

# Agenda

## Overview and Scrutiny Performance Board

**Thursday, 28 November 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](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

### Thursday, 28 November 2019, 10.00 am, County Hall, Worcester

#### Membership

##### Councillors:

Mr R M Udall (Chairman), Mrs E A Eyre (Vice Chairman), Mr A A J Adams, Mrs J A Brunner, Mr A D Kent, Mrs F M Oborski, Mr P A Tuthill and Mrs R Vale

##### Co-opted Church Representatives (for education matters)

Bryan Allbut (Church of England)

##### Parent Governor Representatives (for education matters)

Vacancy (Secondary)

#### Agenda

| Item No | Subject   | Page No |
|---------|---|---------|
| 1       | <b>Apologies and Welcome</b>  |         |
| 2       | <b>Declaration of Interest and of any Party Whip</b>  |         |
| 3       | <b>Public Participation</b><br><br>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 (27 November 2019). Enquiries can be made through the telephone number/e-mail address below. |         |
| 4       | <b>Confirmation of the Minutes of the Previous Meeting</b><br>(previously circulated)   |         |
| 5       | <b>Performance and In-Year Budget Monitoring</b>  | 1 - 6   |
| 6       | <b>Scrutiny Proposal: Elective Home Education</b>   | 7 - 12  |
| 7       | <b>Member Update, Work Programme and Cabinet Forward Plan</b>   | 13 - 26 |

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 28 NOVEMBER 2019**

### **PERFORMANCE AND IN-YEAR BUDGET MONITORING**

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#### **Summary**

1. The Board is asked to consider the feedback provided by Scrutiny Panel Chairmen following the discussion of Quarter 2 (July - September 2019) performance monitoring information and budget monitoring information for period 6.
2. As agreed by OSPB on 30 September 2019, Panel Chairmen have been asked to provide a written summary of their Panel's feedback. Those available at the time of despatch are attached at Appendix 1.

#### **Background**

3. Performance and financial monitoring are part of the Scrutiny Panels' role in maintaining oversight of service provision and a key role for Scrutiny.
4. As previously agreed by the Board, Scrutiny Panels will carry out quarterly performance and financial monitoring, and then report to the Board by exception any areas of concern or suggestions for further scrutiny.

#### **Performance Information**

5. At the November Scrutiny Panel meetings, Members were provided with performance information reports. The Panels welcomed the information and gave both general and panel specific feedback which is being considered (and incorporated where possible) for future reports.

#### **Financial Information**

6. The Panels considered financial information for period 6 and each Scrutiny Panel was provided with information relevant to its remit in the form of presentation slides.

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

7. The Board is asked to:
  - consider and comment on the feedback from Scrutiny Panel Chairmen following the discussion of Quarter 2 (July - September 2019) performance monitoring and budget monitoring information for period 6; and
  - determine whether any further information or scrutiny on a particular topic is required.

## **Supporting Information**

Appendix 1: Summary of Panel feedback on performance and in-year budget monitoring

### **Contact Point for this Report**

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

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 background papers relating to the subject matter of this report:

Agendas and minutes of:

- Corporate and Communities Overview and Scrutiny Panel – 5 November 2019
- Adult Care and Well-Being Overview and Scrutiny Panel – 6 November 2019
- Children and Families Overview and Scrutiny Panel – 13 November 2019
- Economy and Environment Overview and Scrutiny Panel – 21 November 2019

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

## **Feedback on Performance and In-Year Budget Monitoring**

### **Adult Care and Well-being Overview and Scrutiny Panel**

#### **Performance**

The main area of discussion was around the target to reduce admissions to permanent care, for which Worcestershire is significantly above the national average. The Directorate has kept the Panel updated across recent meetings about its work to understand this, and this work continues, however many factors are beyond the Council's control, for example people staying in hospital longer and with more complex discharge.

#### **Finance**

The Directorate's current forecast is for a £2.4m overspend, which is significant but is reduced from earlier predictions. The most significant areas of overspend are:

- £2.2m in Older people Residential and Nursing services budget – not due to increasing numbers of people but greater needs and rising prices, for example, wages and agency costs due to difficulties in recruiting nurses.
- £0.8m overspend in Learning Disability services, a factor is people are living longer now

### **Children and Families Overview and Scrutiny Panel**

#### **Performance**

Members asked questions about specific performance indicators and budget information including:

#### **Education**

- How support is provided by Babcock Prime in relation to school improvement, including:
  - a. why the County's Ofsted performance measured by the percentage of 'good' or 'outstanding' schools remained below the national average?
  - b. what was the rate of improvement of schools judged to be requiring improvement or inadequate?
- How the number of young people Not in Education, Employment and Training (NEET) is monitored?
- Ongoing work to improve the percentage of school-aged Looked After Children with an up-to-date Personal Education Plan (81% in September 2019).

#### **SEND**

- Concern about the number of Electively Home Educated children who had an Education, Health and Care Plan (EHCP) (39 in September 2019) and, in

particular, whether parents were able to provide a suitable education for children with an EHCP.

## **Social Care**

- The Panel requested further details of Worcestershire children who were placed out-of-county in unregistered children's homes and were assured that this information would be available following the meeting.
- Members were interested in the number of apprenticeship or work experience opportunities that the Council and partners offered to Looked After Children.
- A question was asked about levels of child poverty in the County and the Panel agreed to add this issue to its Work Programme.
- Members were reassured that the use of agency staff continued to be low.

## **Finance**

With relation to 2019/20 Budget Period 6:

- Overall, the Dedicated School Grant (DSG) showed an overspend position of £8.9m due to pressures in the High Needs Budget, particularly in out of county and post-16 provision. Worcestershire's pressures are in line with the national picture.
- The non-DSG budget forecast a £0.925m overspend, mainly due to a £1m overspend in the Home to School and College Transport budget.

## **Corporate and Communities Overview and Scrutiny Panel**

### **Performance**

Due to timings, the performance data was to be presented to the Panel's meeting in December instead.

### **Finance**

In-Year Budget Monitoring - Quarter 2

The Director of Commercial and Commissioning (COaCH) advised that it was anticipated that there would be an underspend for COaCH of £556k at year end, which was a £417k improvement since Quarter 1. This positive performance was largely as a result of a clear focus on contract spend and management of vacancies, along with some elements of additional income being obtained. In terms of the Communities budget, the Panel was informed that it was well managed and forecasted to meet budget, as predicted, with no significant issues.

### **Commercial and Commissioning**

- The overall forecast is an underspend of £556k (8.1%)
- Improvement of £278k since P5 and £417k improvement since Q1 due to mainly to:
  - In year savings relating to the Talent Programme - £97k
  - Additional Registration fees - £60k
  - Reduced CIMU costs - £30k

- Reduction in property services contract costs - £250k

### **Communities**

- The overall forecast is an underspend of 0.28% (No significant variances.)

### **Members Comments**

- Concern was expressed in respect of the reduction in funding for the Talent Programme, which was an area that some Members felt was of great value in providing skills training for young people.
- Further details about the £250k reduction in Property Services contract costs were requested. The Director advised that the contracts relating to every Directorate had been closely looked at, to establish whether there was scope for savings, for instance, by way of combining services and contracts at the procurement stage.
- In terms of the Communities budget, a Member asked for an explanation on the 7.8% variance on the Countryside Greenspace and Gypsies. The Head of Finance advised that this was a one-off issue relating to water services, which had arisen during the Quarter 2, and which was currently being investigated. The Panel would be provided with a report back when clarification was obtained.

### **Overall Comment**

Positive response from members on good performance and budget control.

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## **OVERVIEW AND SCRUTINY PERFORMANCE BOARD 28 NOVEMBER 2019**

### **SCRUTINY PROPOSAL: ELECTIVE HOME EDUCATION**

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#### **Summary**

1. The Overview and Scrutiny Performance Board (OSPB) is asked to consider the scrutiny proposal: Elective Home Education

#### **Background**

2. The 1996 Education Act states that 'it is the duty of parents to secure an appropriate full-time education for their children of compulsory school age'. Parents can carry out this duty by ensuring their child attends school or parents may decide to take on the duty to educate their child themselves and educate them at home. This is called Elective Home Education.
3. Elective Home Education has been identified as a priority on the Children and Families Overview and Scrutiny Panel's work programme. The 2019/20 Scrutiny Work Programme was agreed at Council on 12 September 2019.
4. The proposed Terms of Reference are: To investigate how Worcestershire Children First (through Babcock Prime) supports and monitors families who choose to educate their children at home, including the numbers involved, trends and reasons given, and how this compares with statistical neighbour authorities and the national picture.
5. It is proposed that Councillor Fran Oborski, Chairman of the Children and Families Overview and Scrutiny Panel be asked to lead this Task Group. A Scrutiny Proposal is attached at Appendix 1.

#### **Issues Suitable for Scrutiny**

6. 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?

#### **Next Steps**

7. 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?
8. Members are asked to take into account issues raised above and:
  - (a) determine whether they wish to set up a scrutiny task group to look at Elective Home Education and, if so,
  - (b) to consider, comment on and agree the terms of reference and scrutiny proposal and the timing of the Task Group.

## **Supporting Information**

Appendix 1 – Scrutiny Proposal: Elective Home Education

## **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 [12 September 2019](#)
- [All agendas and minutes are available on the Council's website here.](#)

## Scrutiny Proposal

| <b>Topic: Elective Home Education</b>  |   |  |                       |
|--|---|--|-----------------------|
| <b>Background to the issue</b><br>(what is it and why is it being considered for scrutiny) | <p>The 1996 Education Act states that 'it is the duty of parents to secure an appropriate full-time education for their children of compulsory school age'. Parents can carry out this duty by ensuring their child attends school or parents may decide to take on the duty to educate their child themselves and educate them at home. This is called Elective Home Education.</p> <p>Elective Home Education has been identified as a priority on the Children and Families Overview and Scrutiny Panel's work programme.</p>  |  |                       |
| <b>Terms of reference</b>  | To investigate how Worcestershire Children First (through Babcock Prime) supports and monitors families who choose to educate their children at home, including the numbers involved, trends and reasons given, and how this compares with statistical neighbour authorities and the national picture.  |  |                       |
| <b>Suitability for scrutiny.</b> Which of the following criteria does it meet?             |   |  |                       |
| <i>Is the issue a priority area for the Council?</i>                                       |   | <i>Does it examine a poorly performing service?</i>                    | <i>Unsure</i>         |
| <i>Is it a key issue for local people?</i>   |   | <i>Has it been prompted by new Government guidance or legislation?</i> | <i>National issue</i> |
| <i>Will the scrutiny have a clear impact on services?</i>                                  | <i>Possibly</i>   | <i>Will it result in improvements to the way the Council operates?</i> | <i>Possibly</i>       |
| <i>Are improvements for local people likely as a result?</i>                               | <i>Possibly</i>   |  |                       |
| <b>Scope of scrutiny</b><br>(what issues will it cover and what won't it cover)            | <p>To investigate how Worcestershire Children First (through Babcock Prime) supports and monitors families who choose to educate their children at home.</p> <p>To include:</p> <ul style="list-style-type: none"> <li>• The number and age groups of Worcestershire children known to be Electively Home Educated.</li> <li>• The number and age groups withdrawn from Worcestershire schools in each of the last 5 years.</li> <li>• The number of Electively Home Educated children who have Education Health and Care Plans (EHCPs).</li> <li>• The reasons for EHCPs.</li> <li>• The reasons given for choosing EHE, and the number of parents advised by schools to opt for EHE.</li> </ul> |  |                       |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Number of EHE who are recorded as Not in Education, Employment or Training (NEET) post-16.</li> <li>• Any information on Alternative Providers taking pupils who are EHE.</li> <li>• How the situation in Worcestershire compares with statistical neighbour authorities and the national picture.</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>• <i>equality and diversity issues</i></li> <li>• <i>commissioning</i></li> <li>• <i>localism</i></li> </ul>                |
| Advantages to conducting scrutiny & Indicators of success (ie how will you know a good scrutiny has been done?) | <ul style="list-style-type: none"> <li>• Reassurance to Councillors that procedures for safeguarding and monitoring of those children who are Electively Home Educated are working effectively.</li> <li>• Increased Councillor knowledge about procedures in relation to EHE.</li> <li>• Increased Councillor awareness of how to raise concerns.</li> </ul>   |
| Has anyone else examined the issue?   |   |
| Any disadvantages or pitfalls to conducting this scrutiny?  | Care will be needed with potentially sensitive information about individuals  |
| <b>INFORMATION NEEDS</b>  |   |
| Key Documents, Reports & Data required  | <p><a href="#">Worcestershire County Council Elective Home Education Policy 2013</a><br/> <a href="#">Department for Education Elective Home Education Guidelines April 2019</a><br/> <a href="#">Association of Directors of Children's Services Elective Home Education Survey 2018</a></p> <p>Data on numbers of electively home educated children in Worcestershire, including trends, breakdown by district council and comparisons with statistical neighbours, exam results (if applicable) and outcomes post 16<br/> National research<br/> Evidence available from the County Council – the views of young people about attending school</p> |
| Is an expert adviser needed?  |   |
| Possible interviewees   | <p>Cabinet Member with Responsibility for Education and Skills<br/> Director of Children, Families and Communities, WCC<br/> Director of Education and Early Help, Worcestershire Children First<br/> Assistant Director for SEND and Vulnerable Learners<br/> Home Education Liaison Officer, Babcock Prime<br/> Children Missing Education Officer<br/> Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS) Worcestershire<br/> Worcestershire Home Educators Network<br/> Current home educators<br/> Representatives of headteachers (different phases)</p>   |
| Is this an issue that young people would be interested in? If so, ask   | Yes (helpful to hear from the voice of the young person)  |

|  |   |
|--|---|
| Youth Cabinet for evidence.  |   |
| Site Visits  | As appropriate                                |
| Types of meeting/ consultation needed? (eg workshops/ focus groups/ public meetings/ questionnaires etc) | Task group meetings and visits as appropriate |
| Any meetings to be held outside of County Hall?  | Possibly                                      |
| Media & publicity needs?   | Yes   |
| <b>OUTLINE TIMETABLE</b>   |   |
| Proposal to OSPB   | 28 November 2019                              |
| Evidence Gathering   | January onwards – OSPB to determine           |
| Scrutiny Report to OSPB  |   |
| Scrutiny Report to Cabinet   |   |

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## **OVERVIEW AND SCRUTINY PERFORMANCE BOARD 28 NOVEMBER 2019**

### **MEMBER UPDATE, WORK PROGRAMME 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 remit of each Member of the OSPB, including an update on each Overview and Scrutiny Panel and Task Group;
  - (b) consider the 2019/20 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 – Adam Kent
- Health Overview and Scrutiny Committee (HOSC) – Paul Tuthill
- Crime and Disorder – Rebecca Vale
- 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. On 30 September 2019, OSPB agreed that each Member of the Board would provide a written update on Panel, Task Group and other work. Updates for Corporate and Communities, Adult Care and Well-being, Children and Families Overview and Scrutiny Panels and for Crime & Disorder are attached at Appendix 1. Updates for Health Overview and Scrutiny Committee and Economy and Environment O&S Panel will be available on the day of the meeting.

**7. The Board is asked to consider the updates 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;**

## **Work Programme**

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

9. 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 12 September 2019.

10. 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.

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 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?

**12. The Board is asked to consider its 2019/20 Work Programme (attached at Appendix 2) and agree whether it would wish to make any amendments.**

### **Cabinet Forward Plan**

13. The Board will wish to consider any issues arising from the Council's Forward Plan which is attached at Appendix 3.

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

**15. 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: Members' updates on Panels, Task Groups and other work

Appendix 2: OSPB Work Programme 2019/20

Appendix 3: Forward Plan (as at 20 November 2019)

### **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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**OSPB Members' updates on Panels, Task Groups and other work**

**Adult Care and Well-being Overview and Scrutiny Panel**

**1. Safeguarding Adults Annual Report**

Achievements of the Worcestershire Safeguarding Adults Board (WSAB) during the year included a more active and engaged partnership, with good representation from the statutory agencies and beyond. There is now representation from those who have experienced safeguarding issues.

An update has been requested from Trading Standards about its work on adult exploitation. A guidance note has been requested to help members signpost queries from constituents about safeguarding issues. Overall, the Panel felt reassured by the latest update

**2. Messages from Adult Services Roadshows**

The roadshows appear to have been a very good way of getting out there and speaking to the public. The main objectives of the campaign were to promote Adult Services, dispel the myth that everybody is eligible for care but also to encourage people to think about ageing and how to prepare and make decisions which could help them stay independent for longer.

**3. Work Plans**

The Panel would like to understand more about continuing healthcare assessments – carers and panel members have reported concerns about assessments which now take place every 6 weeks and the stress this causes.

The Panel will decide about any further work areas once the Council's financial priorities from the new budget have been looked at.

**Corporate and Communities Overview and Scrutiny Panel**

**1. Working with District Councils and other Partners to share information**

The Panel received a report which provided an overview of how the Council currently shared information with District Councils and others to meet residents' needs. The Director explained that all Partners across Worcestershire had signed a Worcestershire Office of Data Analytics (WODA) Data Sharing Charter which set out principles for person related data sharing.

A number of responses were made by members which are detailed within the minutes.

Key elements for future work by panel on topic to be considered included.

- Council tax collection system
- Information Technology systems e.g. Office 365
- Customer Relations Relationship Management systems for Councillors
- Opportunities for business development
- A system of sharing Best Practice
- Income generation initiatives.

The Chairman agreed to discuss this issue with the Vice-Chairman and consider ways in which it could be taken forward. They would report back to the Panel with a suggested way ahead.

## **2. Registration Service Overview**

In previous meetings Performance on Death and Still Birth registrations were showing consistent concern and a deep dive had been requested by the panel. Members raised a number of questions and related issues detailed fully in the minutes.

The Panel was pleased with the thorough response to the request for a 'deep dive', which had outlined the actions which had been taken to address the issue and additional actions being considered and looked forward to a resultant improved performance in their performance data. The Panel also benefitted from the general overview of the service which had proved to be very informative.

## **3. Work Plans - December Panel meeting to cover**

Draft Libraries Strategy and Implementation  
Corporate Complaints and Compliments system  
Performance Monitoring Quarter 2 (July-September 2019)  
Council's Energy providers and costs

## **Crime and Disorder**

Following on from the annual meeting that the Council hosts relating to Crime and Disorder, the GET SAFE initiative (an initiative by West Mercia Police, Worcestershire's Children's Services and other partners) has been high on the agenda. Cllr Adam Kent put forward an excellent motion to Council based on his own experiences and calling for Councillors to spread awareness. I have been able to meet with the Chair of Worcestershire County Association of Local Councils (CALC) to discuss how we can lift the profile of GET SAFE further throughout the Town and Parish Councils of Worcestershire. The Chair of CALC was very supportive of this initiative.

The Rural Crime Strategy was launched at the West Mercia Police and Crime Panel which I attended as an observer. I have been very pleased to have several discussions with both the Police and Crime Commissioner (PCC) and the DPCC about this. Rural crime has massive economic implications for the rural community and a robust and pragmatic response is required. I look forward to seeing some of the positive outcomes from this strategy as it is rolled out.

The PCC held a workshop on Sexual Assault on 4 November at Sixways Stadium which a number of Cabinet Members and Officers attended. Prior to this I met with Officers where we discussed sexual assault and potential areas for improvement. Child

protection strategies mean that the sexual assault of children is thoroughly and continually being analysed. How we tackle adult sexual assault is an area for improvement we would like to look at. By its very nature, adult sexual assault is extremely complex and hopefully the outcomes of the Sexual Assault workshop will help us in our quest for continuous improvement.

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## OSPB 2019/20 WORK PROGRAMME

| Date of Meeting  | Agenda Item(s)  | Date of Last Report | Notes/Follow-up Action  |
|------------------|---|---------------------|-------------------------|
| 10 December 2019 | Member Update, Work Programme and Cabinet Forward Plan  |                     | To be looked at monthly |
| 10 December 2019 | Quality Assurance Scrutiny Task Group Report  |                     |                         |
| 10 December 2019 | West Mercia Police and Crime Panel Update   |                     |                         |
| 29 January 2020  | Budget Scrutiny:<br>Update from Chief Executive and Leader on the budget proposals and feedback from Scrutiny Panels' discussions on the draft budget | January 2019        |                         |
| 29 January 2020  | Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Period 7 Finance/Q2 Performance October-December 2019)                     |                     |                         |
| 29 January 2020  | Member Update, Work Programme and Cabinet Forward Plan  |                     | To be looked at monthly |
| 26 February 2020 | West Mercia Police and Crime Panel Update   |                     |                         |
| 25 March 2020    | Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Period 9 Finance/Q3 Performance October-December 2019)                     |                     |                         |

| Date of Meeting | Agenda Item(s) | Date of Last Report | Notes/Follow-up Action |
|-----------------|----------------|---------------------|------------------------|
|-----------------|----------------|---------------------|------------------------|

|                 |   |                                 |                          |
|-----------------|---|---------------------------------|--------------------------|
| 3 June 2020     | Worcestershire LEP Annual Update          | 23 May 2018<br>24 May 2019      | To be looked at annually |
| 3 June 2020     | Update on the Autism Pathway              | 28 February 2018<br>24 May 2019 | To be looked at annually |
| 22 July 2020    | Annual WCC Community Safety Update        | 24 July 2019                    | To be looked at annually |
| 22 July 2020    | West Mercia Police and Crime Panel Update |                                 |                          |
| 22 July 2020    | Refresh of the Scrutiny Work Programme    | 24 July 2019                    | To be looked at annually |
| 19 October 2020 | West Mercia Police and Crime Panel Update |                                 |                          |
| 9 December 2020 | West Mercia Police and Crime Panel Update |                                 |                          |

| <b>Possible Future Items</b> |   |             |  |
|------------------------------|---|-------------|--|
| 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 |  |

| Date of Meeting | Agenda Item(s)  | Date of Last Report | Notes/Follow-up Action |
|-----------------|---|---------------------|------------------------|
| 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         |                        |
| n/a             | Social Mobility ie the movement of individuals, families, households, or other categories of people within or between social strata in a society. It is the opportunity for those from underprivileged backgrounds to break the boundary of their social class – this would be cross cutting                    |                     |                        |

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## Appendix 3

### 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. |
|---|---------------------------------------|----------|
| <a href="#">EU Exit Preparedness Update Report</a>  | 14 November 2019                      | 5        |
| <a href="#">New Walking &amp; Cycling Bridge, Worcester (Ghulevelt Park to Kepax site) – Business Case Findings Results &amp; Recommendations</a>                               | 14 November 2019                      | 6        |
| <a href="#">Update on SEND Written Statement of Action and Ombudsman Report</a>   | 14 November 2019                      | 7        |
| <a href="#">Worcestershire Passenger Transport Strategy Document</a><br>Key Decision  | 14 November 2019                      | 8        |
| <a href="#">Worcestershire Safeguarding Children’s Board Annual Report 2018/19</a>  | 14 November 2019                      | 9        |
| <a href="#">2020/21 Budget and Council Tax</a>  | 12 December 2019<br>& 30 January 2020 | 10       |
| <a href="#">Balanced Scorecard and Corporate Risk Update – Quarter 2 2019/20 Performance Report</a>   | 12 December 2019                      | 11       |
| <a href="#">Contract Award Decision for Commissioning an Integrated Drug and Alcohol Service for Adults and Young People</a><br>New Entry – Key Decision                        | 12 December 2019                      | 12       |
| <a href="#">Council Policy on responding to Change of Age Range requests from Community Maintained Schools or Change of Age Range Consultations from other types of Schools</a> | 12 December 2019                      | 13       |
| <a href="#">Fair Funding for Schools 2020/21 – National and Local Changes to the Funding Arrangements for Schools</a><br>Key Decision   | 12 December 2019                      | 14       |
| <a href="#">New Model of Delivery for Medical Education Provision</a>   | 12 December 2019                      | 15       |
| <a href="#">Resources Report – Treasury Management Mid-Year Update Report 2019/20</a><br>Potentially Key Decision   | 12 December 2019                      | 16       |
| <a href="#">Update to the School Organisation Plan 2019-24</a>  | 12 December 2019                      | 17       |
| <a href="#">West Mercia Energy – Treatment of former West Mercia Supplies Pension Liability</a><br>Key Decision   | 12 December 2019                      | 18       |

|   |                        |    |
|---|------------------------|----|
| <a href="#">Worcestershire's Libraries Strategy</a><br>Key Decision                   | 12 December 2019       | 19 |
| <a href="#">'Called In' Decisions or Scrutiny Reports</a><br>Potentially Key Decision | Within the plan period | 20 |
| <a href="#">Notices of Motion</a><br>Potentially Key Decision                         | Within the plan period | 21 |

All entries will be for decision by Cabinet unless otherwise indicated