

SCRUTINY MANAGEMENT BOARD

Minutes of the meeting of the Scrutiny Management Board held on Monday, 7th November 2011 at 2.30pm in the Civic Offices, Telford

PRESENT: Councillors D. White (Chairman), V. Fletcher, G. Green, A. McClements, R. Sloan, C. Turley.

IN ATTENDANCE: Jonathan Rowe, Head of Environmental Services, Dave Hanley, Service Delivery Manager Environment and Open Space; Stuart Freeman, Service Delivery Manager - Highways and Transport; Dave Bell, Public Realm Manager; Chris Butler, Highways & Engineering Service Delivery Manager; Stephanie Jones, Scrutiny Group Specialist; Tracy Clarke, Scrutiny Officer.

SMB-11 MINUTES OF THE LAST MEETING

RESOLVED – that the minutes of the meeting of the Scrutiny Management Board held on the 13th September 2011 be confirmed and signed by the Chairman.

SMB-12 APOLOGIES FOR ABSENCE

Cllr. Miles Hosken

SMB-13 DECLARATIONS OF INTEREST

None.

SMB-14 HIGHWAYS ISSUES

The Scrutiny Management Board had previously agreed to review three items related to highways issues: winter maintenance, pothole repairs and the quality of repairs, and the condition of footpaths for wheelchair users.

Winter Maintenance

The Environment and Open Space Service Delivery Manager presented an overview of the report and recommendations on changes to the Winter Service which had been agreed by Cabinet on 22nd September 2011.

The context of the recommendations was the national shortage of salt stocks and the bad winter conditions in 2010/11 which had led to a review of the operation and effectiveness of the winter service.

The recommendations were that:

- Following a review of the road network for salt treatment, coverage would remain the same with the addition of the access routes to Harper Adams College. Benchmarking with the Midland Service Improvement Group (MSIG) of 19 authorities showed coverage in Telford & Wrekin was 41%

compared to an average of 39%. A clear policy was stringently maintained to mitigate the risk of challenge, but localised gritting was done where conditions justified and stocks were available.

- The existing Grit Bin Policy would remain but there would be close working with Parishes and community groups for local co-operative opportunities. Parishes were provided with the grit bin inventory and had the option to purchase additional bins if required for local sites. The Parish Council was responsible for the purchase and replenishment of the bins.
- The concentration of salt spread would be reduced from 15g per m² to 10g per m² for frost prevention and from 30g per m² to 20g per m² for snow prevention. Benchmarking with the MSIG showed that Telford & Wrekin was gritting at a higher rate than other Councils. The emergency services and PCT had been consulted on the reduced concentration levels which were within DfT and Highways Agency guidelines. Storage capacity had been increased over the previous 2 years from 1400 to 2700 tonnes to protect the network from shortages and distribution problems with road salt. Last winter grit had been mixed with salt (25% grit to 75% salt) to increase the spread rate, but the grit had blocked gullies and could be hazardous so would not be used again this winter.
- There would be continued improvements to communication and access to information with residents and businesses. Members had been texted the previous evening with an alert about gritting that evening.

The cost of winter maintenance had exceeded normal levels for the third consecutive year and there had been an overspend in 2010/11 of £228k. This had been funded from specific service reserves and the corporate contingency. There had not been as many turnouts, but double-gritting had been needed for snow events with meant more salt than average was used.

In response to members' questions, the following information was given:

- The base budget is set based on average winter conditions. The overspend was due to unusual adverse weather conditions, and the additional funding had been drawn from corporate contingencies.
- A grit bin costs £40 and three refills costs £100.
- There were 460 grit bins on the network and specific criteria were applied to the sites for the bins such as steep slopes or severe bends, and only on adopted roads. Grit was only provided for roads and not for footpaths as there was a cost issue and incidents of grit being used on footpaths should be reported. The Policy stipulates that the Council provides what is "reasonably practical" and the policy could be made available to scrutiny.
- A pilot scheme for volunteer Snow Wardens was being considered as part of the Co-operative Council. Models in other authorities were being reviewed for examples of good practice that could be developed. This would help free up TWS staff for snow clearance, but stocks would need to

be monitored. Members suggested that Health and Safety issues would need to be considered, and that concerns about possible litigation would need to be allayed to encourage people to volunteer. There were DfT guidelines so that if a volunteer had acted correctly, it was unlikely that any action would be taken in the event of an accident.

- The reduction in the concentration of salt spread per m² was within recommended DfT guidelines.
- The cost of gritting was approximately £800 p.a. for 1-1.5 miles. This would include 20-30 grits. There were around 1000 km of roads in the network.
- Parishes could be quoted a price for additional gritting so the cost could be compared with the cost of them buying and refilling their own grit bins but the Council's resources would need to be reviewed.
- The Grit Bin Policy had been circulated to Parish councils earlier in the year, but at members' suggestion, a reminder would be sent out.

Pothole repairs

A scrutiny suggestion had been made to review pothole repairs and the quality and durability of repairs. The Environment and Open Space Service Delivery Manager presented a report on the issue.

In addition to the information included in the report, the following information was highlighted:

- Potholes appear when the road surface breaks to expose the layers beneath. One factor was traffic, but the main cause of potholes was water ingress which freezes, thaws and causes cracking so potholes were mainly a winter problem. Potholes did not mean that there was a problem with the road construction.
- Potholes were assessed to determine whether a permanent or temporary fix was required. Where possible a permanent fix was done, but temporary repairs were carried out where substantial traffic management was required to provide a safe working environment to complete the permanent repair or where the road was scheduled for resurfacing or programmed patching work in the coming weeks or months. A temporary repair could last a number of weeks or months.
- The Pothole Buster machine was used to fix shallow potholes and completed around 20-30 seals a day. A larger area than the initial hole was excavated, filled with bitumen macadam and compacted using the Pothole Buster.
- It was important to ensure the seal between the old and new surfacing did not create a hazard for cyclists and motorbike riders. Bitumen sealant had been used to over band or surface seal joints, but a number of accidents had been caused by the lack of skid resistance of the sealant so that it was

no longer used. It had taken the industry a number of years to come up with a suitable solution, but alternative treatments which incorporate aggregates for skid resistance were now available. All treatments had to comply with DfT specifications. A cold applied resin treatment was currently being trialled, and a trial of a heat applied sealant was being planned.

- The quality of repair was key. Seals should be level with the road and long-lasting. Around 10,000 repairs were carried out per year. Random quality checks were carried out and all reports of sub-standard reinstatement were investigated. Repairs were guaranteed by the contractor for 12 months and faults were remedied at the contractor's expense. Members and the public should report any sub-standard work giving precise details of the location so the complaint could be investigated. When a pothole is inspected, the condition of the road was assessed to see whether further repairs were required to reduce the long term cost of returning to the road at a later date.

Following the presentation there was a discussion about members' concerns.

- Members were very concerned about the quality of repair achieved by the Pothole Buster and the fact that repairs could re-open within weeks or months. Members were informed that the method of repair depended on the depth and extent of the pothole, and traditional excavation and reinstatement was used for deeper holes. Each pothole was assessed to determine the best method of repair and the aim was to get it right first time. The Pothole Buster was good for shallow repairs and could carry out around 20-30 burns a day, although its productivity was limited and it was not suitable for potholes in confined spaces. Alternative methods were being explored to find the best methods for the borough. The cold applied resin treatment was being trialled with a view to extending the pilot into other areas. The heat applied sealant using "hot boxes" was being considered as an invest to save trial, and work would be done with the contractor to take this forward.
- Members agreed that a further report should be brought to scrutiny on the results of the hot box trial, and that there was a further piece of work that scrutiny could do to look at options being used by other authorities. This would be discussed further with officers.
- Members were concerned about the very poor public perception about pothole repairs and suggested that there needed to be better communication to improve awareness of the issues and the reasons why temporary repairs were made.
- As the majority of potholes were caused by water damage, members wanted to know what was being done to address the underlying cause of poor water drainage. This would be addressed as part of the highways capital programme which included the construction of roads. Highways engineering had been joined up with flood risk and surface water management as part of the restructure, so that these issues would be

addressed through an integrated approach.

- In response to questions about how potholes were prioritised for repair, members were informed that repairs were carried out either as part of a scheduled programme of maintenance or in response to reports. Holes were inspected, and defects categorised and prioritised for repair. There were three levels of response time: 24 hours for urgent repairs, and 5 or 20 days depending on the assessment. This could create a perception that potholes are taking a long time to be repaired for shallower holes.
- Feedback was not always given to people reporting potholes as it was not always required, but customers who had an enquiry logged on the CRM system would receive feedback.
- Members noted that the Council was only responsible for repairs on adopted roads, and were concerned that Members and residents may not know which roads are adopted and which are private. Members suggested a list of adopted roads in the borough is posted on the Members' Information Point and on the website. Information about who was responsible for un-adopted roads was not available.

Condition of footpaths for wheelchair users

A suggestion had been made to scrutiny to review the condition of footpaths for wheelchair and mobility impaired users as disrepair and the lack of dropped kerbs was a barrier to accessing services.

The Highways and Transport Service Delivery Manager presented the report on the condition of footpaths for wheelchair users. In addition to the information provided in the report, the following points were highlighted:

- The Local Transport Plan 3 (LTP3) had been adopted by the Council in April 2011. The promotion of sustainable transport modes to support access to key services was a key objective, under which residents' concerns about the condition of footpaths and consistency of approach to dropped kerbs had been recognised as a barrier to accessing services and facilities.
- Funding was a key challenge to infrastructure development and maintenance. There were 2 blocks of funding under the LTP3 capital allocations: Integrated Transport (IT) block and maintenance. There has been a significant reduction in the IT block from £2,115k for 2010/11 to £880k for 2011/12. The current capital programme included £619k for footway maintenance and £40k for footway improvements (£30k for dropped kerb provision and £10k for new footway links). The majority of maintenance funding was spent on slurry sealing to repair the surface of footpaths which had a lifespan of 8-10 years. The £30k budget for dropped kerbs would cover around 20 new dropped kerbs. Regeneration schemes had provided opportunities to improve the strategic footway network, and members of the public and the Disability Forum had been consulted on the design.
- The Transport Asset Management Plan (TAMP) had identified the value of

Council assets, their current condition and what should be done in terms of whole life-cycle management. There were around 1400km of footways with highways' status in the borough with an estimated value of £110 million (12% of the total value of Council assets). The TAMP estimated the investment required to maintain the footways at £1m per year for the next 5 years, below the current allocation of £619k. The average design life of a footway was 25-30 years, but current levels of spend meant that footways in the borough could only be reconstructed every 50-60 years.

- Public satisfaction levels with the condition of footpaths was 50% (compared to 30% for carriageway conditions) and Telford & Wrekin scored well compared to other authorities on satisfaction with accessibility around the borough. Feedback from residents on slurry sealing had been that it was not always adequate, and reconstruction needed to be considered. However, the cost of slurry sealing was £1.50p per m² and the cost of construction was £23 per m². Consultation on the next capital programme would include consultation with the town and parish councils on the issue of slurry sealing.
- The Council had been asked to consider a target of 100% accessibility of footpaths for wheelchair users over 10 years for the LTP3, but this was not possible with the physical constraints (e.g. gradient in Ironbridge) in parts of the borough and with current resources.

Following the presentation, there was a discussion about members' concerns.

- Members wanted to know whether the number of requests for dropped kerbs exceeded what could be funded. Dropped kerbs had recently been installed on Wombridge Road, Bridgnorth Road, Madeley and King Street, Wellington. The number of requests can exceed the budget, but requests were accommodated wherever possible and the costs absorbed from elsewhere. It was acknowledged that dropped kerbs played a critical role in enabling people with mobility issues to access local services, and has benefits not only for the person, but can reduce the Council's care costs.
- Members had received complaints from residents and had observed poor quality slurry sealing which dripped over the edge of drains or pedestrians had walked over wet slurry. This could be taken up with the contractor to ensure works are properly supervised.
- Members wanted to know how accessible footways could be incorporated within the cost of new developments, including BSF. The capital programme would be developed with an holistic approach to dovetail with new developments and discussions were underway about this. Members agreed that development planning should come back to a future meeting for investigation.

Officers left the meeting, and members discussed the information they had read and heard on the three issues. On the basis of the evidence provided, members agreed a number of recommendations.

RECOMMENDED

- **That the Grit Bin Policy should include clear, consistent guidance for Town & Parish Councils about what the Council funds and what the Town & Parish councils are responsible for. The Policy should be communicated at the right time to enable Town and Parish Councils to make provision in their budget for grit bins.**
- **A clear role for Snow Wardens should be developed for each Town & Parish Council and members of the public should be made aware of who their local Snow Warden is and their role.**
- **The fact that grit in grit bins should be used on roads and not on footpaths must be publicised and communicated to the public.**
- **A reminder of the Winter Maintenance Policy should be sent to all Members at the beginning of winter so that they are aware of the Policy and able to give a consistent response to queries from residents.**
- **A list of adopted roads in the borough should be posted on the Members' Information Point so that members are aware of which roads the Council is responsible for when dealing with residents queries about potholes.**
- **Where possible, a list of who is responsible for un-adopted roads should be posted on the Members' Information Point so Members know who to refer queries to.**
- **Awareness should be raised with the public so they understand more about road repair work and why some pothole repairs are carried out on a temporary basis.**
- **There should be closer monitoring of the contractor to ensure the neatness of slurry sealing on footpaths and that the contractor supervises the work to ensure the public do not walk on wet slurry.**

SMB-15 CHAIRMAN'S UPDATE

The Chairman drew members' attention to the fact that agreement for key decisions not on the Forward Plan to be taken by Cabinet must be sought from the relevant Scrutiny Committee Chairman. Report authors must ensure they have spoken to the relevant Scrutiny Chairman, and the Chairmen must assure themselves of the reasons for the urgency of the decision before requests are agreed.

It was noted that the next meeting would be on Monday, 5th December.

The meeting ended at 16.50pm

Chairman:

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Date:

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Scrutiny Suggestions received since the previous meeting

1. In 2009 a T&W Scrutiny Review Group lead by Cllr. Karen Tomlinson with Cllrs. Adrian Meredith, Kuldip Sahota and Roger Aveley reviewed and reported on the limitations of Section 106 agreements and the alternative/addition of the Community Infrastructure Levy (CIL) as a means of getting developers to provide more realistic contributions to the costs of upgrades, additions, changes etc. to infrastructure outside of a site where the extent of the construction on a site was likely to lead to significant costs being incurred as regards the required changes to the infrastructure.

Failing the proper implementation of CIL by a local authority, the most immediate consequences are that the developer makes a 'windfall profit' from the development by not paying/contributing to the cost for the necessary changes to infrastructure and the residents/Council Tax payers indirectly contribute to the developers profit by having to pay the cost of the work to the infrastructure through Council Tax, utility bills etc. The amount of funding generally available to the local authority to fund its entire services e.g. social care etc. is also thereby reduced.

Are the Scrutiny Committee satisfied that the guidance from the 2009 review is being properly applied as regards CIL in particular, where major developments are coming forward across Telford in general including, but not only limited, to Newport?

We have seen from the Minutes of the September 2011 Scrutiny Management Board, item SMB-9, Section 5, that a matter concerning S. 106 was not to be considered due to changes expected in the Localism Bill. We strongly urge that you go back to whoever supplied this advice as it is not accurate and incorrect in affecting your considerations. The legal provisions concerning both S.106 and CIL are to be applied as laid down in existing legislation - they have not and are not set aside when each planning application is considered and are very much part of what your planning officers consider for each application. Any possible changes to existing legislation which may be made in future legislation only comes into being on the promulgation date laid down by Parliament. We are so concerned about this fundamental error that we are sending a copy of this e-mail to the Borough Solicitor with a copy to the Chairman of the Scrutiny Management Board

2. A Scrutiny Commission for Environment and Regeneration chaired by Cllr. Alan Mackenzie with a review group of Cllrs. Green, Rhodes, Lomax, Tonks and Mason, provided a report with recommendations as to changes in procedures as to how and when Town and Parish Councils should be consulted in advance when the Borough Councils considers disposal of any Council assets. As regards the 'conditional sale' approved by T&W Cabinet at its meeting on 28th September 2011, of the land off Station Road, Newport, together with any other interests in land the Council may have in Newport, are the Scrutiny Panel satisfied that the revised procedures in the report (which were recommended to take account of perceived failings to consult town and parish councils) have been

fully and properly followed and implemented as regards the land off Station Road and other T&W interests in land in Newport ?

3. The Government has at an advanced state the reforms that will fundamentally change the way local authority finances operate from the commencement of the public sector financial year of 2013. The range of proposed measures are now generally referred to under the heading of 'Localist Finance'. The Government issued a series of eight technical papers over the summer months which gave details of how various receipts from business rates raised locally, CIL monies, funds from disposal of assets etc. will be retained by local authorities as opposed to being returned to Government under such mechanisms as the Housing Revenue Account (HRA) etc.

Are the Scrutiny Panel satisfied that the proposed disposal of land holdings off Station Road, Newport together with disposal of interests in other land in Newport, is providing value for money for Council Tax payers when taking into account the changes to financing of local authorities as set out above, that land prices are particularly low at present following the recession, credit crunch etc.etc., hence why developers and house builders are frantically buying up land and seeking planning approvals across the country.

TELFORD & WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD – 5th DECEMBER 2011

PROGRESS REPORT ON THE SCRUTINY WORK PROGRAMME

REPORT OF SCRUTINY GROUP SPECIALIST

PURPOSE

The purpose of the report is to provide the Scrutiny Management Board with a summary of scrutiny activity to date and to report progress on the delivery of the Scrutiny Work Programme.

BACKGROUND

The Scrutiny Management Board and Scrutiny Committees were appointed at Annual Council on 26th May 2011 and formally constituted on 23rd June 2011. Members were appointed to five service- themed Scrutiny Committees (Adult Social Care, Budget & Finance, Children & Young People, Co-operative & Communities and Health), the Scrutiny Management Board and the Joint Health Overview and Scrutiny Committee as a sub-group of the Health Scrutiny Committee joint with Shropshire Council.

The service themed Scrutiny Committees are responsible for scrutiny of issues relating to their service area and the Scrutiny Management Board is responsible for the overall management and co-ordination of scrutiny work, monitoring the delivery of the scrutiny work programme, and carrying out reviews as part of its own work programme.

KEY ACTIVITIES TO DATE

- **Setting the Scrutiny Work Programme**

A total of 57 suggestions were received from Scrutiny Assembly members, Cabinet members, officers, Town & Parish Councils and members of the public. (This compares to 51 suggestions in 2010 and 49 in 2009). The Scrutiny Management Board met on 7th July to consider each suggestion, to agree which items would not be included in the work programme, to select items for the Scrutiny Management Board work programme and to allocate the other suggestions to the relevant Scrutiny Committee/s for further consideration. Each Scrutiny Committee then met during July and August to consider the allocated suggestions to agree their own work programme.

A further 11 suggestions have been received to date. 8 were considered by the Scrutiny Management Board on 13th September and 3 will be considered on 5th December.

Appendix 1 shows the topics currently selected for the work programme by each Committee. Additions and changes to the work programme may be

made during the year according to the process described in the Scrutiny Handbook.

- **Changes to the Council's Constitution**

Changes to the Council's Constitution to reflect the new scrutiny arrangements were agreed by Council on 23rd June. The changes introduced a more streamlined approach by setting out the key principles, statutory scrutiny responsibilities and powers and a generic scrutiny structure in the Constitution, while operational details and processes were set out in the Scrutiny Handbook. The aim was to provide greater flexibility to change and improve the scrutiny arrangements within the parameters of the Constitution, while eliminating the work required to update the Constitution each time a change is made.

- **Scrutiny Handbook**

The Scrutiny Handbook has been updated to reflect the current structure and working arrangements. This sets out in detail all scrutiny processes including the designation of statutory functions to the Scrutiny Committees, the Call-in process, the selection of topics for the work programme, making changes to the work programme, the methods of review, the roles and responsibilities of those involved with scrutiny (members, co-optees and officers) and the media protocol. The role and responsibilities of the lead Scrutiny Member and Scrutiny Chairmen are included as well Terms of Reference for all Scrutiny Committees and the Protocol for Co-opting Scrutiny Members. The changes to the Scrutiny Handbook have been approved following discussion with the Scrutiny Management Board and consultation with Scrutiny Assembly members.

- **Scrutiny Annual Report**

The lead Scrutiny Member is responsible for reporting scrutiny activity to full Council each year. The 2010/11 Scrutiny Annual Report sets out what scrutiny achieved during 2010/11 and some of the priorities for 2011/12. The Annual Report was presented to full Council on 24th November.

- **Scrutiny Meetings**

In the interests of openness and transparency, all scrutiny meetings this year have been held as formal public meetings with agendas, minutes and papers published in Council offices and on the website. The Committees may form informal sub-groups to carry out investigations as part of a review, and this work will be reported back at a formal Committee meeting.

From 23rd June when the Scrutiny Committees were formally constituted to 5th December, the number of scrutiny meetings held is as follows:

Scrutiny Management Board	4	(including 5 th December)
Adult Social Care	3.5	(0.5 = joint meeting)
Budget & Finance	3	
Children & Young People	3	
Co-operative & Communities	3	
Health	2.5	(0.5 = joint meeting)

Joint Health Scrutiny Committee	2	(including 16 th June)
Total	21	

Other meetings:

Regional Health Scrutiny Chairs	2
Regional Scrutiny Chairs	1

Briefing meetings, planning meetings and keep in touch meetings with Cabinet members are not counted as scrutiny meetings.

- **Scrutiny Team**

The Governance structure was confirmed in May 2011 with the following scrutiny posts:

Scrutiny Group Specialist	0.8FTE	(Fiona Bottrill)
Scrutiny Officer	0.8FTE	(Stephanie Jones)
Scrutiny Officer	0.5FTE	(Sarah Morris)
Total FTE	2.1FTE	

Additional support in collating and distributing meeting papers is provided by Democratic Services.

Due to maternity leave and career break arrangements, current resource in place is:

Scrutiny Group Specialist	Full time	(Stephanie Jones)
Scrutiny Officer	0.8FTE	(Tracy Clarke)
Scrutiny Officer	0.5FTE	(Unfilled)
Total FTE resource in place	1.8FTE	

There has been a period of adjustment in the scrutiny team with staff developing into new roles. As part of the re-structure, scrutiny reports into Democratic Services and the teams have recently co-located to improve the efficiency of working arrangements.

SCRUTINY COMMITTEE WORK PROGRAMMES

Below is a summary of the key work undertaken by the Scrutiny Committees:

Scrutiny Management Board

Topic	Purpose and outcome
Scrutiny Work Programme	Topics selected for the Scrutiny Management Board work programme. Topics allocated to a Scrutiny Committee Designation of statutory functions to the Scrutiny Committees.
Scrutiny Handbook	Agreed changes to processes for the Scrutiny Handbook for further consultation with Scrutiny Assembly.
Policy for Co-opting Scrutiny Members	A revision to the Policy was agreed to lift the four year restriction on people who have served as elected members of the Council to apply to become co-optees.
Co-operative Council and	All Scrutiny Assembly members were

Commission	invited to question the Cabinet member for Co-operative Council & Partnership and the Interim Chief Executive.
Highways issues: winter maintenance, pothole repairs, condition of footpaths for wheelchair users.	8 recommendations have been made to the Cabinet member for Co-operative Council & Partnership and senior officers in the service area.

Adult Social Care

Topic	Purpose and outcome
Rehabilitation and Re-ablement Strategy	Review of the Strategy and to question the Cabinet member for Adult & Social Care and senior officers. This will be monitored again in 6 months.
Phase 2 Care & Support structure proposals	The Committee held 2 meetings: <ul style="list-style-type: none"> To review the proposals and question the Cabinet member for Adult & Social Care and senior officers. To review feedback received during the consultation and to agree the Committee's response to be submitted for consideration as part of the consultation.
Caring for Our Future	The Committee agreed a response to submit to this national government consultation.
Southern Cross Homes	To question the Cabinet member for Adult & Social Care and senior officers about arrangements for the Southern Cross homes in Telford & Wrekin to be assured that arrangements were in place to ensure continued care for the residents.

Budget & Finance

Topic	Purpose and outcome
100-day review of 2011/12 service and financial strategy (100 Day budget)	The Committee held 2 meetings: <ul style="list-style-type: none"> To review the proposals and question the Cabinet member for Resources & Service Delivery and senior officers. The Committee also considered the process for consultation with the public. To review the results of the feedback from public consultation and to agree the Committee's response to the proposals. The Chairman presented the response to Cabinet on 10th November.
2011/12 Financial Monitoring Report	Noted the current financial position.
Telford Town Centre Report	To review the report and question the

	Cabinet member and senior officers. Agreed that capital receipts would continue to be monitored.
Service & Financial Planning 2012/13 -2013/14	Noted the report and the projected scale of the deficit for 2012/13 and following years.
Phase 2 budget engagement	Consideration of the report on the non-staff savings proposals which had been selected for equality impact assessments. Members wanted to be assured that the right assessments were being carried out so that the impact of service changes could be mitigated as far as possible and that consultation was robust to mitigate the risk of challenge.
Procurement	To question the Cabinet member and senior officer on how savings can be driven out from procurement. This will be monitored on a regular basis.

Children & Young People

Topic	Purpose and outcome
Corporate Parenting Strategy	To review of the strategy and question the Cabinet member for CYP and senior officers. Recommended the development of a new performance indicator for children in care to measure participation and achievement in activities outside the national curriculum. An offer from a co-optee to broker events for children in care with the education sector if being explored.
Abraham Darby canopy collapse	To review of the Council's potential liability for costs of the canopy collapse. Report requested to come back to come back to a future meeting. (1 st December)
Short Breaks for disabled children	To review the service and question Cabinet member and senior officer. Requested profile of service users and how this is used to inform future service provision to come back to a future meeting. (1 st December)
Child Poverty	Members took part in a work shop to identify the causes and potential solutions to child & family poverty. The outcome of the work shop will be used to inform work being done with wider partners to look at strengthening families. Agreed a sub-group of the Committee would visit the family group project in Sutton Hill for members to gather

	information which will be provided to the service area to help identify future ways of working for community enterprises.
Phase 2 children's services structure proposals.	Review of the proposals for the School Improvement and Family & Community Services and Safeguarding structures. The Committee is meeting on 13 th December to agree a response.

Co-operative & Communities

Topic	Purpose and outcome
Co-operative council & Co-operative Commission	To question the Cabinet member for Co-operative Council & Partnership and Interim Chief Executive on the Co-operative Council. In response to members' questions, further information was provided to the Committee on the Co-operative model in other authorities, the communications strategy for the public and the model for the Small Business Loans Fund.
First Point for businesses – Special Interest meeting	The Committee held a Special Interest meeting to review the need for a single point of contact for businesses to Council services. The Cabinet member for Housing, Regeneration and Economic Development and senior officers attended the meeting. The Committee agreed a report and recommendations to establish a First Point for businesses. The report will be presented to Cabinet on 8 th December.
Concessions policy in leisure	The Committee reviewed options for making savings to leisure concessions. Detailed modelling on the options for concessions for 60+ was requested for further consideration. Suggested that the Arthog remissions policy should remain unchanged, but requested further information on the number of complaints over previous years.

Health

Topic	Purpose and outcome
NHS reforms (jointly with the Adult Social Care Committee)	To receive a report on the implications of the proposed NHS reforms for the local authority. This was to update members on the proposed changes, and to help them identify areas for scrutiny which were included in the work programme. The Deputy Leader and Cabinet member for

	Adult & Social Care joined the discussion.
Mental Health Services	To review of the implementation of the modernisation programme and wider mental health issues. A further report from the Carers Partnership Board on the training and support for carers will be provided to the Committee. This will be monitored by the Committee on an on-going basis.
West Midlands Ambulance Service	To review the Make Ready system and NHS Pathways. A regular report on ambulance performance in Telford & Wrekin will be provided for on-going monitoring. Further information on ambulance wait times at PRH and RSH has been requested, in particular comparative data with other areas to review the impact on waiting times of the Hospital Ambulance Liaison Officers which are no longer being funded in Telford & Wrekin and Shropshire. A sub-group of the Committee will visit the control room to review the operation of the NHS Pathways. Information about the pathways has been requested so this can be promoted to the public.

Joint Health & Overview Scrutiny Committee

Topic	Purpose and outcome
Future configuration of hospital services	To review progress on the development of the Outline Business Case and the update on how the concerns raised by the Committee on the proposals were being addressed. Progress was noted and the Committee supported the work going forward.
Future configuration of hospital services – Outline Business Case	To review of the OBC prior to its submission to the Trust Board, PCT Board and SHA. Continued monitoring of actions to address areas of concern identified.
Shropshire Community Health NHS Trust	Members received a presentation and asked questions about the Community Trust. Issues relating to Telford & Wrekin will be brought back to the Health Scrutiny Committee.

The Forward Plans of the Committees are attached as Appendix 2. These are working documents which are updated with decisions following each meeting.

**Report prepared by Stephanie Jones, Scrutiny Group Specialist: 01952
383114.**

Scrutiny Work Programme 2011/12

Scrutiny Management Board

- Co-operative Council & Co-operative Commission
- Highways issues: winter maintenance, potholes and the quality of pothole repairs, the condition of footpaths for wheelchair users
- Choose Your Home and the Housing Strategy and the provision of accommodation
- Waste & recycling, refuse collection
- Civil parking enforcement and speed limits outside schools
- Regeneration of borough towns: applying lessons from past projects
- Business and tourism investment, including around the Wrekin
- Flood and water management (statutory)
- Safer, Stronger Communities Partnership (statutory)
- Green Deal
- Home Start
- Taxi Licensing
- Dog fouling

Adult Social Care Scrutiny Committee

- Rehabilitation and Re-ablement Strategy
- Southern Cross Homes
- Phase 2 Care & Support structure proposal
- Caring for Our Future Consultation
- Adult Safeguarding Annual Inspection report
- Impact of withdrawal of CHC funding
- Joint scrutiny of items indicated on the Health Scrutiny Committee work programme

Budget & Finance Scrutiny Committee

- Service & Financial Planning 2012/13-13/14
- 100-day review of 2011/12 service and financial strategy
- Community engagement and consultation on budget proposals
- Service & Financial Planning monitoring
- Procurement as a means to drive out savings
- Monitoring capital receipts
- Small Business Loans Fund
- Telford Town Centre
- Highways Capital Programme

Children & Young People Scrutiny Committee

- Corporate Parenting performance monitoring and services to children in care
- Child Poverty
- BSF programme and changes to secondary school provision
- Short Breaks for disabled children
- Youth Services
- Phase 2 Children's Service Review

- School governance and the implications of the introduction of academies and free schools
- Directory of Services for schools

Co-operative and Communities Scrutiny Committee

First Point for businesses – a single point of contact to access Council services

Management of Community Centres

Concessions policy in leisure

Social deprivation

Environmental maintenance and the involvement of communities

Working with Town & Parish Councils

Health Scrutiny Committee

- Mental Health Services
- Autism Strategy
- West Midlands Ambulance Service: Make Ready system and NHS Pathways
- Community Trust
- Discharge of patients (LINK/Senior Citizens' Forum survey)
- Update on chiropody and musculo-skeletal services

Joint Health and Adult Social Care Scrutiny Committee

- Health & Wellbeing Board
- Clinical Commissioning Group
- PCT cluster arrangements and local commissioning during the transition phase

**Scrutiny Management Board Forward Plan
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Tuesday, 12 th July 2010 10.00am Scrutiny Meeting Room	Scrutiny Work Programme		
Tuesday 13 th September 2010 6.00pm VIP suite	1. Co-operative Council and Co-operative Commission 2. Scrutiny Handbook 3. Policy for Co-opting Scrutiny Members	Cllr. Shaun Davies Richard Partington	
Monday, 7 th November 2010 2.30pm Committee Room 2	1. Highways issues: <ul style="list-style-type: none"> – Winter maintenance – Pothole repair and quality of repairs – Condition of footpaths for wheelchairs 2. Chairmen's updates	Jonathan Rowe Stuart Freeman Chris Butler Dave Hanley	
Monday, 5 th December 2010 2.00pm Scrutiny Meeting Room	Scrutiny and the Media Forward Plan		
9 th January 2011	Choose Your Home Forward Plan		
5 th March 2011			
14 th May 2011			
Forward items			

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Suggestion	Comments		
	Report on pot hole hot box trial compared to the pot hole buster. Possible scrutiny review of solutions used by other authorities.		
	Planning – how we work with developers to maximise infrastructure work (e.g. footpaths) included in developments		
	Speeding enforcement on the A442	Response received from safer Roads Partnership.	
	Performance and options for service improvements for contract renewal in 2014 and recycling container review		
	Highways maintenance contract arrangement and options		
	Car parking enforcement, decriminalisation of car parking	Update on Civil Parking Enforcement review required.	
	Regeneration of borough towns – review of effectiveness of schemes		
	Attracting business investment in the borough and developing the Wrekin as a tourism destination	Report to a future meeting required.	
	Energy efficiency – the Green Deal	Update on previous scrutiny recommendations required.	
	Home Start and the impact of funding cuts	Report to a future meeting required.	
	Taxi licensing	Report to a future meeting required.	
	Dog Fouling	Report to a future meeting required.	
	Road safety – 20 mph speed limits outside schools.		
	Provision of accommodation based on national priorities		
	Flood & Water Management	Statutory powers apply	
	Safer, Stronger Communities Partnership	Statutory requirement for scrutiny	

**Adult Social Care Scrutiny Committee
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
25 th August 6.00pm VIP Suite	Joint meeting with Health Scrutiny Committee <ul style="list-style-type: none"> • NHS Reforms and the implications for the Council • Work Programme 	Cllrs. Richard Overton and Liz Clare Paul Taylor	
27 th September 6.00pm Scrutiny Meeting Room	<ul style="list-style-type: none"> • Rehabilitation and Re-ablement Strategy • Southern Cross home update 	Cllr. Liz Clare Karen Kalinowski Christine Harrison	
25 th October 2011 2.30pm Scrutiny Meeting Room	Phase 2 Care & Support structure proposal	Cllr. Liz Clare Paul Taylor	
23 rd November 2011 2.00pm Committee Room 3	<ul style="list-style-type: none"> • Response to Phase 2 Care & Support structure proposals • Response to “Caring for our Future” consultation 		
January 2012	<ul style="list-style-type: none"> • Adult Safeguarding Annual Inspection Report • Impact of withdrawal of CHC funding 		
March/April 2012	Re-ablement Strategy update		
Forward items			
PCT clusters and local arrangements – joint with Health Scrutiny Committee			
Clinical Commissioning Group – meeting with GPs to hear their views – joint with Health Scrutiny Committee			
Public Health – expectation on local authority and allocation of resources – with Health and CYP Scrutiny Committees			
WMAS – Estates and Make Ready update, CMS system for dealing with 999 calls – with Health Scrutiny Committee			
Discharge of patients – report on Senior Citizen’s Forum/LINK survey to identify issues for further work			
Inspection regime for care homes – CQC			

**Budget & Finance Scrutiny Committee
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Wednesday, 27 th July Scrutiny Meeting Room	<ul style="list-style-type: none"> • 100-day review of 2011/12 service and financial strategy • Financial Monitoring report • Telford Town Centre Report • Schools Capital Programme • Work Programme 	Bill McClements Paul Clifford Fliss Mercer Kate Turner	
Wednesday, 12 th October Scrutiny Meeting Room	<ul style="list-style-type: none"> • Service & Financial Planning 2012/13 -2013/14 • Interim feedback from consultation on the budget – 110 day and medium term • Agree response to 100-day budget proposals 	Cllr, Bill McClements Ken Clarke Felicity Mercer	
Tuesday, 15 th November Scrutiny Meeting Room	<ul style="list-style-type: none"> • Procurement • Phase 2 engagement and equality impact assessments for identified non-staffing budget savings for 2012/13. 	Bill McClements Sarah Bass Andy Challenor	
Thursday, 5 th January 2012 Scrutiny Meeting Room	Service & Financial Planning 2012/13-13/14 (budget proposals)		
Tuesday, 17 th January Scrutiny Meeting Room	Evidence gathering for budget proposals Alternative budget proposals		
Wednesday, 1 st February Scrutiny Meeting Room	Further evidence gathering Agree response to budget proposals		

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Forward items			
Small Business Loans Fund			
On-going monitoring of Capital Receipts			
Costs in service areas agreed by members, particularly high spending services - savings proposals, impacts (e.g. adult social care, SEN)			
Financial monitoring reports			
Highways Capital Programme			
Budget consultation			

**Children & Young People Scrutiny Committee
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Tuesday, 9 th August 2011 6.00pm VIP Suite	<ul style="list-style-type: none"> • Phase 1 Children's service review and re-structure • Work Programme 	Cllr. Paul Watling Laura Johnston Clive Jones	
Monday, 19 th September 2011 6.00pm Scrutiny Meeting Room	<ul style="list-style-type: none"> • Corporate Parenting Strategy • BSF Programme • Short Breaks for Disabled Children 	Cllr. Paul Watling Damien Madine Chloe de Poix Guy Kershaw Stacey Norwood	Jim Collins Clive Jones Jonathan Eatough
Thursday, 20 th October 2011 6.00pm Scrutiny Meeting Room	<ul style="list-style-type: none"> • Child Poverty workshop • Phase 2 Family & Community Service and Safeguarding structure proposals 	Chris Marsh Jim Collins Karen Perry	
Wednesday 7 th December 2011 6.00pm Scrutiny Meeting Room	Planning of School Places – Secondary School Provision Update on BSF programme Updated position on the costs of the Mott MacDonald investigation into the Abraham Darby canopy collapse	Cllr. Paul Watling Jim Collins Guy Kershaw	
Tuesday 13 th December 2011 6.00pm Scrutiny Meeting Room	Phase 2 Family & Community Services and Safeguarding Structure proposals – to agree the Committee's response.		
January 2012	Member training and briefing for meetings with children in care. Meeting with children in care - suggested topic being	Chloe de Poix	

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
	independent (transition to 16+)		
February 2012			
March 2012			
April 2012			
Forward items			
Youth Services			
Corporate Parenting – feedback from meeting on 20 th October on suggestions for PI's, college and HE events for children in care			
Meetings with children in care or care leavers			
School Improvement Team – directory of services			
Child Poverty – visit to Sutton Hill family centre, feedback on how the results of the workshop on 20 th October are being taken forward			
Report back on Short Breaks for Disabled Children - profile of users, proposals for services next year			
School governance, changes in relationship with local authority with shift to academies and free schools, Schools Trust Partnership			
BSF - Report back on Mott MacDonald report			

**Co-operative & Communities Scrutiny Committee
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
25 th July 6.00pm VIP Suite	<ul style="list-style-type: none"> • Co-operative Council and Commission report • Work Programme Information requested: Co-operative models in other authorities Small Business Loans Fund model Communications Strategy	Cllr. Shaun Davies Richard Partington	
12 th September 6.00pm Scrutiny Meeting Room	First Point single point of contact for businesses to council services	Cllr. Charles Smith Peter Smith	Andrew Meredith Corin Crane
9 th November 6.00pm Scrutiny Meeting Room	Concessions policy in leisure services	Angie Astley	Stuart Davidson
1 st December 6.00pm Scrutiny Meeting Room	Concessions policy in Leisure. Modelling of Leisure Services concession schemes	Angie Astley Arnold England	Stuart Davidson
18 th January 2012 6.00pm Scrutiny Meeting Room	Management of Community Centres	Angie Astley Arnold England	Stuart Davidson
Forward items			
1. Management of Community Centres			
2. Social Deprivation			
3. Environmental maintenance			
4. Working with Town & Parish Councils			

**Health Scrutiny Committee
Forward Plan 2011/12**

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
25 th August 2011 6.00pm VIP Suite	Joint meeting with Adult Social Care <ul style="list-style-type: none"> • NHS reforms and the implications for the Council • Work Programme 	Cllrs. Richard Overton and Liz Clare Paul Taylor	
22 nd September 2011 6.00pm Scrutiny Meeting Room	<ul style="list-style-type: none"> • Mental Health Services • Informal update on WMAS Make Ready, estates review and capacity management system. 	Michael Bennett	
14 th November 2011 6.00pm VIP Suite	<ul style="list-style-type: none"> • WMAS – Make Ready and NHS Pathways for 999 calls • Autism strategy – including new responsibilities placed on local authorities - DEFERRED 	Craig Cooke (WMAS) Daren Fradgley (WMAS) Kate Rose (Autism West Midlands)	Michael Bennett
December 2011/January 2012	<ul style="list-style-type: none"> • Health & Wellbeing Board • Clinical Commissioning Group 		
Forward items			
PCT clusters and local arrangements – joint with ASC Scrutiny Committee			
Health & Wellbeing Board – update, relationship between HWB and scrutiny, JSNA – with ASC			
Development of Clinical Commissioning Group – meeting with GPs to hear their views – joint with ASC Scrutiny Committee			
Mental Health Services – monitoring update			
Community Trust – follow-up to JHOSC meeting to pick up issues for T&W			
Discharge of patients – report on Senior Citizen’s Forum/LINK survey to identify issues for further work			
Chiropody services – request update from PCT			
Carers Partnership Board – written update from Michael Bennett on training/support provided to carers of people with mental health issues			

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
	PCT on commissioning of community services in Telford & Wrekin		
	Autism Strategy		

**Scrutiny Management Board Forward Plan
Forward Plan 2011/12**

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Tuesday 13 th September 2010 6.00pm VIP suite	<ol style="list-style-type: none"> 1. Co-operative Council and Co-operative Commission 2. Scrutiny Handbook 3. Policy for Co-opting Scrutiny Members 	Cllr. Shaun Davies Richard Partington	
Monday, 7 th November 2010 2.30pm Committee Room 2	<ol style="list-style-type: none"> 1. Highways issues: <ul style="list-style-type: none"> – Winter maintenance – Pothole repair and quality of repairs – Condition of footpaths for wheelchairs 2. Chairmen's updates 	Jonathan Rowe Stuart Freeman Chris Butler Dave Hanley	
Monday, 5 th December 2010 2.00pm Scrutiny Meeting Room	Council's Forward Plan Scrutiny and the Media Progress Report on scrutiny work Scrutiny Suggestions		
9 th January 2011	Choose Your Home Forward Plan		
5 th March 2011			
14 th May 2011			

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Forward items			
Suggestion		Comments	
Report on pot hole hot box trial compared to the pot hole buster. Possible scrutiny review of solutions used by other authorities.			
Planning – how we work with developers to maximise infrastructure work (e.g. footpaths) included in developments			
Speeding enforcement on the A442		Response received from safer Roads Partnership.	
Performance and options for service improvements for contract renewal in 2014 and recycling container review			
Highways maintenance contract arrangement and options			
Car parking enforcement, decriminalisation of car parking		Update on Civil Parking Enforcement review required.	
Regeneration of borough towns – review of effectiveness of schemes			
Attracting business investment in the borough and developing the Wrekin as a tourism destination		Report to a future meeting required.	
Energy efficiency – the Green Deal		Update on previous scrutiny recommendations required.	
Home Start and the impact of funding cuts		Report to a future meeting required.	
Taxi licensing		Report to a future meeting required.	
Dog Fouling		Report to a future meeting required.	
Road safety – 20 mph speed limits outside schools.			
Provision of accommodation based on national priorities			
Flood & Water Management		Statutory powers apply	
Safer, Stronger Communities Partnership		Statutory requirement for scrutiny	