

# Agenda

## Overview and Scrutiny Performance Board

**Wednesday, 26 September 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](mailto: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 3<sup>rd</sup> 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**  
**Wednesday, 26 September 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)**

Vacancy (Secondary)

**Agenda**

<b>Item No</b>	<b>Subject</b>	<b>Page No</b>
1	<b>Apologies and Welcome</b>	
2	<b>Declaration of Interest and of any Party Whip</b>	
3	<b>Public Participation</b> 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 25 September 2018). Enquiries can be made through the telephone number/e-mail address below.	
4	<b>Confirmation of the Minutes of the Previous Meeting</b> (previously circulated)	
5	<b>LTP4 Consultation Successes - Scrutiny Review</b>	1 - 4
6	<b>Scrutiny Proposals</b>	5 - 16
7	<b>Refresh of the Scrutiny Work Programme</b>	17 - 26
8	<b>Member Update and Forward Plan</b>	27 - 30

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](mailto: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 26 SEPTEMBER 2018**

### **LTP4 CONSULTATION SUCCESSES – SCRUTINY REVIEW**

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#### **Summary**

1. The Overview and Scrutiny Performance Board (OSPB) is asked to consider and approve the attached draft Scrutiny Report on LTP4 Consultation Successes.

#### **Background**

2. On 7 November 2017 the OSPB discussed the fourth Local Transport Plan for Worcestershire (LTP4). During the discussion the Board complimented the effectiveness of the consultation process for the Plan. It was agreed to carry out a short scrutiny review of the consultation process, to learn about and share good practice.
3. The scrutiny work was undertaken by OSPB Member, Councillor Paul Middlebrough.

#### **OSPB's Role**

4. One of OSPB's roles is to monitor the quality of scrutinies that are carried out to ensure that scrutiny reports are robust and evidence based, and that they follow the terms of reference agreed by the OSPB.
5. To help with this, Councillor Middlebrough has provided the OSPB with regular verbal updates on the progress of the scrutiny.

#### **Next Steps**

6. Once the Board is content, it is suggested that the Scrutiny Report is circulated to all Cabinet Members in order to support future consultations. Specifically, the Cabinet Member with Responsibility for Transformation and Commissioning would be asked to respond to the report's recommendations.

#### **Purpose of the Meeting**

7. The OSPB is now invited to:
  - consider, comment on and approve the attached scrutiny report;
  - agree that the report should be sent to all Cabinet Members to inform future consultations.

## **Supporting Information**

Appendix 1- Draft Scrutiny Report: LTP4 Consultation Successes

### **Specific Contact Points for this Report**

Alyson Grice and Samantha Morris, Overview and Scrutiny Officers, 01905 844962/844963, [scrutiny@worcestershire.gov.uk](mailto: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 the OSPB meeting on 7 November 2018
- [All agendas and minutes are available on the Council's website here.](#)

## Scrutiny Review: LTP4 Consultation Successes

### Background and Purpose of the Scrutiny

1. During the Overview and Scrutiny Performance Board's (OSPB) discussion of the fourth Local Transport Plan for Worcestershire (LTP4), on 7 November 2017, the Board complimented the effectiveness of the consultation process for the Plan. It was agreed to carry out a short scrutiny review of the consultation process, to learn about, and share good practice.
2. The LTP4 is a strategic document which details the Council's transport aspirations. The OSPB heard examples of where changes had been made to the Plan as a result of comments received. It was acknowledged that the public and corporate response to the LTP4 was successful in terms of the volume and quality of the responses. The OSBP considered the process had worked well and commended the officers for answering every point made during the consultation in a transparent way.
3. This short, sharp scrutiny aims to highlight the important components of the success and commend them as a check list for other consultations. It is not intended to be a prescriptive format for consultations.

### Methodology

4. The scrutiny work was undertaken by OSPB Board member, Cllr Paul Middlebrough.
5. Meetings took place with officers from the Council's Transport Strategy Team who had led the LTP4 consultation, with the Communications Team and with the Cabinet Members with responsibility for Economy and Infrastructure, and for Transformation and Commissioning.
6. All of the documentation relating to the LTP4 consultation is available on the Council's website: <http://www.worcestershire.gov.uk/LTP>

### Findings

7. The Transport Strategy Team officers were very clear that any consultation should be constructed in a manner which encourages constructive responses and is in line with the Cabinet Office's *Consultation Principles*<sup>1</sup>. Consultations should not fall foul of the law and the ideals of the Gunning principles<sup>2</sup>.

**Recommendation 1** Officers preparing to consult should check the legality of their plans with the Council's Legal Services.

8. The team under taking LTP4 consultation had the good fortune through personal knowledge to

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<sup>1</sup> Government Guidance: Consultation Principles (2018)  
<https://www.gov.uk/government/publications/consultation-principles-guidance>

<sup>2</sup> The Gunning principles are that consultation must take place when the proposal is still at a formative stage. Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response. Adequate time must be given for consideration and response

have access to a template on consultation called the public consultation toolkit. This had been introduced by a now abolished corporate team in the organisation and is no longer available. It was in some ways dated but helped to develop a framework.

**Recommendation 2** Investigate any proprietary consultations templates which could be made available corporately.

9. The consultation areas must be comprehensive to achieve clarity of views when completed. It is important that technical staff and policy makers, both cabinet members, and local members where appropriate, are involved in the initial process.

10. There is likely to be a paper and web based format to most consultations. There may also be social media responses and publicity required. These need to be co-ordinated from the outset.

**Recommendation 3** Inform all groups within the Council about the impending consultation so enabling them if appropriate, to have input at an early stage.

11. The resource implications and time line of any consultation should be mapped out in a Consultation Plan. The time line should be shared at the earliest with other groups to ensure they have capacity to assist when needed. In particular the resources required to collate the replies prior to analysis should be scoped.

**Recommendation 4** Prepare a Consultation Plan including resources costed timeline and share it with all groups who may be needed at the earliest opportunity.

12. These recommendations are no more than good practice guidelines and are not intended to create a corporate team to undertake consultations. However it would be sensible to provide a staff handbook and good practice checklist to assist and prompt those contemplating consultations.

**Scrutiny review carried out by:**

Cllr Paul Middlebrough

Scrutiny support: Emma James and Jo Weston

July 2018



## **OVERVIEW AND SCRUTINY PERFORMANCE BOARD 26 SEPTEMBER 2018**

### **SCRUTINY PROPOSALS**

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#### **Summary**

1. The Overview and Scrutiny Performance Board (OSPB) is asked to consider the following scrutiny proposals:

- (a) Family Front Door
- (b) Bus and Community Transport Provision

#### **(a) Family Front Door**

2. The Family Front Door is the single way for members of the public or professionals to report a concern about a child or young person, or request additional help for a family.

3. Launched in July 2016, the FFD brings together functions that were previously provided by the Children's Social Care Access Centre, Early Help Hub and partner services such as Police and Health. The Family Front Door identifies and makes decisions around the levels of need for children and young people to ensure that we provide the right services and intervention to meet their needs at the right time. The Family Front Door aims to assess enquiries coming through to Children's Services in a timely way with partner agencies and provide information and advice to professionals, parents and carers and young people.

4. On 24 January 2017, Ofsted published their report entitled 'Inspection of services for children in need of help and protection, children looked after and care leavers; and Review of the effectiveness of the Local Safeguarding Children Board'. The overall judgement for Worcestershire was 'inadequate' and three of the subsequent Ofsted monitoring visits have had a specific focus on the Family Front Door service.

5. The Children and Families Overview and Scrutiny Panel identified as part of its work programming process that it would wish to look at how the relationship between the Family Front Door and Partners was working.

6. The suggested terms of reference are to investigate how the Service is currently working, taking into account the relationship between the County Council and partners, and the progress made since the Ofsted Inspection and subsequent monitoring visits.

7. Due to heavy workload of the Children and Families Overview and Scrutiny Panel, it is suggested that Jane Potter, Vice-Chairman of the Panel be asked to lead this Task Group. A Scrutiny Proposal is attached at Appendix 1.

## **(b) Bus and Community Transport Provision**

8. On 13 September 2018, Council agreed the following Notice of Motion:

"The Council is concerned at the unexpected cuts in bus services announced by First and Diamond bus companies in August which take effect on 17 and 3 September respectively.

We welcome the undertaking that the Council will carry out a fundamental review of its entire subsidised services which will involve a public consultation exercise.

We ask that this review is supported by an urgent cross-party scrutiny into current bus and community transport provision which should include the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping. The scrutiny exercise should be completed by middle/late November to feed into the 2019/20 budget-setting process."

9. The suggested terms of reference are to investigate current bus and community transport provision including the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping.

10. It is suggested that this Scrutiny Task Group is led by Cllr Chris Bloore and the Scrutiny Proposal is attached at Appendix 2.

### **Issues Suitable for Scrutiny**

11. 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**

12. 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?

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

- (a) determine whether they wish to set up a scrutiny task groups to look at the Family Front Door and Bus and Community Transport Provision and if so,
- (b) to consider, comment on and agree the terms of reference and scrutiny proposals.

## **Supporting Information**

Appendix 1 – Scrutiny Proposal: Family Front Door

Appendix 2 – Scrutiny Proposal: Bus and Community Transport Provision

## **Specific Contact Points for this Report**

Alyson Grice and Samantha Morris, Overview and Scrutiny Officers, 01905 844962/844963, [scrutiny@worcestershire.gov.uk](mailto: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 the Council meeting on [13 September 2018](#)
- [All agendas and minutes are available on the Council's website here.](#)

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## Scrutiny Proposal

<b>Topic: Relationship between the Family Front Door and Partners</b>			
<p><b>Background to the issue</b> (what is it and why is it being considered for scrutiny)</p>	<p>The Family Front Door is the single way for members of the public or professionals to report a concern about a child or young person, or request additional help for a family.</p> <p>Launched in July 2016, the FFD brings together functions that were previously provided by the Children's Social Care Access Centre, Early Help Hub and partner services such as Police and Health. The Family Front Door identifies and makes decisions around the levels of need for children and young people to ensure that we provide the right services and intervention to meet their needs at the right time. The Family Front Door aims to assess enquiries coming through to Children's Services in a timely way with partner agencies and provide information and advice to professionals, parents and carers and young people.</p> <p>On 24 January 2017, Ofsted published their report entitled 'Inspection of services for children in need of help and protection, children looked after and care leavers; and Review of the effectiveness of the Local Safeguarding Children Board'. The overall judgement for Worcestershire was 'inadequate' and three of the subsequent Ofsted monitoring visits have had a specific focus on the Family Front Door service.</p> <p>The Children and Families Overview and Scrutiny Panel identified as part of its work programming process that it would wish to look at how the relationship between the Family Front Door and Partners was working.</p>		
<p><b>Terms of reference</b></p>	<p>To investigate how the Service is currently working, taking into account the relationship between the County Council and partners, and the progress made since the Ofsted Inspection and subsequent monitoring visits.</p>		
<p><b>Suitability for scrutiny.</b> 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>Yes</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>?</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 operates?</i></p>	<p>Yes</p>

Are improvements for local people likely as a result?	Yes	
<b>Scope of scrutiny</b> (what issues will it cover and what won't it cover)	<p>To find out:</p> <ul style="list-style-type: none"> <li>• how the Service is currently working</li> <li>• how the role and function of existing partnerships work and investigate potential opportunities</li> <li>• how the Service is perceived and experienced by referrers, service users and professionals.</li> </ul> <p><i>N.B. O&amp;S has committed to ensure that the following are considered in all scrutiny reviews as appropriate</i></p> <ul style="list-style-type: none"> <li>• equality and diversity issues</li> <li>• commissioning</li> <li>• localism</li> </ul>	
Advantages to conducting scrutiny & Indicators of success (ie how will you know a good scrutiny has been done?)	Ensuring that the County Council is fostering effective joined up partnership working.	
Has anyone else examined the issue?	Ofsted	
Any disadvantages or pitfalls to conducting this scrutiny?		
<b>INFORMATION NEEDS</b>		
Key Documents, Reports & Data required	Ofsted monitoring letters and documents	
Is an expert adviser needed?	Unsure	
Possible interviewees	<p>Cabinet Members with Responsibility for Adult Social Care, Children and Families and Health and Well-being  Directors of Adult and Children's Services.  Schools  Chairman and Board Manager of the Worcestershire Safeguarding Children's Board  Education Safeguarding Adviser  Young people  Social Workers  Worcestershire NHS Health and Care Trust  Clinical Commissioning Groups  West Mercia Police/Office of the Police and Crime Commissioner  District Council Housing Officers  Other Partnerships</p>	

Is this an issue that young people would be interested in? If so, ask Youth Cabinet for evidence.	Yes
Site Visits	As appropriate
Types of meeting/ consultation needed? (eg workshops/ focus groups/ public meetings/ questionnaires etc)	Task Group meetings and visits
Any meetings to be held outside of County Hall?	Possibly
Media & publicity needs?	Yes
<b>OUTLINE TIMETABLE</b>	
Proposal to OSPB	26 September 2018
Evidence Gathering	October 2018 – March 2019
Scrutiny Report to OSPB	June 2019
Scrutiny Report to Cabinet	July 2019

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## Scrutiny Proposal

<b>Topic: Bus and Community Transport Provision</b>			
<b>Background to the issue</b> (what is it and why is it being considered for scrutiny)	<p>On 13 September 2018, Council agreed the following Notice of Motion:</p> <p>"The Council is concerned at the unexpected cuts in bus services announced by First and Diamond bus companies in August which take effect on 17 and 3 September respectively.</p> <p>We welcome the undertaking that the Council will carry out a fundamental review of its entire subsidised services which will involve a public consultation exercise.</p> <p>We ask that this review is supported by an urgent cross-party scrutiny into current bus and community transport provision which should include the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping. The scrutiny exercise should be completed by middle/late November to feed into the 2019/20 budget-setting process."</p>		
<b>Terms of reference</b>	To investigate current bus and community transport provision including the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping.		
<b>Suitability for scrutiny.</b> Which of the following criteria does it meet?			
<i>Is the issue a priority area for the Council?</i>	Yes	<i>Does it examine a poorly performing service?</i>	Yes
<i>Is it a key issue for local people?</i>	Yes	<i>Has it been prompted by new Government guidance or legislation?</i>	No
<i>Will the scrutiny have a clear impact on services?</i>	Yes	<i>Will it result in improvements to the way the Council operates?</i>	<i>Potential to inform the review of bus services</i>
<i>Are improvements for local people likely as a result?</i>	<i>Potential to contribute to the review of bus services</i>		

<p><b>Scope of scrutiny</b> (what issues will it cover and what won't it cover)</p>	<p>To find out:</p> <ul style="list-style-type: none"> <li>• how bus Services are currently operating, both subsidised and commercial</li> <li>• current County Council policy and budget for bus subsidies</li> <li>• how the bus service cuts will affect the service users</li> <li>• whether the existing bus services meet the needs of bus users across the County</li> <li>• the role of community transport and how it is supported</li> <li>• how the Service is perceived and experienced by bus users</li> <li>• proposals for how the review of subsidised bus services will be carried out</li> </ul> <p><i>N.B. O&amp;S has committed to ensure that the following are considered in all scrutiny reviews as appropriate</i></p> <ul style="list-style-type: none"> <li>• equality and diversity issues</li> <li>• commissioning</li> <li>• localism</li> </ul>
<p>Advantages to conducting scrutiny &amp; Indicators of success (ie how will you know a good scrutiny has been done?)</p>	<p>The findings of the scrutiny can feed into the Council's review of subsidised services and also into the 2019/20 budget setting process.</p>
<p>Has anyone else examined the issue?</p>	<p>The Council is also undertaking a fundamental review of its entire subsidised services.</p>
<p>Any disadvantages or pitfalls to conducting this scrutiny?</p>	<p>Risk of raising expectations that an in-depth piece of work can be carried out in the time available</p>
<p><b>INFORMATION NEEDS</b></p>	
<p>Key Documents, Reports &amp; Data required</p>	<p>information on current bus services/coverage in the County, commercial and voluntary sectors Travel to work data? Previous Bus Consultation findings Bus subsidy criteria</p>
<p>Is an expert adviser needed?</p>	
<p>Possible interviewees</p>	<p>Cabinet Member with Responsibility for Highways Director of Economy and Infrastructure Representatives of bus companies Bus users, including those travelling to schools and hospitals Consortium of Community Transport Community Transport Operators Older people (via the OPCG, Steve Medley) Learning Disability Partnership Board Sensory Impairment Consultative Group Autism Partnership Board Voluntary Sector Organisations eg Sight Concern, Deaf Direct and</p>

	SpeakEasy and Aspie Worcestershire Association of Carers Council and Service User Groups District Councils Parish Councils Other Partnerships
Is this an issue that young people would be interested in? If so, ask Youth Cabinet for evidence.	Yes
Site Visits	Journeys on buses to experience the service currently provided and meet bus users
Types of meeting/ consultation needed? (eg workshops/ focus groups/ public meetings/ questionnaires etc)	Task Group meetings and visits Questionnaire – potential for local councillors to help in gathering feedback
Any meetings to be held outside of County Hall?	Possibly
Media & publicity needs?	Yes
<b>OUTLINE TIMETABLE</b>	
Proposal to OSPB	26 September 2018
Evidence Gathering	September – November 2018
Scrutiny Report to OSPB	November 2018
Scrutiny Report to Cabinet	December 2018

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## **OVERVIEW AND SCRUTINY PERFORMANCE BOARD 26 SEPTEMBER 2018**

### **REFRESH OF THE SCRUTINY WORK PROGRAMME**

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#### **Summary**

1. The Overview and Scrutiny Performance Board (OSPB) is asked to:
  - consider the reports from Panel Chairmen on Panels' discussions on potential work programme topics;
  - consider whether there are any issues which should be added to the OSPB's Work Programme
  - determine its Scrutiny Work Programme for 2018/19 to be considered by full Council.

#### **Developing a Scrutiny Work Programme**

2. The current 2017/18 Scrutiny Work Programme was agreed at Council in September 2017. It would now seem timely for the work programme to be refreshed for the coming year. The refreshed work programme will be considered by full Council in due course.
3. In preparation for the discussion on 26 September, Panel Chairmen have been asked to consult with their Panels on any amendments they would like to make to their work programme and draft Work Programmes for the Panels and Health Overview and Scrutiny Committee (HOSC) are attached at Appendix 1.
4. Members are reminded that the Council's Constitution includes a requirement for the OSPB (using the Panels where appropriate) to receive, comment and advise on the Council's policy framework.
5. The Board is also asked to consider whether in addition to the Policy Framework and standing items it considers, whether there are any other issues that should be added to its Work Programme.
6. In determining its Scrutiny Work Programme, the Board needs to take into account a number of points.

#### **Issues suitable for scrutiny**

7. On 19 June 2017, the OSPB agreed to continue using the 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?

8. In considering the proposed work programme members should also aim for it to be:

- balanced, in terms of some topics being of longer duration and some being suitable for shorter study
- Mixed in terms of covering different topics/directorates
- Not so onerous that there is no flexibility and room left for smaller, additional items such as Call-ins, to be added in at a later time if the OSPB regards it as a priority, and
- Taking account of the resources available to support scrutiny.

### **Directorate Specific Information**

9. Cabinet Member and Director Briefings attended by scrutiny lead members will also help identify suitable items for Scrutiny Panels to follow up, for example, forthcoming important public consultations.

### **Supporting Information**

Appendix 1: Draft 2018/19 Overview and Scrutiny Work Programme

### **Specific Contact Point for the Report**

Alyson Grice/Samantha Morris, Overview and Scrutiny Officers  
 Tel: 01905 844962/844963  
 Email: [scrutiny@worcestershire.gov.uk](mailto: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 the Overview and Scrutiny Performance Board, 10 September 2009, 19 June 2017 and 28 June 2018
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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

**DRAFT 2018/19 SCRUTINY WORK PROGRAMME**

<b>Overview and Scrutiny Performance Board</b>	
Standing items	<ul style="list-style-type: none"> <li>• <b>Review of Work Programme and Cabinet Forward Plan</b></li> <li>• <b>Call-ins</b></li> <li>• <b>Panel/Committee Updates</b></li> <li>• <b>Leader of Council Q&amp;A</b></li> <li>• <b>Crime and Disorder Annual meeting</b></li> <li>• <b>Budget Scrutiny Process</b></li> <li>• <b>Worcestershire Local Enterprise Partnership (LEP)</b></li> <li>• <b>Policy Framework Reports</b></li> </ul>

## Adult Care and Wellbeing Overview and Scrutiny Panel

Priority	Issue for Scrutiny
1.	<b>Staffing: sickness, recruitment, retention and agency spend</b>
2.	<b>Adult Social Care</b> <ul style="list-style-type: none"> <li>• new business plans</li> <li>• Forward Vision</li> <li>• market position statement</li> </ul>
3.	<b>Green Paper on social care for older people</b>
4.	<b>Social work with adults: 3 Conversation Approach – update</b>
5.	<b>Prevention work</b> (NB could be joint with HOSC)
6.	<b>Technology in Care</b> (and how it links to Supported Living) - initially look at Technology Strategy
7.	<b>Learning Disability Day Services and Replacement Care – Panel to consider November Cabinet report and determine whether further scrutiny required</b>
8.	<b>Patient Flow Centre – visit</b>
9.	<b>Support for children with disabilities during transition to adulthood – any further work required?</b>
Standing item	<ul style="list-style-type: none"> <li>• <b>Financial monitoring</b></li> <li>• <b>Performance monitoring</b></li> <li>• <b>Safeguarding</b></li> <li>• <b>Budget Scrutiny Process</b></li> </ul>



## Children and Families Overview and Scrutiny Panel

Priority	Issue for Scrutiny
1.	<p>The main focus of the Panel's work is to follow up to the Ofsted report and the implementation of the Service Improvement Plan, and Alternative Delivery Model this will be a standing item on all agendas.</p> <p>Updates on the Service Improvement Plan and Ofsted monitoring visits to include consideration of the workload of social workers (including travel time and key workers) and considering comparative figures in relation to performance of agency staff, recruitment and retention and caseloads.</p>
2.	<b>Overnight Unit-based Short Breaks for Children with Disabilities – ongoing Scrutiny</b>
3.	<b>School Attainment and Performance</b>
4.	<p><b>0-19 Agenda</b></p> <ul style="list-style-type: none"> <li>• Children's centres</li> </ul>
5.	<b>The relationship between the Family Front Door and partners</b>
6.	<p><b>Placements</b></p> <ul style="list-style-type: none"> <li>• types of placements in Worcestershire</li> <li>• emergency placements</li> <li>• costs</li> <li>• availability</li> </ul>
7.	<p><b>Vulnerable Children</b></p> <ul style="list-style-type: none"> <li>• Education at home</li> </ul>
8.	<p><b>Alternative Provision</b></p> <ul style="list-style-type: none"> <li>• Pupil Referral Units</li> <li>• Review of current provision of service and how it is delivered</li> <li>• Babcock Prime</li> <li>• Migrant Children</li> </ul>

9.	<b>Special Educational Needs/Disabilities Strategy</b>
Standing item	<ul style="list-style-type: none"> <li>• <b>Performance Management</b></li> <li>• <b>Quality Assurance</b></li> <li>• <b>Safeguarding</b></li> <li>• <b>Budget Scrutiny Process</b></li> </ul>
Scrutiny Champions	<b>Safeguarding – Cllr Tom Baker-Price</b> <b>Education – Cllr Fran Oborski</b> <b>Looked After Children - Cllr Jane Potter</b> <b>Finance/budget – Cllr Bob Banks</b>

## Corporate and Communities Overview and Scrutiny Panel Work Programme

Priority	Item
1.	Commissioning
2.	Libraries Remodelling
3.	Worcestershire County Council Workforce
4.	An update on what can Worcestershire County Council do to maximise income generation?
5.	Culture: How can we utilise the Culture of Worcestershire to maximise the benefit to the County?
6.	Councillor IT
7.	Information sharing with District Councils
8.	Communications – How do we ensure residents have easy access and we communicate service levels? WCC brand and the postal service
9.	Liberata
Standing Items	<ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Quality Assurance</li> <li>• Budget Scrutiny Process</li> <li>• Worcestershire Councillors Divisional Funding</li> </ul>

## Economy and Environment Overview and Scrutiny Panel

Priority	Issue for Scrutiny
1.	<b>Budget</b> (review 2018/19 and proposed 2019/20) – <b>Task Group</b>
2.	<b>Broadband Update</b>
3.	<b>Footways – progress with allocation of the additional £6million funding</b>
4.	<b>Progress with reducing weeds and grass growing along carriageway kerbs</b>
5.	<b>IT - updates</b> <ul style="list-style-type: none"> <li>• App for Highways</li> <li>• Trial access for Parish Council Clerks/members to the GIS for Gullys/drainage</li> </ul>
6.	<b>IT for Economy and Environmental Services – with emphasis on systems used by Highways/Ringway (Task Group)</b>
7.	<b>Flooding Update</b>
8.	<b>Countryside Access</b> <ul style="list-style-type: none"> <li>• Service overview, resources and issues related to Public Rights of Way</li> <li>• Success of the 'Countryside Volunteer Access Groups' and how to promote it</li> </ul>
9.	<b>Street Lighting Update</b>
10.	<b>Delivering for Cycling (may lead to a Task Group)</b>
11.	<b>Local transport Plan 4 – Congestion and how to improve getting around Worcestershire</b>
12.	<b>Residents Zonal Parking Schemes and additional carparks (may lead to a Task Group)</b>
13.	<b>Economic Growth – what is the Council doing to attract new businesses into the area and to help existing ones to invest and grow?</b>

14.	<b>Infrastructure for growth</b> – with the growth in housing, how is the Council building the infrastructure to cope with demand in services (recycling centres, roads etc)
15.	<b>Traffic calming</b> – what's new and how does the Council compare with neighbouring county councils?
16.	<b>Information follow-up (from previous panel discussions):</b> <ul style="list-style-type: none"> <li>• Co-ordination of street works</li> <li>• Monitoring performance on Highways Development Control Department (Section 278/106)</li> <li>• Community Transport</li> </ul>
17.	<b>Potential visits:</b> <ul style="list-style-type: none"> <li>• Worcestershire Parkway</li> <li>• Highways Control Centre (Warndon)</li> </ul>
Standing item	<ul style="list-style-type: none"> <li>• <b>Financial monitoring</b></li> <li>• <b>Performance monitoring</b></li> <li>• <b>Budget Scrutiny</b></li> </ul>

## Health Overview and Scrutiny Committee

Priority	Issue for Scrutiny
1.	<b>Quality and Performance of the Acute Hospitals</b> (including preparations for winter pressures)
2.	<b>Sustainability and Transformation Partnership (STP)</b> – ongoing workstreams (including updates on Neighbourhood Teams and Maternity Systems) / communication strategies / structure and governance (balance between the 2 Counties) / role of community hospitals / capital programme
3.	<b>Substantial NHS Service Changes requiring consultation with HOSC</b>
4.	<b>Access to GP Services</b>
5.	<b>Mental Health</b> (all age groups)
6.	<b>Dental Services</b>
7.	<b>Stroke Services</b>
8.	<b>Public Health</b> (holding the Health and Well-Being Board to account as appropriate and specifically updates on smoking cessation and funding arrangements)
9.	<b>Audiology Services</b>
10.	<b>West Midlands Ambulance Service</b> – Annual Update
11.	<b>In co-operation with Adult Care and Well Being Overview and Scrutiny Panel</b> <ul style="list-style-type: none"> <li>• Financial Monitoring</li> <li>• Performance Monitoring</li> <li>• Budget Scrutiny Process</li> </ul>

## **OVERVIEW AND SCRUTINY PERFORMANCE BOARD 26 SEPTEMBER 2018**

### **MEMBER UPDATE AND CABINET FORWARD PLAN**

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#### **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
  - (c) Consider and comment on the Update on the Budget Scrutiny process for 2019/20

#### **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?

### **Scrutiny of the 2019/20 budget**

11. On the 1 and 2 October the Chief Financial Officer is proposing to hold briefing sessions for Scrutiny Panel Members in preparation for scrutiny of the 2019/20 Budget. All Scrutiny Panel Members are strongly encouraged to attend as the briefings will include important information to allow Members to fully scrutinise budget proposals.



12. In November, the Overview and Scrutiny Panels will meet with Cabinet Members and Directors to discuss progress made against current savings plans, where costs are being reduced/avoided and start to look at pressures and ways to manage demand.

13. In January 2019, the Panels will again meet with Cabinet Members and Directors to discuss future savings plans and the Council's Budget proposals following the Government settlement.

14. The Board is asked to consider and comment on this process for scrutiny of the 2019/20 Budget.

## **Supporting Information**

Appendix 1: Forward Plan (as at 18 September 2018) (to follow)

## **Specific Contact Point for the Report**

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