over the course of their investigation.

The role of the committee in whichever form it is applied should be as a 'critical friend' of the community safety partnership, providing it with constructive challenge at a strategic level rather than adversarial fault-finding at an operational level.

At a basic level, the role of the committee is to do the following:

- to consider Councillor Calls for Action that arise through the council's existing CCfA process. Detailed guidance on CCfA has already been issued. Although the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007 put in place CCfA provisions for community safety and for other local government matters respectively, local authorities should ensure that their procedures for all CCfAs are the same, to minimise unnecessary bureaucracy.
- to consider actions undertaken by the responsible authorities on the community safety partnership; and
- make reports or recommendations to the local authority with regard to those functions. In practice, the nature of the committee and its work should mean that recommendations will be directly for responsible partners as well. We will discuss this issue later in this section.

The committee should include in its work programme a list of issues which it needs to cover during the year. This should be agreed in consultation with the relevant partners on the community safety partnership and reflect local community need.

Councillor Call for Action (CCfA) for both local government matters and for crime and disorder matters came into force in April 2009. CCfA gives councillors a new right to raise matters of local concern with their council's overview and scrutiny committee. Overview and scrutiny committees can then decide whether to use their powers to investigate the issue.

There are a range of options available to committees in considering how to respond. They could, for example, instigate a review of policy, call members and officers to attend a meeting, and answer questions or make recommendations to the executive. They can even require the executive to review a decision that it has made.

CCfA is therefore a valuable tool in equipping councillors to act as powerful advocates for the communities they serve and to strengthen still further their role as community champions. Councillors will of course continue to resolve issues informally, as they do now. But where they are not satisfied that real action has been taken to resolve the issue they have raised, they have the ability to ask the overview and scrutiny committee to take the matter further.

The crime and disorder CCfA will be an important tool for community safety partnerships to work together to resolve crime and disorder problems, in a forum which is open to the public. It should therefore boost public confidence that police and local authorities are acting on crime and anti-social behaviour issues.

More information on CCfA can be found in the IDeA and CfPS Best Practice Guide <http://www.idea.gov.uk/idk/core/page.do?pageld=9410176>

Protocols

Throughout this section we suggest that partners and the scrutiny function at the local authority (or local authorities) might want to consider developing a short, flexible and meaningful protocol which lays down the mutual expectations of scrutiny members and partners of the community safety scrutiny process. This could well enable you to embed the committee's work programme more effectively within its core purpose. Certainly, getting the work programme right will be crucial to the success of the scrutiny process for community safety.

If you are thinking of developing a protocol, do remember that it should be a means to an end – a method of improving the relationship between the scrutiny function and its partners. It is not a legal document setting down minimum standards or something which you are required to “comply” with. The example below, of Haringey, illustrates the point of meaningful joint working, and of the virtues of seeking to build real relationships.

Building relationships with community safety

The London Borough of Haringey has been doing in-depth reviews of community safety for many years, and has a strong relationship with community safety partners. Building that relationship for them was all about people. Firstly, the council community safety team sat across the corridor, and they built informal relationships as officers. Secondly, the cabinet member for community safety was once a scrutiny chair, and she acted as an advocate for scrutiny, suggesting ways that they could get involved and support what partners were doing. Thirdly, the police seconded an officer to work in the council for several years so the scrutiny function was able to build relationships with a familiar face. These opportunities enable the scrutiny function to build a reputation for being an independent voice. Partnerships can have their own tensions, and partners in Haringey learned that scrutiny could moderate between different views and carry out genuinely useful work that partners valued, supporting policy formulation and facilitating a community response. Their workstreams included:

- Anti-social behaviour – this was successful because it was deliberately timed to fit with a strategy the partnership was writing and could therefore feed into the strategy directly;
- CCTV – the partnership requested the scrutiny functions help as part of a wider review of CCTV, and even provided funding to engage Leicester University for expert advice; and
- street prostitution – this review also used a well-known criminologist, and it was so well regarded that Haringey’s scrutiny function was later called as a witness by the London Assembly during their own review of the topic across London

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3.3 Frequency of meetings

The regulations leave the frequency of meetings to local discretion, subject to the minimum requirement of once a year.

If a local authority decides to undertake “set piece” community safety scrutiny only once a year, this annual meeting could be in the form of an event looking at crime and disorder matters and discussing which crime and disorder matters should be considered in the next municipal year as matters of local concern.

In addition, the scrutiny function should consider community safety issues more consistently throughout the year, just as it would with any other subject matter. Although it is difficult to suggest an arbitrary figure for an “ideal” number of meetings, scrutiny functions and partners should work together to come up with local solutions, which might form a combination of formal meetings, informal “task and finish” groups, or other methods of evidence gathering and public involvement.

As part of the accountability role of the committee, it might be useful to request the attendance of senior members of the partnership at key meetings through the year. This might include the chair of the partnership, the Cabinet member with community safety responsibilities, or senior members of partner organisations, such as the local police commander.

Two-tier scrutiny

We touched briefly on issues of two-tier scrutiny in Section 2, but this section goes into more detail on the practicalities.

The requirements under sections 19 of the Police and Justice Act and the Regulations will apply to both county and district local authorities.

Whilst it will be for each local authority to decide how it will implement crime and disorder scrutiny, it makes sense that both tiers work together as far as possible to avoid any duplication. As explained in Section 2, above, districts and counties should consider developing a joint approach for looking at community safety issues that cut across organisational boundaries.

Joint crime and disorder committees

Section 21 of the Police and Justice Act 2006 amends section 5 of the Crime and Disorder Act to enable the Secretary of State to make an order requiring councils to appoint a joint committee to carry out crime and disorder scrutiny functions. This will be used **where CDRP mergers have taken place**, so that responsible authorities and co-operating bodies are not required to answer to two or more separate crime and disorder committees. Otherwise, committees may find it beneficial to work together informally..

A number of local authorities have already taken this joint approach and because of the link with the LAA and community safety, one possibility would be that community safety issues could form part of the work of a joint overview and scrutiny committee.

Councils in **Cumbria** have created a Joint Committee which aims to take a

strategic overview of the performance and delivery of the community strategy as co-ordinated through the Cumbria Strategic Partnership.

Staffordshire County Council have set up a Partnerships, Scrutiny and Performance Panel to examine the performance of the Local Area Agreement which includes the delivery of the community safety agenda.

A county-wide committee specifically for community safety might be made up of the chairs of the district council crime and disorder committees as well as some county councillors – it should be pointed out that councils will still need their own committees despite the existence of joint structures. This is as much for the sake of pragmatism as to meet the requirements of the Act – there will always be local community safety issues best dealt with by individual authorities.

While a joint approach to crime and disorder scrutiny is beneficial, it should not be undertaken instead of scrutiny by individual local authorities at a district or county level, but should be used to complement that form of scrutiny. It should also be emphasised that it is quite possible to take advantage of many of the benefits of joint working merely through enhanced communication between neighbouring authorities and their relevant partners. For many authorities and their partners, joint arrangements may not be appropriate or desirable at present.

Section 3.4 Co-option

The regulations allow crime and disorder committees to co-opt additional members to serve on the committee. These co-optees can be specialists in particular areas and can bring great value and expertise to the committee's work.

Members can be co-opted in accordance with the Regulations, which allow a committee to co-opt additional persons provided that they are an employee, officer or member of a responsible authority or of a co-operating person or body and are not a member of the executive of the local authority. The committee can decide whether they should have the right to vote. However, the decision to allow them to vote should be taken in accordance with any scheme in place under Schedule 1 to the Local Government Act 2000. Membership can be limited to membership in respect of certain issues only. The council should take care to clarify the role of such a co-optee, who may be expected, as part of the committee, to hold his or her own organisation to account.

There is also a general power to include additional non voting members under section 21(10) LGA and paragraph 5 of Schedule 8 to the Police Justice Act.

Co-option and Schedule 1 to the Local Government Act 2000

Under Schedule 1 of the Local Government Act 2000, councils can put in place a formal scheme (similar to the council's scheme of delegations) to allow a co-opted member to have full voting rights.

If you already have a scheme, your co-option plans for community safety must comply with it. Local authorities may prefer ask people [to contribute informally to small task and finish groups or to participate as non-voting members, rather than as full voting members of committees, to ensure that co-optees' work and contribution is focused on areas where they can add most value. So the council and its partners may agree that, although co-option to a committee might be appropriate, the co-optee should not have voting rights.

Co-option and police authorities

Police authorities occupy a unique position within the landscape of community safety partnerships. They have a clear, statutory role to hold to account the police.

In this context, it is vital that local authorities' community safety scrutiny complements this role. Local authorities should, in all instances, presume that the police authority should play an active part at committee when community safety matters are being discussed – and particularly when the police are to be present.

Local authorities should take the following steps to involve police authorities in work undertaken by their committees.

Option 1

One member of the crime and disorder committee should be a member of the police authority. We envisage this being the approach that will be adopted by most (but not necessarily all) counties and unitaries.

However, there are a number of circumstances where this will not be possible. In many authorities (unitaries, counties and districts alike) there may be no member appropriate to sit on the committee in this capacity. The principal reasons would be:

- If the relevant local authority representative on the police authority is a member of the executive; or
- If the local authority has no direct member representation on the police authority. There are many areas for which this will be the case, given

that most police authorities cover large areas but only have 9 local councillor members.

Option 2

The second option is for all other circumstances – covering most districts, and those counties and unitaries where having a police authority member on the committee will not be possible.

In these circumstances, a member of the police authority should be issued with a standing invitation to attend the committee as an “expert adviser”. Ideally this would be a police authority member, but subject to local agreement there may be some circumstances, and meetings, where a police authority officer would be more appropriate. For example, care will need to be taken when inviting police authority members to attend when they are also councillors.

Such an advisor would not be a formal member of the committee, but would be able to participate in committee discussion as an expert witness.

Steps should also be taken to ensure that, where appropriate, the police authority have a direct input into the delivery of task and finish reviews that involve the police. The level of involvement in such work that is appropriate can be decided between the police authority and the local authority, the authorities delivering the work.

Agreement over these issues should – as we suggested at the beginning of this section – form part of a protocol between the local authority and its partners. This will allow for local differences, and for agreement over further methods of engagement and involvement – the sharing of work programmes and delivery of joint work pertaining to the police, for example.

The vital thing to remember is that clear and sustained engagement between the police authority and the local authority, as equals, will be necessary to make sure that their roles complement each other. This goes beyond attendance at committee, which should be treated as only one element of this engagement.

These arrangements, and the unique relationship which is necessary between councils and police authorities, should not divert scrutiny bodies or their partners from the fact that the scrutiny of community safety is about much more than the police force and their activities, as we made clear in earlier sections.

Option 3

The third option would be for committees to consider co-opting a police authority member onto the committee when policing matters are being considered, and it would be for the police authority to decide the most appropriate member to

appoint – this can be an independent or councillor member. This would provide a more direct link between the police authority and overview and scrutiny committee and would be particularly relevant if the committee is considering matters directly relevant to policing.

To co-opt or not to co-opt...

Suffolk's Local Area Agreement Joint Scrutiny Panel has adopted co-option as a new way to invigorate scrutiny and involve the community. The panel has appointed six Independent Community Members as permanent co-opted scrutiny members with full voting rights. An advertising campaign was held and applicants were put through a rigorous recruitment process. The roles are well-defined with both job specifications and person profiles. Though the roles were advertised in the media, the most effective marketing was through established networks of people already involved actively in the community.

The Independent Community Members are paid expenses but no salary, and are committed to six meetings a year. In practice, however, they are very enthusiastic and engaged and take part in a great deal more, including task and finish groups. The added dividend of these new faces has been a renewed interest and energy for scrutiny from existing councillors. An Independent Community Member was elected as Chairman by panel members.

The LAA Joint Scrutiny Panel, as well as involving the community, also links together relationships in a two-tier area. The panel has members from the county and each district and borough council in Suffolk, and is a forum which is an effective example of cooperation across the tiers.

Cardiff City Council uses expert witnesses to improve its scrutiny reviews. In November 2007 the council did a theme review of the structure in the council for delivering crime and disorder reduction. Cardiff regularly looks to bring in the highest profile experts possible for its theme reviews, such as Professor Michael Parkinson on competitiveness and Ben Page from Ipsos Mori on consultation. For this review they invited South Wales Police, Cardiff Local Health Board, the National Probation Service, Welsh Assembly Government and the Home Office to bring high-level expertise and enhance their understanding of wider issues.

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Section 3.5 Responding to requests

Requests for information

As part of the crime and disorder scrutiny process, the relevant scrutiny committee will from time to time request for further information from the community safety partnership – performance information, for example.

When asked, the partnership will be under a duty to provide this information. There is no specific timescale for this, but the committee can expect a response to be provided as soon as reasonably possible.

Timescales

Community safety partnerships will be obliged to respond to requests from committees within a reasonable time. The committee and the partnership may want to agree a certain timescale locally.

Partnerships should bear in mind the need for the information to be relevant to the committee's purposes. There is obviously little purpose in burying councillors beneath a morass of reports filled with technical jargon. This may provide you with an opportunity to reappraise how internal reports could be drafted in a more accessible style and made more widely publicly available. You could assign a named link officer in your organisation to liaise with the scrutiny committee, to ensure that communication is swift and effective, and that requests for information can be dealt with smoothly.

If you are a councillor, or are an officer supporting councillors, you should ensure that requests for information are well focused and thought through. Requests should avoid duplication (with requests made quite recently, or requests being made by neighbouring councils which might impact on the same partner organisations).

Information requests and data protection

The information provided by responsible authorities and co-operating bodies must be depersonalised, unless the identification of an individual is necessary or appropriate in order for the committee to properly exercise its powers. The information should also not include information that would be reasonably likely to

prejudice legal proceedings or current or future operations of the responsible authority or co-operating body.. In practice, it is unlikely that the committee which will need to receive reports relating to specific individuals, or where specific individuals are mentioned in respect of crime and disorder matters.

Schedule 12A of the Local Government Act 1972 should not be used as a method to bypass the requirement to depersonalise information by placing reports which are not depersonalised onto Part II of a committee agenda, as an item to be heard without the press or public present.

Making and responding to recommendations

If a committee drafts a report or recommendations which have an impact on community safety issues, the following should occur:

- Copies of the reports and recommendations should be sent to the such responsible authorities or co-operating bodies as are affected by the report or recommendations, or as otherwise appropriate in accordance with section 19(8) of the Police and Justice Act 2006;
- The relevant partner (or partners) should submit a response within a period of 28 days from the date the report or recommendations are submitted (or if this is not possible as soon as reasonably possible thereafter); and
- Following the receipt of the response, the committee will need to agree with the relevant partner(s) how progress in implementing the recommendations will be monitored.

As we have already suggested, a protocol might be helpful to define how these arrangements will work in practice. Such a protocol could well make provision for the scrutiny function to consult the partnership informally on a report, or recommendations, before the report is formally submitted. This consultation will make it more likely that recommendations, when they are formally made, are relevant and realistic.

With this provision there is a clear link between the Police and Justice Act and the Local Government and Public Involvement in Health Act, which also requires partners to respond to requests for information, and to respond to reports and recommendations made by an authority's scrutiny function. Section 19 of the Police and Justice Act complements these existing powers.

Section 3.6 Attending committee meetings

From time to time, the committee may request the attendance of a representative of the partnership.

It is common practice in local authority overview and scrutiny work for people to attend to give evidence to scrutiny enquiries. It is often good practice for those attending to receive details of why they are attending such meetings.

If you are a community safety partner, and you receive such a request, you are obliged to send a representative to attend unless reasonable notice has not been given to the person of the intended date for the meeting. What is meant by "reasonable notice" is not clarified in the regulations or legislation and is something which could be defined in a local protocol on crime and disorder scrutiny as agreed by the committee and local partners.

You should not consider such an invitation as a threat. Instead, it is an opportunity for crime and disorder partners and the committee to discuss issues of mutual concern or to highlight positive work to help reduce crime and disorder. The attendance of officers/employees can also help support local public scrutiny. It will generally be more appropriate for more senior employees/officers to attend, mainly because they are likely to have the general expertise to enable them to answer policy questions at the meeting itself.

Likewise, if you are a councillor, you should not consider the power to invite representatives of the partnership to attend to discuss community safety issues as a power that you can exercise without regard to the capacity constraints of the partners you are inviting, or the value they are likely to be able to add to a committee discussion.

Glossary

Here are some terms you may come across that have not been mentioned elsewhere in this document:

- **Activity Based Costing (ABC)** –an approach taken in the police which tries to measure how police time is spent, in order to improve efficiency. It is being scaled back for being too bureaucratic, but will still be used in a more limited way.
- **Assessment of Policing and Community Safety (APACs)** – is the assessment framework for the police and community safety, and has been designed to link with Comprehensive Area Assessment. It replaces the Policing Performance Assessment Framework (PPAF).
- **Justice Reinvestment** – is a concept from America that aims to reduce re-offending by moving resources down to the local level. There is a pilot currently being run to test this idea in London called “Diamond Districts”.
- **Local Criminal Justice Board (LCJB)** – is the partnership board that oversees criminal justice. Though it is called “local” it usually operates at a higher level than the local authority.
- **National Intelligence Model (NIM)** – is a business model for policing that uses intelligence about crime patterns to inform how resources, including across partnerships, are deployed.
- **Prolific and other Priority Offender scheme (PPO)** – is a scheme run by all CDRPs to provide a focus on offenders who have been identified as posing the highest risk to communities.
- **Restorative Justice** – is an approach used alongside criminal justice to help victims gain a sense of closure, help offenders recognise the impact of their crime and reduce the chance they will re-offend.
- **Regulation of Investigatory Powers Act (RIPA)** – is legislation that gives local bodies powers to use covert techniques such as surveillance.
- **Serious and Organised Crime Agency (SOCA)** – is the national agency with responsibility for tackling crimes such as drug trafficking, money laundering and major fraud.

- **National Policing Improvement Agency (NPIA)** – is the policing equivalent of the Improvement and Development Agency (IDeA), producing guidance, learning and development, and providing some national infrastructure.
- **Her Majesty's Inspectorate of Constabulary (HMIC)** – is the inspectorate for policing which works alongside the Audit Commission on Comprehensive Area Assessment, and delivers APACs (see above).
- **Association of Chief Police Officers (ACPO)** – is the national body representing Chief Constables, but has a wider role in developing policy than most professional associations.

First Step Resources

Crime Reduction Website

www.crimereduction.homeoffice.gov.uk

This website is the Home Office's one stop shop for information on crime reduction. There are some interesting sources of information – for example, at www.crimereduction.homeoffice.gov.uk/toolkits, topics cover a range of areas which might arise in a scrutiny review, such as Fear of Crime or Alcohol Related Crime. The toolkits include facts and figures and policy context for each topic, which could be a useful shortcut for desk based research. There is also a collection of research on a wide range of topics, from Neighbourhood Watch, to Street Sex Work to Taxi Robberies.

The research tab also has a page providing direction to all the latest sources of crime statistics.

Delivering Community Safety: A guide to effective partnership working (2007)

This is the official guidance for Crime and Disorder Reduction Partnerships. It sets out statutory requirements, suggested practice, potential barriers and possible solutions and implementation checklists. If scrutiny function is looking to test a partnership against the standard for good practice, this resource is the best place to start.

Flanagan Review Final Report (2008)

In 2007 the Home Office announced an independent review of policing by Sir Ronnie Flanagan to look at neighbourhood policing, bureaucracy, accountability and managing resources. Flanagan was then Chief Inspector of Constabulary and is well respected in the policing community. His review was widely welcomed though he explicitly refused to make any positive recommendations about changes to structural accountability in the police. This is a readable report and is a useful insight into concerns and priorities in the policing community.

Engaging Communities in Fighting Crime (2008)

This independent review was led by Louise Casey, the former 'Respect Tsar.' with a reputation for toughness and plain speaking. The review focuses on why communities have lost confidence in criminal justice, and why they don't take a

more active role in fighting crime. It is a useful read for those involved in scrutiny because it focuses on public perceptions, is written in a conversational style and makes practical and interesting recommendations, including for local authorities.

From the Neighbourhood to the National: policing our communities together (2008)

This is the latest Policing Green Paper, which paved the way for the Policing and Crime Bill. It provides the most recent expression of the current Government's perspective and intentions on policing and community safety. Readers should be aware, however, that the expressed intention to legislate for new Crime and Policing Representatives will not come to pass, as it was dropped from the Bill shortly before publication. Instead an internal Labour party review was set up under David Blunkett to look again at the difficult issue of local accountability of the police.

Integration Neighbourhood Policing and Management

There is no publication to support this, but information about the project is available on the IDeA website. The IDeA and National Policing Improvement Agency are co-ordinating a group of 'exemplar sites' to help progress the integration neighbourhood policing with neighbourhood management – one of the key recommendations of the Flanagan Review.

Tackling Anti-social Behaviour Website

www.respect.gov.uk

Anti-social behaviour is a key issue, and one that has particular importance for members of the public, and therefore for councillors. This website is a one-stop resource on everything to do with tackling anti-social behaviour. One resource that is particularly practical and interesting is the collection of step-by-step guides to tackling a ranges of very specific problems, from graffiti to mini-motos to fireworks. Scrutiny committees doing themed reviews may find resources here to help them assess performance and identify positive recommendations.

National Community Safety Plan 2008-11
Cutting Crime: A new partnership 2008-11

These two documents were published together – one is the overarching strategy on crime, the other is a more focused document on community safety which replaces an earlier plan. The Community Safety Plan reflects the general drive across government to reduce the central burdens on local delivery, though councillors will note there is still a significant focus on national priorities which partnerships will be reacting to. These documents may not be as user-friendly for councillors as some other resources.

S T A T U T O R Y I N S T R U M E N T S

2009 No. 942

CRIMINAL LAW, ENGLAND AND WALES

The Crime and Disorder (Overview and Scrutiny)
Regulations 2009

Made

6th April 2009

Laid before Parliament

8th April 2009

Coming into force in accordance with regulation 1(2)

The Secretary of State makes the following Regulations in exercise of the powers conferred by section 20(3) and (4) of the Police and Justice Act 2006⁽¹⁾.

In accordance with section 20(4) of that Act, the Secretary of State has consulted with the Welsh Ministers⁽²⁾ regarding the provisions in relation to local authorities in Wales.

Citation and commencement

1.—(1) These Regulations may be cited as the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

(2) These Regulations shall come into force in respect of local authorities in England on 30th April 2009 and in respect of local authorities in Wales on 1st October 2009.

Interpretation

2. In these Regulations—

“2006 Act” means the Police and Justice Act 2006;

“depersonalised information” means information which does not constitute personal data within the meaning of the Data Protection Act 1998⁽³⁾.

Co-opting of additional members

3.—(1) The crime and disorder committee of a local authority may co-opt additional members to serve on the committee subject to paragraphs (2), (3), (4) and (5).

(2) A person co-opted to serve on a crime and disorder committee shall not be entitled to vote on any particular matter, unless the committee so determines.

(3) A co-opted person’s membership may be limited to the exercise of the committee’s powers in relation to a particular matter or type of matter.

(4) A crime and disorder committee shall only co-opt a person to serve on the committee who—

(a) is an employee, officer or member of a responsible authority or of a co-operating person or body; and

(b) is not a member of the executive of the committee’s local authority (or authorities).

(5) The membership of a person co-opted to serve on a crime and disorder committee may be withdrawn at any time by the committee.

Frequency of meetings

4. A crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as the committee considers appropriate but no less than once in every twelve month period.

Information

5.—(1) Where a crime and disorder committee makes a request in writing for information, as defined in section 20(6A) of the 2006 Act(4), to the responsible authorities or the co-operating persons or bodies, the authorities, or persons or bodies (as applicable) must provide such information in accordance with paragraphs (2) and (3).

(2) The information referred to in paragraph (1) must be provided no later than the date indicated in the request save that if some or all of the information cannot reasonably be provided on such date, that information must be provided as soon as reasonably possible.

(3) The information referred to in paragraph (1)—

(a) shall be depersonalised information, unless (subject to sub-paragraph (b)) the identification of an individual is necessary or appropriate in order to enable the crime and disorder committee to properly exercise its powers; and

(b) shall not include information that would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating persons or bodies.

Attendance at committee meetings

6.—(1) Subject to paragraph (2), a crime and disorder committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions.

(2) The crime and disorder committee may not require a person to attend in accordance with paragraph (1) unless reasonable notice of the intended date of attendance has been given to that person.

Reports and recommendations

7. Where a crime and disorder committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the 2006 Act, the responses to such report or recommendations of each relevant authority, body or person shall be—

(a) in writing; and

(b) submitted to the crime and disorder committee within a period of 28 days from the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

Vernon Coaker
Minister of State

Home Office
6th April 2009

EXPLANATORY NOTE *(This note is not part of the Regulations)*

These Regulations are made under section 20(3) (in respect of local authorities in England) and 20(4) (in respect of local authorities in Wales) of the Police and Justice Act 2006. The Regulations supplement the

provisions in section 19 of that Act by making provision for the exercise of powers by crime and disorder committees of local authorities.

Regulation 3 provides that crime and disorder committees may co-opt additional members from those persons and bodies who are responsible authorities within the meaning of section 5 of the Crime and Disorder Act 1998, and from those persons and bodies with whom the responsible authorities have a duty to co-operate under section 5(2) of that Act (the “co-operating persons and bodies”) subject to the provisions set out in that regulation.

Regulation 4 provides that a crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions, no less than once in every twelve month period.

Regulation 5 provides that responsible authorities or co-operating persons or bodies must provide such information as is requested of them by the crime and disorder committee, subject to the provisions in that regulation.

Regulation 6 provides that a crime and disorder committee may require the attendance before it of a representative of a responsible authority or of a co-operating person or body in order to answer questions, subject to the provisions in that regulation.

Regulation 7 provides that where a crime and disorder committee makes a report or recommendations to responsible authorities or co-operating persons or bodies in accordance with section 19(8)(b) of the Police and Justice Act 2006, the responses to such report or recommendations of each relevant authority, body or person shall be in writing and within 28 days of the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

(1)

2006, c. 48. Section 20 has been amended by section 121 and has been prospectively amended by sections 126 and 241, and part 6 of Schedule 18 to the Local Government and Public Involvement in Health Act [2007 \(c. 28\)](#). [Back \[1\]](#)

(2)

The functions of the National Assembly for Wales were transferred to the Welsh Ministers by virtue of paragraph 30 of Schedule 11 to the Government of Wales Act [2006 \(c.32\)](#). [Back \[2\]](#)

(3)

[2008 c.29](#). [Back \[3\]](#)

(4)

Section 20(6A) was inserted by section 121(2) of the Local Government and Public Involvement in Health Act [2007 \(c. 28\)](#). [Back \[4\]](#)

Appendix D

Local Government Involvement in Public Health Act 2007 - Extract

Section 126

126 Reference of local crime and disorder matters to crime and disorder committees etc

(1) The Police and Justice Act 2006 (c. 48) is amended as follows.

(2) In section 19 (local authority scrutiny of crime and disorder matters), for subsections (3) to (8) substitute—

“(3) A local authority must—

(a) ensure that its crime and disorder committee has power (whether by virtue of section 21(2) of the Local Government Act 2000 or regulations made under section 32(3) of that Act or otherwise) to make a report or recommendations to the local authority with respect to any matter which is a local crime and disorder matter in relation to a member of the authority, and

(b) make arrangements which enable any member of the authority who is not a member of the crime and disorder committee to refer any local crime and disorder matter to the committee.

(4) For the purposes of subsection (3)(b), arrangements enable a person to refer a matter to a committee if they enable him to ensure that the matter is included in the agenda for, and discussed at, a meeting of the committee.

(5) Subsections (6) and (7) apply where a local crime and disorder matter is referred to a crime and disorder committee by a member of a local authority in accordance with arrangements made under subsection (3)(b).

(6) In considering whether or not to make a report or recommendations to the local authority in relation to the matter, the committee may have regard to—

(a) any powers which the member may exercise in relation to the matter by virtue of section 236 of the Local Government and Public Involvement in Health Act 2007 (exercise of functions by local councillors in England), and

(b) any representations made by the member as to why it would be appropriate for the committee to exercise any power which it has by virtue of subsection (3)(a) in relation to the matter.

(7) If the committee decides not to make a report or recommendations to the local authority in relation to the matter, it must notify the member of—

(a) its decision, and

(b) the reasons for it.

(8) Where a crime and disorder committee of a local authority makes a report or recommendations to the authority by virtue of subsection (3)(a), it must—

(a) provide a copy of the report or recommendations to any member of the authority who referred the local crime and disorder matter in question to the committee in accordance with arrangements made under subsection (3)(b), and

(b) provide a copy of the report or recommendations to such of—

(i) the responsible authorities, and

(ii) the co-operating persons and bodies,

as it thinks appropriate.

- (8A) Subsection (8B) applies where the crime and disorder committee of a local authority—
- (a) makes a report or recommendations to the authority by virtue of subsection (3)(a), or
 - (b) provides a copy of a report or recommendations under subsection (2) or (8)(b).
- (8B) Where this subsection applies—
- (a) the crime and disorder committee must notify the authority, body or person to whom it makes the report or recommendations or provides the copy that paragraph (b) applies, and
 - (b) the authority, body or person must—
 - (i) consider the report or recommendations;
 - (ii) respond to the committee indicating what (if any) action it proposes to take;
 - (iii) have regard to the report or recommendations in exercising its functions.”
- (3) In subsection (9)(b), for “subsection (1)(b) or (6)” substitute “this section”.
- (4) In subsection (11)—
- (a) after the definition of “crime and disorder functions” insert—

“electoral area” has the meaning given by section 203(1) of the Representation of the People Act 1983;”, and
 - (b) for the definition of “local crime and disorder matter” substitute—

“local crime and disorder matter”, in relation to a member of a local authority, means a matter concerning—

 - (a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or
 - (b) the misuse of drugs, alcohol and other substances,

which affects all or part of the electoral area for which the member is elected or any person who lives or works in that area.”
- (5) Section 20 (guidance and regulations regarding crime and disorder matters) is amended as follows.
- (6) In subsections (1) and (2), after “under” insert “or by virtue of”.
- (7) In subsection (5), omit—
- (a) paragraph (f); and
 - (b) sub-paragraphs (i) to (iii) of paragraph (g).

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May 2009

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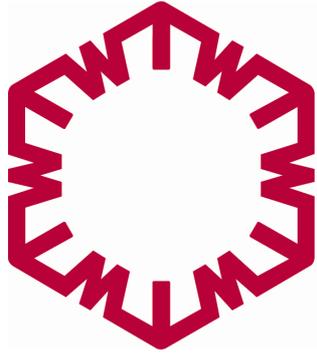
Scrutiny Leadership Board – Forward Plan 2009-10

Date of meeting	Agenda items
12 th May 2009	<ul style="list-style-type: none"> • Scrutiny Assembly 19th May • Chairman's update: <ul style="list-style-type: none"> ○ Away day ○ Charing arrangements for subgroups
Additional meeting 23 rd June 2009	<ul style="list-style-type: none"> • Change to review order for Children & Young people • Feedback from the Scrutiny Assembly on 19th May • Proposal for Introduction of Councillor Call for Action • Amendments to terms of reference for standing sub groups • To consider the options for co-opting from West Mercia police Authority onto SLB for scrutiny of crime & disorder items • Chairman's update: <ul style="list-style-type: none"> Scrutiny and the media Report on urgent decisions by the Chairman
9 th July 2009	<ul style="list-style-type: none"> • Consideration of further information on scrutiny suggestions from 12 May 2009 meeting • Appointment of members to the Joint health Scrutiny Committee with Shropshire, Staffordshire and Stoke • New legislation update for information • Update on implementation of past recommendations • Review of new scrutiny arrangements
16 th Sep 2009	<ul style="list-style-type: none"> • Preparation for Scrutiny Assembly meeting in October • Annual draft Scrutiny Annual Report for full council • Update on First Point recommendations • CDRP scrutiny
24th September 2009 – additional meeting	<ul style="list-style-type: none"> • To receive presentation on employee survey results
19 th Nov 2009	<ul style="list-style-type: none"> • Plan for Work Programme session in January • Update on implementation of past recommendations • Scrutiny Lead member appraisals
14 Jan 2010	<ul style="list-style-type: none"> • Work Programme decisions following Scrutiny Assembly • To receive update on actions to address issues from employee survey
25 th Mar 2010	<ul style="list-style-type: none"> • Preparation for Scrutiny Assembly performance meeting • CDRP scrutiny
13 th May 2010	

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Standing Items

- Chairman's Update
- Scrutiny Suggestions
- SLB Forward Plan
- Council Forward Plan
- Progress on reviews
- Recommendations from scrutiny reviews/sub-groups etc.



Telford & Wrekin

C O U N C I L

FORWARD PLAN

93rd Edition

Published on 14th May 2009

Effective from 1st June 2009

Covering the period

June 2009 to September 2009



**DEMOCRATIC
SERVICES**

TELFORD & WREKIN COUNCIL
93rd EDITION FORWARD PLAN
June 2009 TO SEPTEMBER 2009

EFFECTIVE FROM 1st June 2009

- **This Plan is a list of the Key Decisions likely to be taken over the coming 4 months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is re-published monthly and the next Plan will be published on 16th June 2009 and effective from 1st July 2009.**
- **The contents of the Plan are subject to change each month. When the Plan is re-published the items identified in each month will be reviewed and depending on circumstances the timescale for some decisions may change. Attached to this Plan is the list of Key Decisions due to be taken in May 2009. Any Key Decisions not taken by the end of May 2009 will automatically be rolled forward into June 2009.**
- **Each key decision in the Plan will be the subject of a written report and that report will be published and available for public inspection 5 working days prior to the decision being taken.**

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If you would like free help to understand this document in your own language, please phone the Borough of Telford & Wrekin on 01952 382121.

This information can also be made available in alternative formats including large print, Braille and audio tape.

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STANDARD ITEMS

The following are Standard Items for decisions relating to each Portfolio/Service which may be taken as and when necessary.

Title	Budget Strategy / Service & Financial Planning Process	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade / Cllr Adrian Lawrence Resources	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Paul Clifford	Head of Finance
	Telephone No	Email
	01952 383700	paul.clifford@telford.gov.uk

Title	Capital Strategy and Capital Programme Decisions within the agreed Capital Programme	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	All Cabinet Members All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Paul Clifford	Head of Finance
	Telephone No	Email
	01952 383700	paul.clifford@telford.gov.uk

Title	Community Safety / Community Development / Social Inclusion Issues	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Community Services	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As required	
Contact	Name	Designation
	Angie Astley	Head of Customer Services & Business Transformation
	Telephone No	Email
	01952 382400	angie.astley@telford.gov.uk

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Title	Community Strategy / Local Area Agreement (LAA)	
Exempt	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance & Partnership
	Telephone No	Email
	01952 380131	richard.partington@telford.gov.uk

Title	Comprehensive Performance Assessment (CPA) and External Inspection	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance and Partnership
	Telephone No	Email
	01952 380131	richard.partington@telford.gov.uk

Title	Consultation Strategy and Activities	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance and Partnership
	Telephone No	Email
	01952 380131	richard.partington@telford.gov.uk

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Title	Corporate Property Amendments	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet and/or Head of Asset & Property Management	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name David Sidaway	Designation Head of Asset & Property Management
	Telephone No 01952 384300	Email david.sidaway@telford.gov.uk

Title	Customer Strategy & E-Government	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources	
Decision Maker	Cabinet / Corporate Director: Community Services	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Angie Astley	Designation Head of Customer Strategy & Business Transformation
	Telephone No 01952 382400	Email angie.astley@telford.gov.uk

Title	Development of a Regeneration Strategy for Telford & Wrekin	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Mark Donovan	Designation Head of Strategic Regeneration
	Telephone No 01952 384700	Email mark.donovan@telford.gov.uk

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Title	Financial Monitoring and Financial Updates	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources/All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Pauline Harris	Designation Corporate Finance Manager
	Telephone No 01952 383701	Email pauline.harris@telford.gov.uk

Title	Improved Customer Service – Transforming the Business to Deliver the Vision	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Angie Astley	Designation Head of Customer Strategy & Business Transformation
	Telephone No 01952 383000 01952 382900	Email victor.brownlees@telford.gov.uk angie.astley@telford.gov.uk

Title	Local Development Framework	
Exempt	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Steve Bentley Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Matthew Wedderburn	Designation Principal Planning Officer (Policy Information)
	Telephone No 01952 384246	Email matthew.wedderburn@telford.gov.uk

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Title	Overview of Service and Financial Outturns	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources/All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Pauline Harris Hilary Knight	Corporate Finance Manager Corporate Performance Manager
	Telephone No	Email
	01952 383701 01952 380134	pauline.harris@telford.gov.uk hilary.knight@telford.gov.uk

Title	Performance Management, Value-for-Money and Best Value	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance and Partnership
	Telephone No	Email
	01952 380131	richard.partington@telford.gov.uk

Title	Property Investment Portfolio	
Exempt	Yes	If yes please state Paragraph Number(s) under which item is exempt:
		3
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet/Head of Asset & Property Management	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	David Sidaway	Head of Asset & Property Management
	Telephone No	Email
	01952 384300	david.sidaway@telford.gov.uk

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Title	School Organisation/Capital Financing	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Burrell Children & Young People	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Clive Jones	Designation Head of Policy, Resources & Social Regeneration
	Telephone No 01952 380900	Email clive.jones@telford.gov.uk

Title	Scrutiny Commission/Scrutiny Management Board Reports	
Exempt	Please refer to individual reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Please refer to individual reports	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Ken Clarke	Designation Head of Audit & Democracy
	Telephone No 01952 383100	Email ken.clarke@telford.gov.uk

Title	Telford & Wrekin Partnership / Partnership Bid Applications and Projects	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	All Cabinet Members All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Please refer to individual reports	Designation Not applicable
	Telephone No Not applicable	Email Not applicable

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Title	Telford Railfreight Terminal	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Steve Bentley Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Graham Fairhurst Telephone No 01952 384590	Designation Special Projects Manager Email graham.fairhurst@telford.gov.uk

Title	Telford Town Centre	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name David Sidaway Telephone No 01952 384300	Designation Head of Asset & Property Management Email david.sidaway@telford.gov.uk

Title	Woodside Regeneration	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Will Scofield Telephone No 01952 384700	Designation Strategic Regeneration Officer Email mark.donovan@telford.gov.uk

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JUNE 2009

Title	Private Sector Housing Strategy and Home Assistance Policy	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	Approval for an updated Housing Renewal Strategy and Home Assistance Policy Endorsement of a formal application to join the West Midlands Kick-Start Partnership	
Recommendation	That the Housing Renewal Strategy and Home Assistance Policy be approved That the Council's application to become a member of the West Midlands Kick-Start partnership be approved	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	9 th June 2009	
Proposed Consultation		
Contact	Name Neil Brookes	Designation Business Manager: Housing Quality and Renewal
	Telephone No 01952 381886	Email neil.brookes@telford.gov.uk

Title	Adult Social Services Complaints Procedure	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To inform Cabinet of the new policy and procedure for dealing with Adult Social Services Complaints, in line with the new national regulations which come into effect on 1 April.	
Recommendation	That Cabinet approve the new policy and procedure.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	9 June 2009	
Proposed Consultation		
Contact	Name Karen Kalinowski Dave Robson	Designation Head of Performance & Standards Service Standards Manager
	Telephone No 01952 381011 01952 381101	Email karen.kalinowski@telford.gov.uk dave.robson@telford.gov.uk

Title	Parenting Orders Functions – delegated powers	
Exempt (ie Not for Publication)	YES / NO * Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour – Adult and Consumer Care	
Why this is a Key Decision	Borough-wide	
Purpose	To seek approval for delegation of certain powers relating to parenting orders to Officers. This is required to enable the postholder(s) to carry out their duties on behalf of the Council.	
Recommendation	That Members approve the scheme of delegated powers at Appendix 1	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	9 June	
Proposed Consultation		
Contact	Name John Gregory	Designation Principal Anti-Social Behaviour Officer
	Telephone No 01952 382107	Email john.gregory@telford.gov.uk

Title	Physical Activity Initiatives – Leisure Services	
Exempt ? (i.e not for publication)	No	Paragraph Number(s)
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken	Leisure, Arts & Culture, Libraries & Sport
Purpose	To inform Members of a number of physical activity initiatives programmed for commencement in 2009/10. To seek delegated authority to the Head of Leisure & Culture, following consultation with the respective Cabinet Member, to enter into service level agreements with the Primary Care Trust in respect of the delivery of a number of physical activity initiatives	
Recommendation	That delegated authority be given to the Head of Leisure & Culture, following consultation with the respective Cabinet Member, to enter into service level agreements with the Primary Care Trust in respect of the delivery of the Fit for Life, Gym to Slim and Free Swimming initiatives	
Why this is a Key Decision ?	Borough wide implications to delivery of services	
Decision Maker	Cabinet	
Target Cabinet / Date of Decision	9 June 2009	
Proposed Consultation		
Contact	Name Stuart Davidson	Designation Leisure & Physical Activity Manager
	Telephone No 01952 382601	Email stuart.davidson@telford.gov.uk

Title	Revised Local Development Scheme	
Exempt ? (i.e not for publication)	No	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Councillor Stephen Bentley	
Purpose	For Members to consider proposed revision of the Council's programme for planning policy preparation.	
Recommendation	To approve a revised Telford and Wrekin Council Local Development Scheme for submission to the Secretary of State.	
Why this is a Key Decision ?	The Local Development Scheme is a Local Development Framework Document and as such it is a function of Cabinet to approve. It is also significant in terms of the effects of the overall planning policy preparation programme it contains on communities living or working in the Borough, significant in terms of the delivery of the Council's agreed policies and in terms of its public interest.	
Decision Maker (if officer specify whom)		
Target Cabinet / Date of Decision	23 rd June 2009	
Proposed Consultation	Members: Development Plans Steering Group, Officers: Local Development Framework Project Board	
Contact	Name: Matt Wedderburn	Designation: Team Leader Development Plans
	Telephone No: (01952 3)84246	Email: matthew.wedderburn@telford.gov.uk

Title	Stoneyhill Landfill Position Statement & Management Plan	
Exempt ? (i.e not for publication)	Yes	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Stephen Bentley	
Purpose	To inform Members of budget pressures and future management of the Stoneyhill landfill site.	
Recommendation	Endorse and resource the recommendations of the plan.	
Why this is a Key Decision ?	Financial implications above threshold.	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet / Date of Decision	9 th June 2009	
Proposed Consultation	Not applicable	
Contact	Name: Chris Butler	Designation: Business Unit Manager
	Telephone No: 01952 384855	Email: chris.butler@telford.gov.uk

Title	Transport Service Review	
Exempt (ie Not for Publication)	NO	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr A.Lawrence - Resources	
Why this is a Key Decision	Borough Wide implications and is in the public interest	
Purpose	To share the recommendations made as part of the Transport Service Review. This is the first of a number of Fundamental Service Reviews that will be carried out across the Authority and are intended to identify the potential for significant cost savings, whilst maintaining or improving upon current customer service levels.	
Recommendation	That the recommendations are approved and the Authority moves towards implementation	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	23 rd June 2009	
Proposed Consultation		
Contact	Name Angie Astley Telephone No 01952 382007	Designation Head of Service Email angie.astley@telford.gov.uk

Title	Equality and Diversity Policy	
Exempt (ie Not for Publication)	NO * Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr A.J.Eade	
Why this is a Key Decision	Significant in terms of the decisions/effects on the communities living or working in an area comprising two or more wards in the Council's area, in terms of the delivery of the Council's agreed policy or terms of its public interest.	
Purpose	The purpose of this report is to present to Cabinet the Council's new Equality and Diversity Policy.	
Recommendation	Members are recommended to approve the Equality and Diversity Policy.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	9 th June 2009	
Proposed Consultation	This policy has been through an extensive consultation exercise: Internally – employee networks and focus groups, management meetings equality meetings, articles in internal bulletins and on council's intranet system. Externally – access to the policy via the Council's website, copies to statutory bodies, community and voluntary organisations and partners, parish and town councillors and elected members.	
Contact	Name Hilda Bertie Telephone No 382124	Designation Equality and Diversity manager Email Hilda.Bertie@telford.gov.uk

Title	Future provision of CRC sites.	
Exempt (i.e. Not for Publication)	YES * Delete as appropriate	Paragraph Number(s) 3 and 4 (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Stephen Bentley, E&R	
Why this is a Key Decision	Potential for significant improvement in waste service provision. Potential impact resulting from the requirement to terminate the contract for the management of the Granville CRC site if alternative provision is not made.	
Purpose	To seek approval for: 1. amending the Council's Community Recycling Centre (CRC) service 2. to roll on the current Granville CRC site contract as an interim arrangement until alternative capacity has been provided; 3. entering into informal discussions to discuss operating the new infrastructure. 4. in principal, the development of a commercial waste CRC site subject to external funding being secured.	
Recommendation	1. To approve the strategy to improve the performance at the Boroughs CRC sites by provision of significantly enhanced facilities at one new site and improvements to another, along with improved contractor performance. 2. Evaluate the potential for co-location of the new site alongside other new Council waste management facilities. 3. Evaluate the potential to provide a commercial waste CRC for use by local business adjacent to the new CRC facility. 4. To manage the existing Granville CRC contract	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	23 June 2009	
Proposed Consultation	Will follow the 'in principle' decision that would be made as a result of this report.	
Contact	Name	Designation
	Sally Hall	Acting business Unit Manager DP&S
	Telephone No	Email
	384202	sally.hall@telford.gov.uk

Title	Partnership Commitment to Delivering Sutton Hill Phase 1	
Exempt (ie Not for Publication)	YES	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter, E&R	
Why this is a Key Decision	Involves expenditure over £500K and level of community interest	
Purpose	<p>To update members on the establishment of the Housing & Regeneration Partnership with Homes & Communities Agency</p> <p>To seek approval to receive matched funding from HCA to support delivery of Phase 1 Sutton Hill regeneration</p> <p>To establish a protocol for the assessment and approval of a programme of small works on the Sutton Hill estate</p>	
Recommendation	<p>Endorsement of the Partnership's establishment</p> <p>Approval to receive funds from HCA</p> <p>Delegate authority to negotiate the terms of the Funding Agreement</p> <p>Approve protocol for implementation of small works programme</p> <p>Approve budget for small works programme</p> <p>Delegate authority to assess and implement small works as part of the programme</p> <p>Delegate authority to enter into negotiations with the owners of suitable properties in Sutton Hill with a view to future acquisition</p>	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	9 th June 2009	
Proposed Consultation		
Contact	Name	Designation
	K Kynaston	Head of Integrated Housing Project
	Telephone No	Email
	384021	Katherine.kynaston@telford.gov.uk

JULY 2009

Title	Consultation on home to school transport policy; main emphasis - provision of transport assistance on faith grounds	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Burrell Children & Young People	
Why this is a Key Decision	The decision may have Borough-wide implications.	
Purpose	To receive views on a proposal to amend the Council's policy on the provision of transport assistance for travel between home and school on faith grounds.	
Recommendation	To consider consultation responses	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	7 July 2009	
Proposed Consultation		
Contact	Name	Designation
	Clive Jones	Head of BSF, Resources & Social Regeneration
	Telephone No	Email
	01952 380900	clive.jones@telford.gov.uk

Title	Small Sites – Affordable Housing Programme	
Exempt (ie Not for Publication)	YES / Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Eric Carter – E&R	
Why this is a Key Decision	Impact on more than one ward. Financial value	
Purpose	Endorsement and approval for delivery in partnership with HCA of a programme of small sites across the borough for a range of affordable housing tenure.	
Recommendation	Approve inclusion of sites and/or delegation to Head of A&P to agree inclusion Agree to procurement of development partner with HCA	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	7 th July	
Proposed Consultation		
Contact	Name	Designation
	K Kynaston	Head of Integrated Housing Project
	Telephone No	Email
	384021	Katherine.kynaston@telford.gov.uk

Title	Planning of School Places: Co-location of Three Oaks Primary and Stirchley Primary Schools to form a new Primary School at Stirchley District Centre	
Exempt (ie Not for Publication)	YES / NO * Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Stephen Burrell Children & Young People	
Why this is a Key Decision	Decisions are likely to incur expenditure greater than £500,000 and will impact on people in more than one Ward within the Borough.	
Purpose	To report on the consultation process regarding proposals to co-locate Three Oaks Primary and Stirchley Primary to form a new primary school at Lord Silkin Learning Community, as part of wider proposals for Campus Telford & Wrekin. To seek approval from Cabinet to publish statutory proposals to merge the schools September 2010.	
Recommendation	To approve the recommendation in the report requesting permission to consult on these proposals.	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	21 st July 2009	
Proposed Consultation Contact	Wider community, members and any other interested parties	
	Name Mal Yale	Designation Capital & Facilities Manager
	Telephone No 01952 380931	Email mal.yale@telford.gov.uk

Title	Surface Water Drainage: Managing and Improving Water Quality Supplementary Planning Document	
Exempt ? (i.e not for publication)	No	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Councillor Stephen Bentley Environment and Regeneration	
Purpose	To consider approval for consultation of a document seeking to provide guidance to developers, planning agents and the public on managing surface water in new developments.	
Recommendation	To approve the Surface Water Drainage Supplementary Planning Document for a public engagement exercise.	
Why this is a Key Decision ?	The completed document will form part of the Council's policy framework. It is significant in terms of the effects on communities living or working in an area comprising two or more wards, and significant in terms of its public interest.	
Decision Maker (if officer specify whom)		
Target Cabinet / Date of Decision	Cabinet 21 July	
Proposed Consultation	Members: Development Plans Steering Group, Officers: Local Development Framework Project Board	
Contact	Name: Matt Wedderburn	Designation: Team Leader Development Plans
	Telephone No: (01952 3)84246	Email: matthew.wedderburn@telford.gov.uk

AUGUST 2009

No Specific Reports

SEPTEMBER 2009

Title	Draft Telford and Wrekin Economic Strategy (2010-2026)	
Exempt (ie Not for Publication)	NO	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Councillor Eric Carter, Regeneration	
Why this is a Key Decision	The Borough Economic Strategy sets key priorities for the economic development and regeneration of the Borough up to 2026. The report seeks Council endorsement to these priorities prior to seeking wider partner endorsement	
Purpose	To seek Cabinet endorsement of a draft Borough Economic Strategy, prior to the launch of the Strategy at the State of the Borough Conference in October 2009.	
Recommendation	Cabinet is recommended to endorse the draft Telford and Wrekin Economic Strategy (2010-2026)	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	15 th September 2009	
Proposed Consultation	Telford and Wrekin Partnership (June 2009); Telford Economic Development partnership (May 2009); other agencies and business networks	
Contact	Name Peter Smith	Designation Head of Economic Development and Housing
	Telephone No 01952 384700	Email peter.smith@telford.gov.uk

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MAY 2009

Title	Charging Policy for Home Care and Other Non-Residential Social Services	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult and Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To implement changes to the Home Care and other non-Residential Social Services Charging Policy following Equalities Impact Assessment and Review	
Recommendation	That Members approve the changes to the Charging Policy	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name Karen Kalinowski Telephone No 01952 381011	Designation Head of Performance and Standards Email karen.kalinowski@telford.gov.uk

Title	Putting People First Proposed Model	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To inform Cabinet of proposals for the development of person centred approaches as part of the Social Care Transformation initiative through Putting People First. This will involve fundamental changes in the way services are provided in the future so that people using those services are able to exercise choice and control in the use of resources.	
Recommendation	That Cabinet approve the principles of the Target Operating Model and agree to further work that will enable the changes in approach to be introduced within available resources.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name Paul Donohue Telephone No 01952 381100	Designation Head of Service Development Email paul.donohue@telford.gov.uk

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Title	Sustainable Procurement Policy	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	Cllr Adrian Lawrence Resources
Why this is a Key Decision	Borough-wide implications	
Purpose	To seek approval of the Sustainable Procurement Policy which will provide a framework within which Officers will be expected to make best efforts to operate.	
Recommendation	To approve the Sustainable Procurement Policy	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name Harjot Rayet Telephone No 01952 384219	Designation Environmental Policy Officer Email harjot.rayet@telford.gov.uk

Title	TSLEC – Commercial Viability	
Exempt	YES	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Chief Executive	
Why this is a Key Decision	Significant public interest	
Purpose	To consider the business case and commercial viability of TSLEC and a submission of the Sport England bid on 15 May.	
Recommendation	To consider the recommendations as outlined in the report	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009 (and on to Council)	
Proposed Consultation		
Contact	Name Mark Donovan Telephone No 01952 380118	Designation Special Programmes & External Funding Manager Email Mark.donovan@telford.gov.uk

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Title	Shop Fronts and Signage Design Guidance in Conservation Areas	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider approval for consultation of a document seeking to provide guidance to developers, planning agents and the public on appropriate design of shop fronts and signage in conservation areas.	
Recommendation	To approve the Shop Fronts and Signage Design in Conservation Areas Supplementary Planning Document for a public engagement exercise.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	20 April 2009	
Proposed Consultation		
Contact	Name Matt Wedderburn Telephone No 01952 384246	Designation Team Leader Development Plans Email matthew.wedderburn@telford.gov.uk

Title	Telecommunications Development	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider adoption of a document setting out detailed guidance on the consideration of planning applications for telecommunications development	
Recommendation	To adopt the Telecommunications Development Supplementary Planning Document.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	20 April 2009	
Proposed Consultation		
Contact	Name Matt Wedderburn Telephone No 01952 384246	Designation Team Leader Development Plans Email matthew.wedderburn@telford.gov.uk

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Title	West Midlands Biodiversity Pledge	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	Cllr Adrian Lawrence Resources
Why this is a Key Decision	Borough-wide implications	
Purpose	To receive a report on the implications of the Council signing the West Midlands Biodiversity Pledge detailing: <ol style="list-style-type: none"> 1. How the council is currently meeting certain requirements of the Pledge 2. What further work needs to be completed 3. Implications of this work (resources, legal compliance, meeting corporate priorities, national indicator, etc.) 	
Recommendation	That Cabinet approve signing the Pledge in time for a West Midlands Biodiversity Event on 23rd April when all signatories will be announced	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	6 April 2009	
Proposed Consultation		
Contact	Name Rachel Taylor Caroline Last Telephone No 01952 384220	Designation Environmental Projects Team Leader Planning Ecologist Email rachel.taylor@telford.gov.uk

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