

Agenda

Overview and Scrutiny Performance Board

Thursday, 28 March 2019, 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

Thursday, 28 March 2019, 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) and Vacancy (Roman Catholic) (Church Representative - Catholic)

Parent Governor Representatives (for education matters)

Vacancy (Primary and Secondary Schools)

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 27 March 2019). Enquiries can be made through the telephone number/e-mail address below.	
4	Confirmation of the Minutes of the Previous Meeting (previously circulated)	
5	Performance and In-Year Budget Monitoring	1 - 2
6	Scrutiny Proposals	3 - 14
7	Member Update, Work Programme and Cabinet Forward Plan	15 - 24

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 28 MARCH 2019

PERFORMANCE AND IN-YEAR BUDGET MONITORING

Summary

1. The Board is asked to consider the feedback provided by Scrutiny Panel Chairmen, following the discussion of Quarter 3 (October – December 2018) performance monitoring information and the draft Cabinet Resources Report – Revenue and Capital Budget Monitoring to Period 10 (Month Ending 31 January 2019).

Background

2. Performance and financial monitoring are part of the Scrutiny Panels' role in maintaining oversight of service provision and a key role for Scrutiny.
3. Recently, performance monitoring had varied on a panel by panel basis and in-year budget monitoring was not taking place in a formalised way although each Panel was carrying out budget scrutiny from November to January each year.
4. It is envisaged that by carrying out regular performance and financial monitoring, Panels will have a better oversight of service provision and an understanding of emerging issues enabling them to carry out relevant, timely Scrutiny.

Performance Information

5. At the March Scrutiny Panel meetings, members were provided with sample performance information reports and feedback was requested.
6. The Panels welcomed the information and gave both general and panel specific feedback which is being considered (and incorporated where possible) for future reports.
7. The aspiration, moving forward is that the information available to each Panel will be broadly similar in format and consistent with the information presented at Directorate Leadership Team (DLT) meetings. It isn't the intention to restrict each Panel's flexibility in determining its information requirements and it is acknowledged that some Panels may require additional information from time to time.
8. Currently, due to the variety of mechanisms used for gathering performance information, there is a challenge around providing this to Scrutiny pitched at the right level without information overload and being manageable to produce for a public meeting. Ultimately, a digital solution is likely to be the best way forward.

Financial Information

9. Due to time constraints, the Panels considered the draft Cabinet Resources Report – Revenue and Capital Budget Monitoring to Period 10 (Month Ending 31 January 2019). The Panels welcomed the early release of the draft Cabinet Report.

10. The aspiration for the financial information available to Panels moving forward is for a summary sheet of the latest financial forecast at the end of a quarter, with an explanation of reasons for an increase in the forecast or underspend.

Balanced Scorecard

11. The Balanced Scorecard is the means of understanding progress against the Council's Corporate Plan. The Scorecard contains a range of indicators linked to key priorities and themes. Many measures are long-term and may be affected by a wide range of factors, some of which are outside the direct control of the Council.

12. The Corporate Balanced Scorecard for each Directorate is reported to Cabinet and is also available on the Council's website [here](#)

13. The recent Panel discussions highlighted that Members would like a 'refresher' on the Balanced Score to better understand the information available through this.

Purpose of the Meeting

14. The Board is asked to:

- consider and comment on the feedback from Scrutiny Panel Chairmen following the discussion of Quarter 3 (October – December 2018) performance monitoring information and the draft Cabinet Resources Report – Revenue and Capital Budget Monitoring to Period 10 (Month Ending 31 January 2019) and
- determine whether any further information or scrutiny on a particular topic is required.

Contact Point for this Report

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

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 background papers relating to the subject matter of this report:

Agenda and minutes of:

- Adult Care and Well-Being Overview and Scrutiny Panel – 14 March 2019
- Children and Families Overview and Scrutiny Panel - 6 March 2019
- Economy and Environment Overview and Scrutiny Panel – 5 March 2019
- Corporate and Communities Overview and Scrutiny Panel – 13 March 2019 available [here](#)

OVERVIEW AND SCRUTINY PERFORMANCE BOARD 28 MARCH 2019

SCRUTINY PROPOSALS

Summary

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

- (a) Quality Assurance of Care Homes
- (b) Care work as a Career

(a) Quality Assurance of Care Homes

2. Quality Assurance of Care Homes (residential and nursing) and how Worcestershire County Council carries out this role in the County has been identified as a priority for the Adult Care and Well-being Overview and Scrutiny Panel through its work planning process.

3. The suggested terms of reference are to investigate how the Council carries out and monitors quality assurance of care homes in Worcestershire.

4. It is proposed that Juliet Brunner, Chairman of the Adult Care and Wellbeing Overview and Scrutiny Panel be asked to lead this Task Group. A Scrutiny Proposal is attached at Appendix 1.

(b) Care work as a Career

5. On 14 February 2019, Council agreed the following Notice of Motion:

"Council acknowledges and respects the 15,000 Worcestershire residents who work in the care industry. Many more residents are dependent upon their care. Council asks the Cabinet Member Responsible to consider ways in which their work can be celebrated and encouraged and how more people can consider care work as a viable career option."

6. The Council discussion highlighted that it is important to boost the self-worth of care workers and emphasise the importance of care workers' role.

7. Council needed to break down the negative perception of care workers as being low paid, unskilled with limited career opportunities and promote care work as a career with justifiable rewards. A recent survey of care workers indicated that they were proud of their work and found it rewarding but expressed concerns about a lack of support from employers and heavy workloads.

8. The CMR has suggested a Scrutiny Task Group to look at how to develop the career pathway for care workers, and to promote care work as a career with justifiable rewards. The CMR suggested that the Council needs to find a way to develop a career pathway for carers i.e into social work or management and not just accepting care work as a role for life.

9. The terms of reference are to investigate:

- How the Council can promote and develop care work as a career
- How the existing care workforce can be better supported and celebrated

10. It is proposed that Juliet Brunner, Chairman of the Adult Care and Wellbeing Overview and Scrutiny Panel be asked to lead this Task Group. A 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 these criteria 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 Quality Assurance of Care Homes and Care work as a Career and if so,
- (b) to consider, comment on and agree the terms of reference and scrutiny proposals and the timing of the Task Groups.

Supporting Information

Appendix 1 – Scrutiny Proposal: Quality Assurance of Care Homes

Appendix 2 – Scrutiny Proposal: Care work as a Career

Specific Contact Points for this Report

Alyson Grice and Samantha Morris, Overview and Scrutiny Officers, 01905 844962/844963, 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 [14 February 2019](#)
- [All agendas and minutes are available on the Council's website here.](#)

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Scrutiny Proposal

Topic: Quality Assurance of Care Homes			
Background to the issue (what is it and why is it being considered for scrutiny)	Quality Assurance of Care Homes (residential and nursing) and how Worcestershire County Council carries out this role in the County has been identified as a priority for the Adult Care and Well-being Overview and Scrutiny Panel through its work planning process.		
Terms of reference	To investigate how the Council carries out and monitors quality assurance of care homes in Worcestershire.		
Suitability for scrutiny. 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>	Unsure
<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>	Possibly	<i>Will it result in improvements to the way the Council operates?</i>	Possibly
<i>Are improvements for local people likely as a result?</i>	Possibly		

Scope of scrutiny (what issues will it cover and what won't it cover)	<p>To find out:</p> <ul style="list-style-type: none"> How the Council's Adult Services Directorate carries out and monitors quality assurance of care homes in Worcestershire <p>This may include;</p> <ul style="list-style-type: none"> how potential issues are identified, addressed and managed how the quality of Worcestershire care homes compares nationally considering the impact of budget pressures on quality on care homes whether the Council has the adequate expertise and staff to quality assure? how the Council works with other stakeholders including the Care Quality Commission (the independent regulator of health and social care services) the NHS learning from other Local Authorities <p>NB a separate piece of scrutiny work is planned on promoting care work as a career and supporting care workers</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?)	<ul style="list-style-type: none"> councillor reassurance about quality assurance of care homes Increased councillor knowledge about quality assurance processes Increased councillor awareness of how to raise concerns
Has anyone else examined the issue?	Unsure
Any disadvantages or pitfalls to conducting this scrutiny?	Care will be needed with potentially sensitive information in relation to individual care homes
INFORMATION NEEDS	
Key Documents, Reports & Data required	Details of all care (residential and nursing) homes that WCC has responsibility for and purchases placements from CQC Inspection Reports Monitoring processes for quality assurance Quality assurance data on care homes in Worcestershire Complaints data (relating to care homes)? CQC monitoring criteria?
Is an expert adviser needed?	Unsure
Possible interviewees	Cabinet Members with Responsibility for Adult Social Care/Health and Wellbeing Director of Adult Services and of Public Health Council staff responsible for monitoring care homes Care Home staff and residents and family Care Quality Commission?

	Healthwatch
Is this an issue that young people would be interested in? If so, ask Youth Cabinet for evidence.	Unsure
Site Visits	As appropriate
Types of meeting/ consultation needed? (eg workshops/ focus groups/ public meetings/ questionnaires etc)	Task Group meetings, visit to care homes/s
Any meetings to be held outside of County Hall?	Possibly
Media & publicity needs?	Yes
OUTLINE TIMETABLE	
Proposal to OSPB	
Evidence Gathering	May onwards – OSPB to determine
Scrutiny Report to OSPB	
Scrutiny Report to Cabinet	

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Topic: Care work as a career			
Background to the issue (what is it and why is it being considered for scrutiny)	On 14 February 2019, Council agreed the following Notice of Motion: <i>"Council acknowledges and respects the 15,000 Worcestershire residents who work in the care industry. Many more residents are dependent upon their care. Council asks the Cabinet Member Responsible to consider ways in which their work can be celebrated and encouraged and how more people can consider care work as a viable career option."</i> The Council discussion highlighted that it is important to boost the self-worth of care workers and emphasise the importance of care workers' role. Council needed to break down the negative perception of care workers as being low paid, unskilled with limited career opportunities and promote care work as a career with justifiable rewards. A recent survey of care workers indicated that they were proud of their work and found it rewarding but expressed concerns about a lack of support from employers and heavy workloads. The CMR has suggested a Scrutiny Task Group to look at how to develop the career pathway for care workers, and to promote care work as a career with justifiable rewards. The CMR suggested that the Council needs to find a way to develop a career pathway for carers i.e into social work or management and not just accepting care work as a role for life.		
	Terms of reference		
	To investigate: <ul style="list-style-type: none">• How the Council can promote and develop care work as a career• How the existing care workforce can be better supported and celebrated		
Suitability for scrutiny. Which of the following criteria does it meet?			
Is the issue a priority area for the Council?	Yes	Does it examine a poorly performing service?	Yes (recruitment and retention)
Is it a key issue for local people?	Yes	Has it been prompted by new Government guidance or legislation?	National issue
Will the scrutiny have a clear impact on services?	Yes	Will it result in improvements to the way the Council operates?	Yes?
Are improvements for local people likely as a result?	Yes		

Scope of scrutiny (what issues will it cover and what won't it cover)	To find out: <ul style="list-style-type: none"> • What roles are classed as care work? • What the Council can do to promote and develop care work as a career? • How can the existing care workforce be better supported and celebrated? • What are the issues with recruitment and retention of care workers and how can the Council and partners improve this? • How the Council liaises with education and training providers to develop skills and promote care work as a career? • How agencies support care workers in particular those used by the Council? • What has worked well elsewhere? For example use of social media, creation of homecare co-operatives, links with education and training providers, value-based recruitment and saturation marketing, use of apprenticeships, establishment of a social work/carers academy <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"> • equality and diversity issues • commissioning • localism
Advantages to conducting scrutiny & Indicators of success (ie how will you know a good scrutiny has been done?)	Recruitment and retention of care workers improves.
Has anyone else examined the issue?	Yes – it is a national issue.
Any disadvantages or pitfalls to conducting this scrutiny?	It will be important to check what other work is taking place to avoid duplication and target the value of scrutiny resources.
INFORMATION NEEDS	
Key Documents, Reports & Data required	Overview of care work – the roles and skills involved, numbers involved in Worcestershire, local issues and problem local areas National research Examples of what has worked well elsewhere
Is an expert adviser needed?	Unsure
Possible interviewees	Cabinet Members with Responsibility for Adult Social Care / Health and Wellbeing Director of Adult Services, Director of Public Health Care Sector representatives Education and Training sector representatives Clinical Commissioning Groups? Care workers?

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, visits, questionnaire
Any meetings to be held outside of County Hall?	Possibly
Media & publicity needs?	Yes
OUTLINE TIMETABLE	
Proposal to OSPB	March 2019
Evidence Gathering	OSPB to determine
Scrutiny Report to OSPB	
Scrutiny Report to Cabinet	

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OVERVIEW AND SCRUTINY PERFORMANCE BOARD 28 MARCH 2019

MEMBER UPDATE, WORK PROGRAMME 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 remit of each member of the OSPB, including an update on each Overview and Scrutiny Panel and Task Group;
 - (b) consider the 2018/19 Work Programme and consider whether it would wish to make any amendments;
 - (c) Consider the Council's latest Forward Plan 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.**

Work Programme

7. From time to time the Board will review its work programme and consider which issues should be investigated as a priority.

8. Worcestershire County Council has a rolling annual Work Programme for Overview and Scrutiny, which is agreed by Council on an annual basis. The last programme was agreed on 8 November 2018.

9. The main responsibilities of the OSPB are:

- Commissioning work for Scrutiny Panels
- Establishing Scrutiny Task Groups (agreeing Terms of reference and Reports)
- Advising on Council's Policy Framework ie Sustainable Community Strategy (if any), Corporate Plan, Children and Young People's Plan, Local Transport Plan, Youth Justice Plan, 'Act Local in Worcestershire' framework, such other plans and strategies as required by law to form part of the Policy Framework or which may be and have been adopted to be part of that Framework eg Corporate Plan, Budget
- Call-ins
- Designated by the Council as its statutory Crime and Disorder Committee and must meet at least annually.

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 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?

11. The Board is asked to consider its 2018/19 Work Programme (attached at Appendix 1) and agree whether it would wish to make any amendments.

Cabinet Forward Plan

12. The Board will wish to consider any issues arising from the Council's Forward Plan which is attached at Appendix 2.

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

14. 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.**

Supporting Information

Appendix 1: OSPB's 2018/19 Work Programme

Appendix 2: Forward Plan (as at 20 March 2019)

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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OSPB 2018/19 OSPB WORK PROGRAMME

Date of Meeting	Agenda Item(s)	Date of Last Report	Notes/Follow-up Action
28 March 2019	Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Q3)	n/a	
28 March 2019	Scrutiny Proposals: (i) Care Workers (ii) Quality Assurance of Care Homes	n/a	
28 March 2019	Member Update, Work Programme and Cabinet Forward Plan	24 January 2019	To be looked at monthly
29 April 2019	Member Update, Work Programme and Cabinet Forward Plan	28 March 2019	To be looked at monthly
24 May 2019	Worcestershire LEP	23 May 2018	To be looked at annually
24 May 2019	Update on Performance Monitoring Information	28 March 2019	
24 May 2019	Member Update, Work Programme and Cabinet Forward Plan	28 March 2019	To be looked at monthly
25 June 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly
24 July 2019	Crime & Disorder Annual Meeting		To be looked at annually
24 July 2019	Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Q4 – Y/E)	28 March 2019	To be looked at quarterly
24 July 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly

Date of Meeting	Agenda Item(s)	Date of Last Report	Notes/Follow-up Action
30 September 2019	Scrutiny Work Programme 2019/20 (prior to agreement by Council)	November 2018	To be looked at annually
30 September 2019	Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Q1)		To be looked at quarterly
30 September 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly
24 October 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly
28 November 2019	Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Q2 – half year)		To be looked at quarterly
28 November 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly
10 December 2019	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly
January 2020	Budget Scrutiny: Update from Chief Executive and Leader on the budget proposals and feedback from Panel Chairmen Scrutiny Panels' discussions on the draft budget	January 2019	
	Member Update, Work Programme and Cabinet Forward Plan		To be looked at monthly

Date of Meeting	Agenda Item(s)	Date of Last Report	Notes/Follow-up Action
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Possible Future Items			
Tbc	Update on the Autism Pathway Graduated Response	February 2018	
n/a	Commissioning work for Scrutiny Panels	As required	
n/a	Establishing Scrutiny Task Groups (agreeing Terms of reference and Reports)	As required	
n/a	Call-ins	As required	
n/a	Advising on Council's Policy Framework ie Sustainable Community Strategy (if any), Corporate Plan, Children and Young People's Plan, Local Transport Plan, Youth Justice Plan, 'Act Local in Worcestershire' framework, such other plans and strategies as required by law to form part of the Policy Framework	As required	

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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.
Adoption of the Rights of Way Improvement Plan Key Decision	6 June 2019	4
Future Provision of Overnight Unit-Based Short Breaks for Children with Disabilities Key Decision	6 June 2019	5
Libraries ReLibraries Re-modelling-Modelling Key Decision	6 June 2019	6
Worcestershire Minerals Local Plan (development plan document)	6 June 2019	7-8
Balanced Scorecard and Corporate Risk Update – Quarter Four 2018/19 Performance Report	11 July 2019	9
'Called In' Decisions or Scrutiny Reports Potentially Key Decision	Within the plan period	10
Notices of Motion Potentially Key Decision	Within the plan period	11

All entries will be for decision by Cabinet unless otherwise indicated

