

Agenda

Overview and Scrutiny Performance Board

Tuesday, 30 January 2018, 10.00 am
County Hall, Worcester

All County Councillors are invited to attend and participate

This document can be provided in alternative formats such as Large Print, an audio recording or Braille; it can also be emailed as a Microsoft Word attachment. Please contact Democratic Services on telephone number 01905 844963 or by emailing democraticservices@worcestershire.gov.uk

DISCLOSING INTERESTS

There are now 2 types of interests:
'Disclosable pecuniary interests' and **'other disclosable interests'**

WHAT IS A 'DISCLOSABLE PECUNIARY INTEREST' (DPI)?

- Any **employment**, office, trade or vocation carried on for profit or gain
- **Sponsorship** by a 3rd party of your member or election expenses
- Any **contract** for goods, services or works between the Council and you, a firm where you are a partner/director, or company in which you hold shares
- Interests in **land** in Worcestershire (including licence to occupy for a month or longer)
- **Shares** etc (with either a total nominal value above £25,000 or 1% of the total issued share capital) in companies with a place of business or land in Worcestershire.

NB Your DPIs include the interests of your spouse/partner as well as you

WHAT MUST I DO WITH A DPI?

- **Register** it within 28 days and
- **Declare** it where you have a DPI in a matter at a particular meeting
 - you must **not participate** and you **must withdraw**.

NB It is a criminal offence to participate in matters in which you have a DPI

WHAT ABOUT 'OTHER DISCLOSABLE INTERESTS'?

- No need to register them but
- You must **declare** them at a particular meeting where:
You/your family/person or body with whom you are associated have a **pecuniary interest** in or **close connection** with the matter under discussion.

WHAT ABOUT MEMBERSHIP OF ANOTHER AUTHORITY OR PUBLIC BODY?

You will not normally even need to declare this as an interest. The only exception is where the conflict of interest is so significant it is seen as likely to prejudice your judgement of the public interest.

DO I HAVE TO WITHDRAW IF I HAVE A DISCLOSABLE INTEREST WHICH ISN'T A DPI?

Not normally. You must withdraw only if it:

- affects your **pecuniary interests OR** relates to a **planning or regulatory** matter
- **AND** it is seen as likely to **prejudice your judgement** of the public interest.

DON'T FORGET

- If you have a disclosable interest at a meeting you must **disclose both its existence and nature** – 'as noted/recorded' is insufficient
- **Declarations must relate to specific business** on the agenda
 - General scattergun declarations are not needed and achieve little
- Breaches of most of the **DPI provisions** are now **criminal offences** which may be referred to the police which can on conviction by a court lead to fines up to £5,000 and disqualification up to 5 years
- Formal **dispensation** in respect of interests can be sought in appropriate cases.

Overview and Scrutiny Performance Board Tuesday, 30 January 2018, 10.00 am, County Hall, Worcester

Membership

Councillors:

Mr C J Bloore (Chairman), Mrs E A Eyre (Vice Chairman), Mr A A J Adams, Mrs J A Brunner, Mr P Middlebrough, Mrs F M Oborski, Mr C B Taylor and Mr P A Tuthill

Co-opted Church Representatives (for education matters)

Bryan Allbut (Church of England)

Parent Governor Representatives (for education matters)

Ms C Richardson (Parent Governor) and Vacancy (Secondary)

Agenda

Item No	Subject	Page No
1	Apologies and Welcome	
2	Declaration of Interest and of any Party Whip	
3	Public Participation Members of the public wishing to take part should notify the Head of Legal and Democratic Services in writing or by e-mail indicating the nature and content of their proposed participation no later than 9.00am on the working day before the meeting (in this case 29 January 2018). Enquiries can be made through the telephone number/e-mail address below.	
4	Confirmation of the Minutes of the Previous Meeting (previously circulated)	
5	Budget Scrutiny: 2018/19	1 - 6
6	Scrutiny Proposal: Provision of Overnight Unit Based Short Breaks for Children with Disabilities	7 - 12
7	Member Update and Cabinet Forward Plan	13 - 18

Agenda produced and published by the Head of Legal and Democratic Services, County Hall, Spetchley Road, Worcester WR5 2NP. To obtain further information or hard copies of this agenda, please contact Alyson Grice (01905 844962)/Samantha Morris 01905 844963 email: scrutiny@worcestershire.gov.uk

All the above reports and supporting information can be accessed via the Council's website [here](#)

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OVERVIEW AND SCRUTINY PERFORMANCE BOARD 30 JANUARY 2018

BUDGET SCRUTINY: 2018/19

Summary

1. The Board is asked to consider the findings from the Overview and Scrutiny Panels' discussions of the 2018/19 Budget proposals and agree the comments for the Cabinet to consider at its meeting on 8 February 2018.

Background

2. The Leader attended the Overview and Scrutiny Performance Board (OSPB) meeting on 4 October 2017 to outline the Cabinet's approach to the budget process for 2018/19. Arising from this the Board agreed to take a different approach to budget scrutiny to that used in recent years, when a Task Group had reviewed the emerging proposals.
3. This year the Overview and Scrutiny Panels and the Health Overview and Scrutiny Committee (HOSC) initially examined revised budget estimates for the current financial year to understand the challenges faced by services and identify where there might be issues for the draft budget for 2018/19. The Cabinet published the draft budget with the agenda for its meeting in December. The Panels and Committee have been reviewing this at their meetings in January.
4. Comments from the meetings of the Adult Care and Well Being and HOSC, Children and Families (to follow) Corporate and Communities Panels, Economy and Environment and a report from the Lead Member for Crime and Disorder are attached at Appendix 1.

Purpose of the Meeting

5. The Board is asked to consider the findings from the Overview and Scrutiny Panels' discussion of the draft 2018/19 Budget and agree the comments for the Cabinet to consider at its meeting on 8 February 2018. The final budget will be considered by County Council at its meeting on 15 February 2018.

Supporting Information

Appendix 1: Budget Scrutiny 2018/19 – Comments from Overview and Scrutiny Panels

Contact Points

County Council Contact Points

Worcestershire County Council; 01905 763763

Worcestershire Hub: 01905 765765

Specific Contact Points for this report

Alyson Grice /Samantha Morris, Overview and Scrutiny Officers, Tel: 01905 844962/
844963 Email: scrutiny@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) the following are the background papers relating to the subject matter of this report:

- Budget Book 2017-18 – available on the Council's website [here](#)
- Agenda and Minutes of the Adult Care and Well Being (and Health Overview and Scrutiny Committee), Children and Families (to follow) Corporate and Communities, Economy and Environment Overview and Scrutiny Panels from November 2017 and January 2018 are available [here](#)
- Agenda and Minutes of Cabinet on 28 September, 2 November and 14 December 2017 – available on the Council website [here](#)
- Agenda and Minutes of the Overview and Scrutiny Performance Board on 4 October and 6 December 2017 – available on the Council website [here](#)

Overview and Scrutiny Performance Board

Budget Scrutiny 2018/19 – Comments from Overview and Scrutiny Panels

Adult Care and Wellbeing Overview and Scrutiny Panel and Health Overview and Scrutiny Committee

The Panel and Health Overview and Scrutiny Committee (HOSC) members agreed comments on the draft Budget 2018/19 which would be highlighted to the OSPB, to form part of its response to consultation on the Budget.

The Panel wanted to highlight its concern to both the Overview and Scrutiny Performance Board (OSPB) and Cabinet that pressures from finance and demand meant a number of 'tipping points' were in danger of being reached when there may be a risk of services not being delivered; how close were they? The potential risks to services would need to be closely monitored and the Overview and Scrutiny Panels would require regular information in order to fulfil this monitoring role.

Recruitment and staffing difficulties in social care settings and in nursing was highlighted as another issue, which the Panel would continue to monitor.

The Panel was pleased by use of technology to support people's independence at home and welcomed the recent approval of £199k funding of new technologies in care for Howbury House by the Cabinet Member with Responsibility (CMR) for Adult Social Care, which formed part of the new Technologies in care project endorsed in 2015, to which Cabinet allocated £2m from directorate reserves. The Panel would keep abreast of progress in the use of technology, which was on the work programme.

In relation to Disability Facilities Grants, which were administered by District Councils, several members reported that grants were not always spent; it would be helpful to understand how District Councils and other agencies worked together to deliver this service, and any opportunities to maximise effectiveness of the grants.

In relation to the Budget Scrutiny process, the combined discussion of Adult Services and Public Health budgets had worked well, however it would be more helpful to consider the Budget within the context of the Medium Term Financial Plan and longer term plans. It was important to have sufficient meetings to deal with the volume and detail of information involved.

The Panel and HOSC considered that every opportunity should be taken to communicate honestly with communities and all levels of Government about the challenges being faced in adult social care as well as about the positive actions being taken.

Corporate and Communities Overview and Scrutiny Panel

The Panel would have liked to have received more detailed information to consider specific to the budgets within its remit. They felt that this would have helped avoid some time during the meeting being spent seeking clarification and explanation. The Panel may approach any future budget reviews in a different way, given the broad range of

services and initiatives in the remit of the CMR for Transformation and Commissioning, which the Panel felt made it difficult to drill down into the detail.

The Panel has the following comments for consideration by OSPB for onward communication to the Cabinet:

Members considered that there should be more explanation and evidence of consideration being given to risks to achieving savings. The term "concepts" was used during the meeting to refer to sums included in the Medium Term Financial Plan, without any certainty at this stage of the savings being achieved in part or in full. This may lead to an inaccurate picture of the budgets going forward. The Panel suggested that confidence models/sensitivity analysis should be used to estimate the likelihood of savings being achieved and at least providing information on the "best case/worst case" outcome.

Members of the Panel were concerned overall that the savings included in the proposed Budget may not be achievable and do not appear to be part of a planned approach. An example is the current year IT services budget where a forecast overspend of £900k was reported to the Panel in November. This is due in the main to the IT support costs (laptops, licences etc) still being incurred as a consequence of a forecast reduction in headcount across the County Council not being realised as quickly as first estimated. It is reliant on proposals for change and savings being realised in other areas of the County Council. Members suggest that the approach should change from what can we save or cut to what can we develop and earn.

More detail was provided at the meeting about the aims and operation of the Revolving Investment Fund. This is a financing tool to support businesses in Worcestershire providing the County Council with a return on funds loaned out. Members considered this a positive initiative and queried whether the rate of interest charged could be higher. They also considered that there should be more of a focus on how money could be made to work for the benefit of the County Council in terms of providing maximum income which could be used to support services.

Crime and Disorder

During November 2017 and January 2018, the Lead Member for Crime and Disorder supported by the Scrutiny Team, met with the CMR for Health and Well-being (who has responsibility for Community Safety), the Director of Public Health and the West Mercia Police and Crime Commissioner (PCC). In addition, he attended the joint meetings of the Adult Care and Well Being Overview and Scrutiny Panel and the Health Overview and Scrutiny Committee which examined potential priority changes to the Budget which may impact on crime and disorder issues. This in itself was a challenge as there was no dedicated budget for crime and disorder.

A further confusion arises from the local authority partnership working, which was carried out through two district based Community Safety Partnerships. Equally, the Police Budget doesn't have a dedicated partnership budget showing its joint investment with local authorities either. Although there was an initial concern about this, it was somewhat alleviated for the reasons set out below.

Explicitly, there was a Public Health Ring-Fenced Grant (PGRFG) for Drug and Alcohol Services which had supported improved outcomes as detailed in paragraph 22 of

Agenda Item 7 of the Report of the CMR for Health and Well-being discussed at County Council on 18 January 2018.

There was also significant support to the Worcestershire Safeguarding Children's Board and its focus on action against domestic abuse perpetrators (paragraph 17 of Agenda Item 7 of the Report of Cabinet Member with Responsibility for Health and Well-being, County Council on 18 January 2018). These were not supported by explicit budgets but rather they reflect a culture of co-operation recognised by both the Cabinet Member and the PCC, whereby the personal relationships created a momentum to achieve improvement which was paramount. Both the PCC and the Cabinet Member confirmed that mutual co-operation was good.

It was important that the Council continued to help develop strategies to reduce the impact of cyber bullying.

The two areas which would benefit from improved joint working were Highways and Trading Standards. Anti-social motoring behaviour, usually stemming from speeding but including pseudo illegal racing or rallying was a concern for many communities. Police enforcement actions were short term and palliative and the long term solution was often an engineering solution coupled with public education. As a first step to improve the situation, the Safer Roads Partnership had been invited to a Health and Well-being Board meeting. Creating a culture of more joint strategies between the Police and Highways would help to reduce the misuse of motor vehicles and improve the lives of many residents.

It was important that Trading Standards were resourced to continue to help the Police in relation to modern day slavery.

There was no evidence to suggest that the Budget this year would weaken the resolve to face head on issues and support action to counter incidents of crime and disorder.

Finally, other than the PHRFG the majority of support in this area was officer time working between agencies. It was important to continue to support officers to work in partnership in this way as failure to do so would only result cost shunting between the County Council and the Police or vice a versa which would be counter-productive.

Economy and Environment Overview and Scrutiny Panel

A presentation was circulated, however the Panel Chairman pointed out that most of the information related to the overall budget for the Council, and the Panel wanted to look specifically at budget detail for Economy and Environmental (E&E) Services. The Chairman had been expecting to see budget detail for 2018/19 alongside figures for 2017/18, to enable comparison. A final version of the Budget Book extract including figures for both capital and revenue budgets and staff would be available for February Cabinet and Council - the Director of E&I has advised that very little will have changed however the Panel was disappointed that this detail won't be subject to scrutiny.

Examining the figures, one area which surprised the Panel was the £5m reduction in the Highways Maintenance budget. It was explained that was subject to accounting adjustment, through conversion of highways revenue maintenance costs from revenue to capital budget; there was no reduction in actual spend. Although the Panel members could understand the rationale behind this as many of the roads and pavements re-

tarmacked will last up to 30 years, they sought further clarification about the public perception of this approach, since the Budget Book figures gave the impression that the highways maintenance budget had been reduced by £5m when people wanted the Council to spend more on highways. The Director clarified that only certain items could be capitalised in this way and that the Budget was not being reduced nor the proposal concealed. The Panel considered it was important that this was communicated.

The Director was then asked to provide an update on the areas where variances had been predicted for the budget year 2017/18, which had been subject to discussion at the Panel's November meeting.

- For Archives and Archaeology, in relation to the high accommodation costs from The Hive, as a PFI financed building, the Director had made sure that the service would not be burdened with these costs and therefore this was now displayed separately.
- Costings for County Enterprises have been accepted as sitting with Economy and Environment Directorate, with more therefore built into the budget for 2018/19 to accommodate this.
- The Waste Contract is mid-negotiation but the Director was confident that the 2018/19 budget would be achieved. The Director explained how the building of this important council asset was financed using Council money as part of a "virtual Bank". He agreed that the contract had to be value for money, and would be subject to ongoing scrutiny.
- Regarding Scientific Services, there was no change in Place Partnership's decision in cancelling the asbestos removal contract which Panel members had been upset to learn about at their meeting in November. As a consequence, the department had been down-sized accordingly, and the budget figures reflected this.
- Trading Standards used reserves last year to deal with their re-structuring and the new budget reflected this.

OVERVIEW AND SCRUTINY PERFORMANCE BOARD 30 JANUARY 2018

SCRUTINY PROPOSAL: FUTURE PROVISION OF OVERNIGHT UNIT- BASED SHORT BREAKS FOR CHILDREN WITH DISABILITIES

Summary

1. The Overview and Scrutiny Performance Board (OSPB) is asked to consider a scrutiny proposal to look at the provision of overnight unit-based short breaks for children with disabilities.

Background

2. At its meeting on 14 December 2017 Cabinet considered a report which sought agreement to the launch of a consultation with families, professionals and other stakeholders, on the future delivery of overnight unit-based short breaks in Worcestershire for overnight short break provision.
3. Cabinet agreed that to the consultation and to delegate the final decision to the CMR for Children and Families to be implemented by the Director of Children, Families and Communities.
4. Since the decision members of the public and Councillors have expressed concern about the proposals. It is proposed that a scrutiny task group looks at the proposals in tandem with the consultation process to check that the decision is made using relevant information and can be seen to be transparent.
5. The suggested Terms of Reference are:

To scrutinise the proposals for changes including the potential impact across all overnight short break provision for children with disabilities. Through carrying out this exercise Scrutiny may also comment on the consultation process.
6. A Scrutiny Proposal is attached at Appendix 1 and sets out the reasons for the proposal, the potential scope of the task group and how it might carry out its work.

Issues Suitable for Scrutiny

7. The OSPB agreed to use a set of criteria (listed below) to help determine its scrutiny programme. A topic does not need to meet all of these criteria in order to be scrutinised, but they are intended as a guide for prioritisation.

- Is the issue a priority area for the Council?
- Is it a key issue for local people?
- Will it be practicable to implement the outcomes of the scrutiny?
- Are improvements for local people likely?
- Does it examine a poor performing service?
- Will it result in improvements to the way the Council operates?
- Is it related to new Government guidance or legislation?

Next Steps

8. Other points which need to be taken into account when considering whether to review a particular issue are:

- is the subject specific? – to ensure that task groups understand exactly what they are scrutinising; and
- is it achievable within a realistic timescale?

9. Members are asked to take into account issues raised above and:

- determine whether they wish to set up a scrutiny task group on the provision of overnight unit based short breaks for children with disabilities and if so,
- to consider, comment on and agree the terms of reference and scrutiny proposal.

Supporting Information

Appendix 1 – Scrutiny Proposal: Future Provision of Overnight Unit-Based Short Breaks for Children With Disabilities.

Contact Points

County Council Contact Points

County Council: 01905 763763

Worcestershire Hub: 01905 765765

Specific Contact Points for this report

Alyson Grice/Samantha Morris, Overview and Scrutiny Officers Tel: 01905 844962/844963

Email: scrutiny@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) the following are the background papers relating to the subject matter of this report:

Agenda and Minutes of Cabinet on 9 January 2014 which are available on the Council's website at <http://www.worcestershire.gov.uk/cms/democratic-services/minutes-and-agendas.aspx>

Scrutiny Proposal

Topic: Future Provision of Overnight Unit-Based Short Breaks For Children With Disabilities

<p>Background to the issue (what is it and why is it being considered for scrutiny)</p>	<p>At its meeting on 14 December 2017 Cabinet considered a report which sought agreement to the launch of a consultation with families, professionals and other stakeholders, on the future delivery of overnight unit-based short breaks in Worcestershire. Cabinet agreed:</p> <p style="margin-left: 40px;">(a) that the consultation with families, professionals and wider stakeholders on the proposal to redesign the delivery of overnight unit-based provision proceed as outlined in the report and</p> <p style="margin-left: 40px;">(b) that the final decision on the future provision of unit-based overnight provision be delegated to the Cabinet Member with Responsibility for Children and Families, to be implemented by the Director of Children, Families and Communities.</p> <p>Previous scrutiny In July 2013, the Children and Young People Overview and Scrutiny Panel considered how the Council's then consultation on short breaks for children with disabilities might be improved. The Panel made several recommendations which were accepted by the Cabinet Member.</p> <p>As well as looking at the consultation process, the Panel examined proposed changes to the Council's and the NHS short breaks units, hearing from a number of parents and responded to both consultations at the time.</p> <p>Reasons for Scrutiny There is public concern about the proposals and scrutiny can help bring transparency and understanding to the process; Scrutiny can enhance the range of information available at the time the decision is made.</p>		
<p>Terms of reference</p>	<p>To scrutinise the proposals for changes including the potential impact across all overnight short break provision for children with disabilities. Through carrying out this exercise Scrutiny may also comment on the consultation process.</p>		
<p>Suitability for scrutiny. Which of the following criteria does it meet?</p>			
<p><i>Is the issue a priority area for the Council?</i></p>	<p>Yes</p>	<p><i>Does it examine a poorly performing service?</i></p>	<p>Unsure</p>
<p><i>Is it a key issue for local people?</i></p>	<p>Yes</p>	<p><i>Has it been prompted by new Government guidance or legislation?</i></p>	<p>No</p>
<p><i>Will the scrutiny have a clear impact on services?</i></p>	<p>Yes</p>	<p><i>Will it result in improvements to the way the Council</i></p>	<p><i>Yes – potentially clarify proposals and reasons/justification for</i></p>

		<i>operates?</i>	<i>change</i>
<i>Are improvements for local people likely as a result?</i>	Yes		
Scope of scrutiny (what issues will it cover and what won't it cover)	<p>To find out:</p> <p>Whether the information on which the proposals are based for changes to the future provision of overnight unit-based short break for children with disabilities is accurate;</p> <p>Whether the consultation process can be improved;</p> <p>Whether there are alternative options to consider.</p> <p><i>N.B. O&S has committed to ensure that the following are considered in all scrutiny reviews as appropriate</i></p> <ul style="list-style-type: none"> • <i>equality and diversity issues</i> • <i>commissioning</i> • <i>localism</i> 		
Advantages to conducting scrutiny & Indicators of success (ie how will you know a good scrutiny has been done?)	<p>Ensuring that the decisions made on the future arrangements for this service can be seen to be based on full information and consideration of alternatives.</p> <p>Enables the voice and concerns of the public to be heard</p>		
Has anyone else examined the issue?	No		
Any disadvantages or pitfalls to conducting this scrutiny?	There is a risk that expectations about the final decision may be raised by Scrutiny being involved. Communications about the role and purpose of Scrutiny will be handled sensitively.		
INFORMATION NEEDS			
Key Documents, Reports & Data required	<p>Details of the consultation</p> <p>Anonymised details of service needs of current users</p> <p>Data about the numbers of children with disabilities requiring the service</p> <p>Details about use of all the Units</p> <p>Short Breaks report to Cabinet 14 December 2017</p>		
Is an expert adviser needed?	No		
Possible interviewees	<p>Cabinet Member with Responsibility for Children and Families</p> <p>Director for Children, Families and Communities</p> <p>Equalities and Diversity Manager</p> <p>Parents/carers, Child/young person (as appropriate) using the service at Ludlow Road and the other units, Providence Road, Moule Close, Osborne Court and Acorns</p> <p>Representatives of the CCG</p> <p>Members of staff at the units involved.</p>		
Is this an issue that young people would be interested in? If so, ask Youth Cabinet for	The Consultation is being carried out with parents/carers of the young people who use the service.		

evidence.	
Site Visits	Yes, to the units involved in delivering this service
Types of meeting/ consultation needed? (eg workshops/ focus groups/ public meetings/ questionnaires etc)	Various
Any meetings to be held outside of County Hall?	Visits to the centres which provide the service
Media & publicity needs?	This will be kept under review as the scrutiny progresses
OUTLINE TIMETABLE	
Proposal to OSPB	30 January 2018
Evidence Gathering	
Scrutiny Report to OSPB	28 February 2018
Scrutiny Report to Cabinet	Consultation due to end 19 February and decision due to be made by CMR on a date yet to be identified.

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OVERVIEW AND SCRUTINY PERFORMANCE BOARD 30 JANUARY 2018

MEMBER UPDATE AND CABINET FORWARD PLAN

Summary

1. The Overview and Scrutiny Performance Board (OSPB) is asked to:
 - (a) Receive an update on emerging issues and developments within the particular remit of each member of the OSPB, including an update on each Overview and Scrutiny Panel and Task Group;
 - (b) Consider the Council's latest Forward Plan in order to identify:
 - any items it would wish to consider further at a future meeting; and
 - any items it would wish to refer to the relevant Overview and Scrutiny Panel for further consideration.

Member Updates

2. In order to ensure that Members of the OSPB are fully informed about issues relating to scrutiny in Worcestershire, communication between Members is essential. To assist in this, it has been agreed that an item will be placed periodically on the OSPB agenda to enable each member to feed back on emerging issues and developments within their remit. This will also provide an opportunity to highlight possible future agenda items. Regard for the Council's statutory requirements in relation to access to information will be critical.

3. Board Members' areas of responsibility are as follows:

- Adult Care and Well-Being Overview and Scrutiny Panel – Juliet Brunner
- Children and Families Overview and Scrutiny Panel – Fran Oborski
- Economy and Environment Overview and Scrutiny Panel – Alistair Adams
- Corporate and Communities Overview and Scrutiny Panel – Kit Taylor
- Health Overview and Scrutiny Committee (HOSC) – Paul Tuthill
- Crime and Disorder – Paul Middlebrough
- Quality Assurance – Liz Eyre

4. As part of their role, it was agreed by the Strategic Leadership Team (SLT) that scrutiny lead members should receive regular briefings from the Directorates they are shadowing. These briefings, alongside the Forward Plan (see below), can be used to help identify any emerging issues that may be appropriate for future scrutiny. Recognising that work across the County Council is of interest and value to all OSPB members, the notes from these briefings (where produced) are available to all members electronically.

5. Members may also be leading scrutiny task groups. It will be important for Members of OSPB to be aware of how each scrutiny is developing so that they can fully consider the final report.

6. Overview and Scrutiny Panel Chairmen are asked to feedback on:

- progress on the work of their Panels and any scrutiny task groups they are leading;
- key issues from the Directorate that may be appropriate for future scrutiny;
- performance information they have queries or concerns about;
- items in the Forward Plan which they consider may be possible issues to scrutinise; and
- any other issue which they feel is relevant/of interest to the OSPB.

Cabinet Forward Plan

7. The Board will wish to take into account any issues arising from the Council's Forward Plan which is attached at Appendix 1.

8. The latest version of the Plan (available at the time of Agenda despatch) is routinely considered at each meeting of OSPB.

9. The Board is asked to consider the Council's latest Forward Plan in order to identify:

- Any items that it would wish to consider further at a future meeting;
- Any items that it would wish to refer to the relevant overview and scrutiny panel for further consideration.

10. The OSPB agreed to use a set of criteria (listed below) to help determine its scrutiny programme. A topic does not need to meet all of these criteria in order to be scrutinised, but they are intended as a guide for prioritisation.

- Is the issue a priority area for the Council?
- Is it a key issue for local people?
- Will it be practicable to implement the outcomes of the scrutiny?
- Are improvements for local people likely?
- Does it examine a poor performing service?
- Will it result in improvements to the way the Council operates?
- Is it related to new Government guidance or legislation?

Supporting Information

Appendix 1: Forward Plan (as at 22 January 2018)

Contact Point for the Report

Alyson Grice/Samantha Morris, Overview and Scrutiny Officers

Tel: 01905 844962/844963

Email: scrutiny@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) there are no background papers relating to the subject matter of this report:

[All agendas and minutes are available on the Council's website here.](#)

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FORWARD PLAN

FORMAL NOTICE OF KEY DECISIONS TO BE TAKEN BY, AND PRIVATE MEETINGS OF, CABINET (OR OTHER EXECUTIVE DECISION-MAKING BODY OR PERSON)

Forward Plan	Expected Date of Decision	Page No.
Southern Link Road Phase 4 – Compulsory Purchase Order New Entry – <i>Cabinet Member Decision</i>	29 January 2018	4
2018/19 Budget and Council Tax	8 February 2018	5
Birmingham/Midlands Velo 2018 Event New Entry	8 February 2018	6
Future Provision of Replacement Care Services for Adults with a Learning Disability	8 February 2018	7
Future Use of the Grange Care Home, Kidderminster Potentially Key Decision	8 February 2018	8
Museums Hosting Review	8 February 2018	9
Special Educational Need and/or Disability (SEND) Strategy New Entry – Key Decision	8 February 2018	10
Admission Arrangements for Community and Voluntary Controlled Schools for 2019/20 and Co-ordinated Admission Scheme 2019/20 New Entry – Potentially Key Decision – <i>Cabinet Member Decision</i>	13 February 2018	11
Consultation on School Places in Bromsgrove First Schools New Entry – <i>Cabinet Member Decision</i>	Early March 2018	12
Children's Service Alternative Delivery Model – Detailed Business Case Key Decision	29 March 2018	13
'Called In' Decisions or Scrutiny Reports Potentially Key Decision	Within the plan period	14
Notices of Motion Potentially Key Decision	Within the plan period	15

All entries will be for decision by Cabinet unless otherwise indicated

