

# Agenda

## Council

**Thursday, 14 July 2022, 10.00 am**  
**County Hall, Worcester**

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 846621 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.

**Thursday, 14 July 2022, 10.00 am, County Hall, Worcester**

## **Agenda and Summons**

**Councillors:** Cllr Chris Rogers (Chairman), Cllr Alastair Adams, Cllr Salman Akbar, Cllr Mel Allcott, Cllr Martin Allen, Cllr Alan Amos, Cllr Marc Bayliss, Cllr Dan Boatright, Cllr Bob Brookes, Cllr David Chambers, Cllr Brandon Clayton, Cllr Kyle Daisley, Cllr Lynn Denham, Cllr Nathan Desmond, Cllr Allah Ditta, Cllr Matt Dormer, Cllr Aled Evans, Cllr Elizabeth Eyre, Cllr Simon Geraghty, Cllr Laura Gretton, Cllr Peter Griffiths, Cllr Karen Hanks, Cllr Ian Hardiman, Cllr Adrian Hardman, Cllr Paul Harrison, Cllr Marcus Hart, Cllr Bill Hopkins, Cllr Matt Jenkins, Cllr Adam Kent, Cllr Adrian Kriss, Cllr Aled Luckman, Cllr Steve Mackay, Cllr Luke Mallett, Cllr Emma Marshall, Cllr Karen May, Cllr Natalie McVey, Cllr Tony Miller, Cllr Jo Monk, Cllr Dan Morehead, Cllr Richard Morris, Cllr Tony Muir, Cllr Beverley Nielsen, Cllr Tracey Onslow, Cllr Scott Richardson Brown, Cllr Andy Roberts, Cllr Josh Robinson, Cllr Linda Robinson, Cllr David Ross, Cllr Mike Rouse, Cllr Jack Satterthwaite, Cllr James Stanley, Cllr Emma Stokes, Cllr Kit Taylor, Cllr Richard Udall, Cllr Craig Warhurst, Cllr Shirley Webb and Cllr Tom Wells

### **1 Apologies and Declaration of Interests**

To receive apologies and invite any councillor to declare any interest in any of the items on the agenda.

### **2 Public Participation**

To allow a member of the public to present a petition, or ask a question relating to the functions of the Council, or to make a comment on any matter on the agenda.

*Members of the public wishing to take part should notify the Assistant Director for Legal and Governance in writing or by e-mail indicating both the nature and content of their proposed participation no later than 9.00am on the working day before the meeting (in this case 13 July 2022). Further details are available on the Council's website. Enquiries can also be made through the telephone number/e-mail address listed in this agenda and on the website.*

### **3 Minutes**

To approve as a correct record and authorise the signing of the Minutes of the meeting held on 19 May 2022 (previously circulated electronically).

### **4 Chairman's Announcements**

To receive any announcements to be made by the Chairman.

## **5 Reports of Cabinet 1 - 6**

To consider the reports of the Cabinet and to receive answers to any questions asked on those reports as follows:

- a) Reports of Cabinet – Matters which require a decision; and
- b) Report of Cabinet – Summary of decisions taken.

## **6 Constitutional Matters 7 - 16**

To consider (a) Health and Wellbeing Board and Integrated Care System Update; and (b) Approval of extension of time for non-attendance at meetings.

## **7 Notices of Motion 17 - 20**

To receive the report of the Assistant Director for Legal and Governance on any Notices of Motion received by him.

Councillors are asked to note that any Notices of Motion must be received by the Assistant Director for Legal and Governance no later than noon on 5 July 2022.

## **8 Report of the Cabinet Member with Responsibility 21 - 32**

To receive the report of the Cabinet Member with Responsibility for Corporate Services and Communication on current issues and proposed developments within his area of responsibility and to receive answers to any questions on the report.

## **9 Overview and Scrutiny Work Programme 2022/23 33 - 60**

To consider the future work programme recommended by the Overview and Scrutiny Performance Board.

## **10 Question Time 61 - 64**

To receive answers to any questions asked by Councillors.

*(Members are reminded of the timescale adopted by Council for notice of questions. A Councillor may only ask a question if:*

- *It is delivered in writing to the Assistant Director for Legal and Governance by noon on 5 July 2022 or*
- *If it relates to urgent business, the Assistant Director for Legal and Governance is notified at least half an hour before the start of the meeting and the Chairman agrees the matter is urgent'.)*

## **11 Reports of Committees 65 - 70**

To consider the reports of Committees and to receive answers to any questions asked on those reports as follows:

- a) Pensions Committee; and
- b) Planning and Regulatory Committee

## NOTES

- **Webcasting**

Members of the Council are reminded that meetings of the Council are Webcast on the Internet and will be stored electronically and accessible through the Council's Website. Members of the public are informed that if they attend this meeting their images and speech may be captured by the recording equipment used for the Webcast and may also be stored electronically and accessible through the Council's Website.

- **Catering Arrangements**

Lunch will be available for all Councillors at 1.00pm or thereabouts in the Lakeview Room.

---

Agenda produced and published by Abraham Ezekiel, Assistant Director for Legal and Governance County Hall, Spetchley Road, Worcester WR5 2NP. The above reports and supporting information can be accessed via the Council's website at: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

To obtain further information or a paper copy of this agenda please contact Simon Lewis, Committee Officer by telephone on Worcester (01905) 846621 or [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)

Date of Issue: Wednesday, 6 July 2022

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022****REPORT OF CABINET – MATTERS WHICH REQUIRE A  
DECISION BY COUNCIL**

---

**Worcestershire Minerals Local Plan****Recommendation**

- 1. The Cabinet recommends that Council adopts the Worcestershire Minerals Local Plan and Policies Map, with the main modifications recommended by the Inspectors and the additional modifications which are necessary to clarify the plan, but which do not materially affect its policies.**
2. A Minerals Local Plan for Worcestershire has been developed. It has been subject to examination in public by independent Planning Inspectors appointed by the Secretary of State and is proposed to be adopted by the Council under the provisions set out in the Planning and Compulsory Purchase Act 2004 (as amended).
3. Worcestershire County Council is the Local Planning Authority (LPA) for minerals and waste in Worcestershire. The Council adopted the Waste Core Strategy in 2012. The Worcestershire Minerals Local Plan proposed for adoption will replace the saved policies which remain in the last County of Hereford and Worcester Minerals Local (1997). These saved policies have largely been superseded by changes in national planning policy.
4. The Minerals Local Plan being proposed for adoption covers the whole of the county of Worcestershire and, once adopted, will be a Development Plan Document, and form part of the Development Plan for Worcestershire. This means that it will sit alongside the district Local Plans and the Waste Core Strategy and must be used to determine any minerals-related planning matters in the county. The Minerals Local Plan will be used by planning officers and the Planning and Regulatory Committee to make decisions about planning applications for mineral extraction, processing and restoration. It will also be used by the City, Borough and District Councils to ensure other types of development do not sterilise mineral resources or negatively impact mineral infrastructure.
5. The Minerals Local Plan must enable a steady and adequate supply of minerals from the county to contribute towards supplying both local and national demand. The majority of mineral working in the county is sand and gravel for the aggregate industry. Brick clay is also worked in the north of the county for brick making, a small amount of silica sand is dug for industrial purposes, and a small amount of brine is extracted for making food-grade salt. There are also building stone, crushed rock and coal deposits in the county which are not currently worked, but the Minerals Local Plan contains policies to enable any planning applications for these minerals to be assessed and determined.

6. The Minerals Local Plan addresses the following matters:
- A 15-year vision and six objectives for the plan.
  - A spatial strategy, directing development to five strategic corridors, and setting a preference for development within allocated sites, subject to other policies being met. The spatial strategy also sets green infrastructure priorities for each strategic corridor.
  - Policies for the provision being made for each type of mineral, including a policy to encourage the use of substitute, secondary and recycled materials and mineral wastes.
  - Criteria-based policies to assess the suitability of proposals (both strategic and non-strategic).
  - Minerals safeguarding policies to ensure mineral resources and supporting infrastructure are not sterilised by other development where this should be avoided.

7. Consultation on development of the Plan was carried out in 4 stages between October 2012 and February 2019. All the consultations were undertaken in accordance with the adopted Worcestershire County Council Statement of Community Involvement. The Minerals Local Plan development and consultations have also been accompanied by a series of statutory assessments, including Sustainability Appraisal (SA), Habitats Regulations Assessment (HRA) and Strategic Flood Risk Assessment (SFRA), plus Equalities and Health Impact Assessments

8. The consultation was followed by the examination of the Plan by the Planning Inspectorate and the Inspectors' report was issued on 6 May.

9. The Inspectors' Report concludes that the duty to co-operate has been met, and that other legal requirements have been complied with.

10. In considering whether the tests of soundness have been met, the report concludes that the Worcestershire Minerals Local Plan provides an appropriate basis for the planning of minerals for the County, provided that a number of main modifications are made to it. The Inspectors have taken account of the responses to the consultation on the potential modifications and have made some amendments to the detailed wording of the main modifications where these are necessary for consistency or clarity. Their report states that "none of the amendments significantly alters the content of the modifications as published for consultation or undermines the participatory processes and sustainability appraisal/habitats regulations assessment that has been undertaken".

11. This means that, if the main modifications are accepted, the plan is 'sound' and can be adopted by the Council. The recommendation of main modifications is a normal part of the examination process.

12. The Inspectors' Report summarises the main modifications as follows:

- Emphasising the existence and possible effect of functionally linked land on minerals development<sup>1</sup>;
- Revising the approach to the strategic location of development to more clearly set out the approach to development within and outside of strategic corridors;

---

<sup>1</sup> This relates to the potential for minerals development in the county to affect European protected habitat sites beyond the county boundary.



- Revising the mineral supply policies to ensure that they contain targets and the scale of provision required;
- Amending the Development Management policies to provide clarification and consistency with the National Planning Policy Framework (NPPF)<sup>2</sup>;
- Revising the approach to the safeguarding of mineral resources and infrastructure to ensure more safeguarding and to reflect the ‘agent of change’ principle;
- Revising the implementation and monitoring framework to include triggers for targets to ensure a more robust mechanism to assess the effectiveness of the Plan; and
- A number of other modifications to ensure that the plan is positively prepared, justified, effective and consistent with national policy.

13. The full list of Main Modifications can be found in Appendix 1 of the Inspectors’ Report.

14. As the Inspectors have recommended Main Modifications, the Council may only adopt the Minerals Local Plan if these are included in their entirety. The Council cannot choose to adopt it without those Main Modifications. If the Council did not want to accept the recommended Main Modifications, the only alternative is to resolve to withdraw the plan, modify it, undertake further consultation on it, and resubmit it to the Secretary of State for further examination.

15. The Council does have discretion in relation to the Additional Modifications. Additional Modifications are minor alterations which, taken together, do not materially affect the policies that would be set out in the Local Plan. The Additional Modifications aid the clarity and internal consistency of the document. Additional modifications were also published alongside consultation on the Main Modifications, and no comments were received on them. Some further Additional Modifications are required to update specific references to the revised National Planning Policy Framework (see the Schedule of Additional Modifications).

16. The Overview and Scrutiny Performance Board considered the draft Plan at its meeting on 25 May 2022 and whilst a number of questions were dealt with at the meeting it did not have any comments to make.

**Mr S E Geraghty**  
**Chairman**

Appendices (available electronically)

[Report and appendices to the Cabinet meeting on 26 May 2022 \(minute 2098\)](#)

## **Contact Points**

---

<sup>2</sup> The National Planning Policy Framework (NPPF) was updated in July 2021, during the course of the examination. Whilst some modifications are necessary to reference the revised NPPF paragraph numbers and wording, none of the NPPF revisions significantly impacted on the scope and content of the Plan and, consequently, the publication of the revised NPPF during the examination did not alter the Inspectors’ recommendations on soundness.

Specific Contact Points for this report

Sheena Jones, Democratic Governance and Scrutiny Manager

Tel: 01905 846011

Email: [sjones19@worcestershire.gov.uk](mailto:sjones19@worcestershire.gov.uk)

**Background Papers**

In the opinion of the proper officer (in this case the Assistant Director of Legal and Governance) there are no background papers relating to the subject matter of this report.

## **COUNCIL**

### **14 JULY 2022**

## **REPORT OF CABINET - SUMMARY OF DECISIONS TAKEN**

---

### **Worcestershire Adults Safeguarding Board Annual Report 2020/21**

1. Professor Keith Brown, the Independent Chair of the Adults Safeguarding Board, attended the Cabinet meeting and presented the Board's annual report for 2020/21.
2. Areas discussed included exploitation and self-neglect. Joint working across various public bodies in tackling these issues was welcomed. The difficulties being experienced in recruitment of carers were also referred to.
3. Overall the report was positive and the efforts of all involved in developing and demonstrating good practice was acknowledged at the meeting.

### **Resources Report – Provisional Financial Results 2021-22**

4. Cabinet has endorsed the Council's financial performance for the year ended 31 March 2022 and the unaudited Annual Financial Report and Statement of Accounts 2021/22. It has also approved transfers to increase Earmarked reserves and general balances and considered the draft Annual Governance Statement for 2021/22. Final approval of the Governance Statement will be sought from the Audit and Governance Committee.
5. The Council delivered a small underspend of £1.336 million on its net £352.5 million budget, that is a -0.4% variance. In addition to the net base budget the Council had £70.4 million of COVID related grant income available to use in 2021/22; (£46.9 million received in 2021/22 and £23.5 million brought forward from 2020/21). The majority of these grants were awarded for specific purposes and those relating to Adult Social Care allocated directly to providers. The £1.336 million underspend will be added to increase the General Fund Balances.
6. The outturn position for 2021/22 has enabled a modest increase in General Fund Balances to be made in addition to what was anticipated earlier in February this year. This enables continued strengthening of the Council's overall financial resilience.
7. £70.4 million of COVID related grant income was available for use in 2021/22. All COVID grant funding has been spent in line with grant conditions in 2021/22 with £17.9 million in respect of General COVID grant, Clinically Extremely Vulnerable, Containment Outbreak Management Fund and Home to School Transport to be carried forward to be used in 2022/23.

## Local Government Ombudsman Report

8. Cabinet has considered a report from the Local Government Ombudsman following a complaint that the County Council took too long to put in place a direct payment for an individual's care. The complainant said this caused her distress and meant she did not receive appropriate care. The Ombudsman found fault causing injustice and made recommendations

9. Since receipt of the report the Council has implemented remedies proposed by the LGO, including apologising to the complainant and paying her £3,000 in recognition of the disruption, inconvenience and distress caused by not having care.

10. The Council has also commissioned a new provider to administer direct payments, and response times following referral average 2/3 days for new recipients.

## Household Support Fund

11. Cabinet has considered a report summarising how funding received since 2020, initially through the Winter Grant and Local Support Grant and subsequently through the Household Support Fund, has been used.

12. Cabinet has also considered the proposed use of the additional funds between now and the end of September that will ensure this is targeted to residents in need of support and in line with the Government guidance.

13. Cabinet has endorsed the proposed allocation of the £3.95m that Worcestershire will receive from the new Household Support Fund in 2022/23 which is in line with government guidance and modelled around local understanding of need across different categories, informed by local intelligence and previous delivery of the funds. Funding will only be used for schemes that are free to residents.

14. Cabinet has also delegated the implementation of the delivery of the Household Support Fund, including the allocation of any extension to the grant within the terms applicable to it, to the Strategic Director of People in consultation with the Cabinet Member with Responsibility for Communities and in liaison with the Chief Financial Officer.

## Contact Points

### Specific Contact Points for this report

Sheena Jones, Democratic Governance and Scrutiny Manager

Tel: 01905 846011

Email: [sjones19@worcestershire.gov.uk](mailto:sjones19@worcestershire.gov.uk)

## Background Papers

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) the following are the background papers relating to the subject matter of this report:

Agenda and background papers for the meetings of the Cabinet held on 26 May and 1 July: [Browse meetings - Cabinet - Worcestershire County Council \(moderngov.co.uk\)](#)

**COUNCIL**  
**14 JULY 2022****CONSTITUTIONAL MATTERS**

---

**(a) Health and Wellbeing Board and Integrated Care System Update****Recommendations****1. The Assistant Director for Legal and Governance recommends that the Council:**

**(a) Approves the revised terms of reference for the Health and Wellbeing Board as attached at the appendix; and**

**(b) authorises the Assistant Director for Legal and Governance to update the constitution accordingly.**

2. At its meeting on 24 May 2022 the Health and Wellbeing Board reviewed its terms of reference. This followed an LGA peer review of governance of the Board in the summer of 2021 and consideration of the implementation of the Health and Care Act 2022.

3. Health and Wellbeing Boards (HWB) were established by the Health and Social Care Act 2012, which stated that each local authority must establish a HWB for its area. The membership must include:

- at least one Councillor of the local authority;
- the Director of Adult Social Services for the local authority;
- the Director of Children's Services for the local authority;
- the Director of Public Health for the local authority;
- a representative of the Local Healthwatch organisation;
- a representative of each relevant Clinical Commissioning Group (CCG), and
- such other persons or representatives as appropriate.

4. Under the Health and Care Act 2022 the CCG for Herefordshire and Worcestershire is replaced by the NHS Herefordshire and Worcestershire Integrated Care Board (ICB). This started operating wef 1 July 2022. The Board is responsible for improving health outcomes for the local population, reducing health inequalities, and supporting broader social and economic development.

5. The ICB will ensure more effective joined up working with local partners across health, social care, voluntary and community sectors. It will allocate almost £1.5 billion of NHS resources and ensure that services across the two counties are in place to deliver the ambitions that are jointly agreed with local partners.

6. The Health and Care Act does not make any substantial changes to the establishment, functions or duties of the Health and Wellbeing Boards. It continues to

require Health and Wellbeing Boards to prepare Joint Strategic Needs Assessments and Joint Local Health and Wellbeing Strategies, the latter of which sets out how the local authority, Integrated Care Board and NHS England will meet population needs in Worcestershire.

7. The HWB continues to be responsible for promotion of integration between commissioners of NHS, public health and social care services for the advancement of the health and wellbeing of the local population. It also provides support to encourage partnership arrangements such as pooling budgets and making lead commissioning arrangements under Section 75 of the NHS Act.

## **Membership**

8. In summary, the refreshed membership of the HWB is proposed to be:

- Chief Executive Officer for the ICB to replace Chief Executive Officer for CCG;
- Chair of CCG Board, three CCG Locality Leads and NHS England to be replaced with an ICB Non-Executive Director and ICB Executive Director with responsibility for health inequalities, and a PCN Clinical Director representative;
- all district Councils to nominate a Member or Chief Executive (previously the 3 northern and 3 southern district councils were represented by one councillor);
- the LEP to be invited to nominate a representative;
- Voluntary and Community Social Enterprise Alliance to nominate the voluntary sector representative;
- a Vice Chairman to continue to be proposed from NHS voting members.

9. The proposed membership reflects changes to the CCG resulting from the Health and Care Act and findings from the peer review that the District Council representation could be strengthened. Representation from each District council is recommended to enable active participation in delivering the Health and Wellbeing Board Strategy.

10. The proposals also widen the membership to include the Local Enterprise Partnership given its role in job roles and employment opportunities, which is a HWB Strategy sub priority. The voluntary sector, police and housing authorities will continue to be part of the wider membership, as these are all areas impacting on the wider determinants of health.

## **Voting**

11. It is very rare that a vote is taken at HWB meetings, with decisions being made by consensus. However, the February 2022 Government White Paper on Integration suggested increased collaboration and potential pooling of budgets for health and social care. It is proposed that the question of voting should return to HWB in 12-18 months for further consideration.

12. It is proposed that the previous arrangement for voting will continue, reflecting an equality of votes between the local authority (6) and Health service representation (6), with the local Healthwatch holding the balancing vote (1). This is in place due to the complex circumstances affecting the Better Care Fund and shared funding arrangements.

## Health and Care Act 2022

13. The Health and Care Act 2022 amends the Local Government and Public Involvement in Health Act to require the ICB and local authorities within its area to form an integrated care partnership (ICP). This is a joint committee and is made up of members appointed by the ICB and each relevant authority. It is likely that the County Council's representative will be the Cabinet Member for Health and Wellbeing as the Chairman of the Health and Wellbeing Board.

14. The ICP has a statutory duty to prepare the Integrated Care Strategy, which sets out how the assessed needs of an area will be met by either the ICB, NHS England or the local authorities. The local authorities' Joint Strategic Needs Assessments will be shared with the ICP as part of this work.

15. The HWB of each local authority is required to prepare the Joint Local Health and Wellbeing Strategy in response to the Integrated Care Strategy. It is proposed that the Health and Wellbeing Board Strategy being prepared at the moment, following extensive consultation over the summer, will fulfil this requirement.

16. The terms of reference proposed for the Integrated Care Partnership are being finalised at the moment and will be brought back to Council for consideration in due course.

### **(b) Approval of extension of time for non-attendance at meetings**

#### **Recommendation**

**17. The Assistant Director for Legal and Governance recommends that the Council approves the extension of the period of non-attendance at Council meetings by Councillor Jack Satterthwaite by 6 months, or until the conclusion of the period of his ill health, whichever is the shortest.**

18. Under section 85 of the Local Government Act 1972, if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

19. Councillor Jack Satterthwaite has been unable to attend meetings of the Council due to ill health. The last meeting he attended was on 20 January 2022, so the 6 months will end on 20 July.

20. Council is asked to consider approving an extension to the period of non-attendance for Councillor Satterthwaite by 6 months. I understand that his health is improving and he anticipates returning to Council duties shortly.

## **Contact Points**

### Specific Contact Points for this report

Abraham Ezekiel, Assistant Director for Legal and Governance

Tel: 01905 843287

Email: [aezekiel@worcestershire.gov.uk](mailto:aezekiel@worcestershire.gov.uk)

Sheena Jones, Democratic Governance and Scrutiny Manager

Tel: 01905 846011

Email: [sjones19@worcestershire.gov.uk](mailto:sjones19@worcestershire.gov.uk)

## **Supporting information**

Appendix – Terms of Reference for Health and Wellbeing Board

## **Background Papers**

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) there are no background papers relating to the subject matter of this report:



## Worcestershire Health and Wellbeing Board (the Board) Terms of Reference

### Legal standing

1. The Board is constituted as a Committee of the County Council. The Health and Social Care Act 2012 includes a clause that provides for the disapplication of legislation that relates to such Committees in order to recognise that Health and Wellbeing Boards are unusual in comparison to other Section 102 Committees in having officers, and members from Clinical Commissioning Groups and local Healthwatch.

2. The Board does not have delegated authority to take decisions of behalf of member organisations. However, all organisations are encouraged to abide by the collective decisions of the Board. In the event of a dispute the Board:

- will attempt resolution locally
- may engage external mediation
- may escalate the issue to NHS England
- may refer the issue to the Secretary of State.

### Purpose

3. The Board is a system leadership partnership, bringing together the organisations responsible for improving health and wellbeing and reducing health inequalities across Worcestershire.

### Aims

4. The Board will:

- Work collectively to improve the health and wellbeing of the local population, with a focus on reducing inequalities
- Support integrated place-based working, ensuring system leaders work collectively with, and on behalf of, the local population to reflect their needs
- Establish a shared understanding of health and wellbeing in Worcestershire and the County's health and social care needs
- Ensure that there is long-term action across a range of partners, embracing the whole life course, focussing on prevention and influencing the determinants of health and wellbeing
- Ensure continuous improvement in health and wellbeing outcomes, quality and value for money of health, social care and related children's services
- Lead strategic planning and drive commissioning of NHS, public health, social care and related children's services
- Influence how partners use their resources to organise and provide services and to support the strategic plans of the Integrated Care System
- Ensure effective arrangements are in place to protect the public against infectious diseases and other threats to health through preventive efforts, robust planning and an effective response to outbreaks and incidents

## Approach

- Support the work of the Adults Safeguarding Board and Children's Safeguarding Partnership to ensure that effective arrangements are in place for safeguarding adults and children
- Become a forum for public discussion and accountability of strategies, policies, services and activities that influence health and wellbeing and health, and social care services.
- Develop a co-operative approach around major service and system change.

### 5. To do this the Board will:

- Prepare and produce a Joint Strategic Needs Assessment (JSNA) to provide a clear statement of health and wellbeing in Worcestershire, and the County's health and social care-related needs
- Share the JSNA with the Integrated Care Partnership to inform the Integrated Care Strategy, in accordance with the Local Government Agency guidance appended to the Health and Care Bill 2022
- Develop a joint local Health and Wellbeing Strategy; based on the JSNA assessment and in response to the Integrated Care Strategy, to provide a framework for how these needs are to be addressed
- Develop a clear understanding of current and future funding, activity and expenditure across health and social care, and opportunities for service change
- Promote integration between commissioners of NHS, public health, and social care services for the advancement of the health and wellbeing of the local population. Providing advice, assistance, or other support in order to encourage partnership arrangements such as developing of agreements to pool budgets or make lead commissioning arrangements under section 75 of the NHS Act.

## Membership

6. The Chairman and Vice Chairman of the Board will be appointed by the Leader of the County Council from amongst voting members. Voting members are required to fully represent the views of their organisation; even if this results in them abstaining from voting.

Organisations with voting rights will be:

County Council: (6)

- **Cabinet member for Health and Wellbeing\***
- **Cabinet member for Adult Social Care\***
- **Cabinet member for Children and Families\***
- Director of Adult Services (People)
- Director of Children's Services
- Director of Public Health

## Sub-groups and other relationships

NHS: (6)

- **Accountable Officer from the Integrated Care Board (ICB)\***
- **ICB Non-Executive Director for Health Inequalities \***
- **ICB Executive Director of Strategy, System Development and Integration\***
- Primary Care Network (PCN) Clinical Director representative
- Worcestershire Acute Hospitals NHS Trust Representative
- Herefordshire and Worcestershire Health and Care NHS Trust Representative

Wider representation: (6)

- **Healthwatch Worcestershire Board member\***
- Member or Chief Executive representative appointed by each District Council
- Local Enterprise Partnership (LEP) representative
- Voluntary Community and Social Enterprise (VCSE) Alliance Board representative
- West Mercia Police representative
- Chairman of the Worcestershire Strategic Housing Partnership (to represent local housing authorities)

7. Voting members are denoted above (\*).

8. Additional representatives from the County Council, ICB and other organisations may be invited to attend at the discretion of the Chairman but may not vote.

9. All members (whether voting or not) will be required to provide a named substitute of relevant seniority to take their place if they are unable to attend a meeting.

10. The Board will maintain a number of sub-groups to lead on one or more of the aims above, chaired by a member of the Board and reporting to it bi-annually. They are not formal committees or sub-committees of the Council and will not meet in public. An outline of their roles and membership is included in the attached **Appendix A**.

- JSNA Working Group
- Being Well in Worcestershire Strategic Group
- Health Protection Group
- Children and Young People's Strategic Partnership

11. The Board may form time limited working groups to complete focused actions where relevant. They are not formal committees or sub-committees of the Council and will not meet in public. They should report on progress to the Board or an appropriate sub-group.

**Decision-making and quorum**

12. The Board will maintain a dialogue and receive reports, enabling it to formally comment and contribute to key strategies and activities, from key groups across the Integrated Care System. These include the:

- Integrated Care Partnership Assembly
- Worcestershire Executive Committee
- Integrated Commissioning Executive Officer's Group (ICEOG)
- Worcestershire Safer Communities Board
- Worcestershire Strategic Housing Partnership
- Worcestershire Safeguarding Adults' Board
- Worcestershire Safeguarding Children's Partnership.

13. Decisions of the Board will be made by consensus wherever possible. If a consensus cannot be reached the Chairman will call for a vote from amongst those voting members present at the time. The Chairperson will have a second or casting vote in the case of equality of votes.

14. Meetings will be quorate if at least six voting members (or their substitutes) are present including at least one elected Member from the County Council and one ICB member.

**Public participation**

15. Formal Board meetings will be held in public except where the Board is required to consider items of a confidential or exempt nature in which case the press and public may be excluded from that part of the meeting. The Access to Information Rules will apply to all formal meetings of the Board. Board development sessions are not formal meetings of the Board and will be held in private.

16. Up to 20 minutes of each meeting will be given over to public participation in the form of questions or comment up to a maximum of three minutes per participant. Questions or comments will normally be limited to items relevant to the agenda except at the discretion of the Chairman. The nature and content of participation should be submitted by 9.00am the working day before the meeting date to the Head of Legal and Democratic Services. Questions or comments will be heard but will not be followed by a debate. The Chairman will follow up with a written response within 28 days.

**Declarations of Interest and Code of Conduct**

17. All voting members of the Board and substitutes are required to register their Disclosable Pecuniary Interests as required under the Localism Act 2011 and the Council's Code of Conduct.

18. Members of the Board are expected to:

- Attend meetings or send a substitute
- Work collaboratively in pursuit of the aims of the Board, and take collective responsibility for decisions made

**Frequency  
of meetings  
and support**

- Ensure that their own contribution and the business of the Board is conducted in a way which is consistent with the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Come with a mandate to represent and feedback to their respective organisation(s)
- Honour any commitments made insofar as they relate to their own organisation(s)
- Balance the interests of the population of the County as a whole against the interests of specific geographical areas.

19. Meetings of the Board will generally be held quarterly with additional meetings to be arranged at the discretion of the Chairman.

20. The Board will also hold private sessions to support its own development.

21. Administration for the Board will be provided by the County Council's Assistant Director for Legal and Governance.

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022**
**NOTICES OF MOTION**


---

**Notices of Motion Received**

1. The Assistant Director for Legal and Governance reports that he has received the following 3 Notices of Motion. The Constitution provides that any submitted motion must be moved and seconded at the meeting. Otherwise, unless postponed with the consent of the Council, it will be treated as withdrawn.
2. If a motion is in relation to the exercise of an executive function it will be referred to the Cabinet for decision (if applicable this will be indicated below). Otherwise the Council may decide itself to determine the Motion, or refer it to the Cabinet or another appropriate Committee for advice before determining it at the next available meeting.

**Notice of Motion 1 – Universal free bus travel for all residents in Worcestershire**

3. **This motion is not in relation to the exercise of an executive function and the Council may decide to determine the Motion.**

4. Notice of Motion standing in the names of Cllr Mel Allcott, Cllr Dan Boatright, Cllr Luke Mallett, Cllr Richard Udall and Cllr Lynn Denham:

“As a council we are committed to universal free bus travel for all residents in Worcestershire. We call upon the Cabinet Member, in conjunction with Overview Scrutiny and Performance Board (OSPB), to undertake a viability exercise to determine the costs, benefits and implementation considerations.”

**Notice of Motion 2 – CPR Training**

5. **This motion is not in relation to the exercise of an executive function and the Council may decide to determine the Motion.**

6. Notice of Motion standing in the names of Cllr David Chambers, Cllr Linda Robinson, Cllr Bob Brookes, Cllr Adrian Kriss, Cllr Peter Griffiths, Cllr Mike Rouse, Cllr Matt Dormer, Cllr Karen May, Cllr Shirley Webb, Cllr Kyle Daisley, Cllr Alistair Adams, Cllr Marcus Hart, Cllr James Stanley, Cllr Allah Ditta, Cllr Craig Warhurst, Cllr Alan Amos, and Cllr Steve Mackay:

“This Council recognises the work undertaken by various bodies to promote CPR Training throughout Worcestershire and the resulting outcomes in saving the lives of many people of all ages.

This Council resolves to call upon the relevant Cabinet Members with Responsibility to work with relevant agencies and partners and our own officers to support and encourage all schools in Worcestershire with year 7 and above, to offer CPR training programmes in their areas.

The Council requests the relevant Cabinet Members with Responsibility update Members following the conclusion of this work.”

### **Notice of Motion 3 – Local Cycling and Walking Infrastructure Plans**

**7. This motion is not in relation to the exercise of an executive function and the Council may decide to determine the Motion.**

8. Notice of Motion standing in the names of Cllr Beverley Nielsen, Cllr Martin Allen, Cllr Natalie McVey, Cllr Matt Jenkins and Cllr Tom Wells:

“In light of the Environment Minister, Jo Churchill MP’s recent words stating: *“We are aiming for half of all journeys in towns and cities to be cycled or walked by 2030 to help lower congestion...in urban areas more widely,”* (1) Worcestershire County Council will take more urgent action to progress the development of Local Cycling and Walking Infrastructure Plans (LCWIPs) in Malvern and Worcester.

The Council asks the Cabinet Member for Highways to ensure pro-active dialogue with Malvern Hills DC (and Worcester City Council?) to achieve this goal, including:

- providing assistance with bid-writing through the highways expertise of the County Council staff in supporting the specialist district teams;
- match funding the District Councils in enabling delivery of a plan to expedite a ‘hub and spoke’ approach to walking and cycling routes; and
- Identify measurement towards identified goals for modal shift.

Once delivered, these routes will provide our residents with the confidence to safely move out of their cars and onto our streets, walking and cycling to work, school and activities, delivering desired modal shift, improving health, well-being, air quality and congestion.

Coules C, May 2022, A decade of Air Quality: the past, present and future of clean air, Air Quality News, [airqualitynews.com](http://airqualitynews.com).”

### **Contact Points**

Contact Points for this report  
Simon Lewis, Committee Officer  
Tel: 01905 846621  
Email: [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)



**Background Papers**

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) there are no background papers relating to the subject matter of this report.

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022****REPORTS OF CABINET MEMBERS WITH RESPONSIBILITY –  
CABINET MEMBER WITH RESPONSIBILITY FOR CORPORATE  
SERVICES AND COMMUNICATION**

---

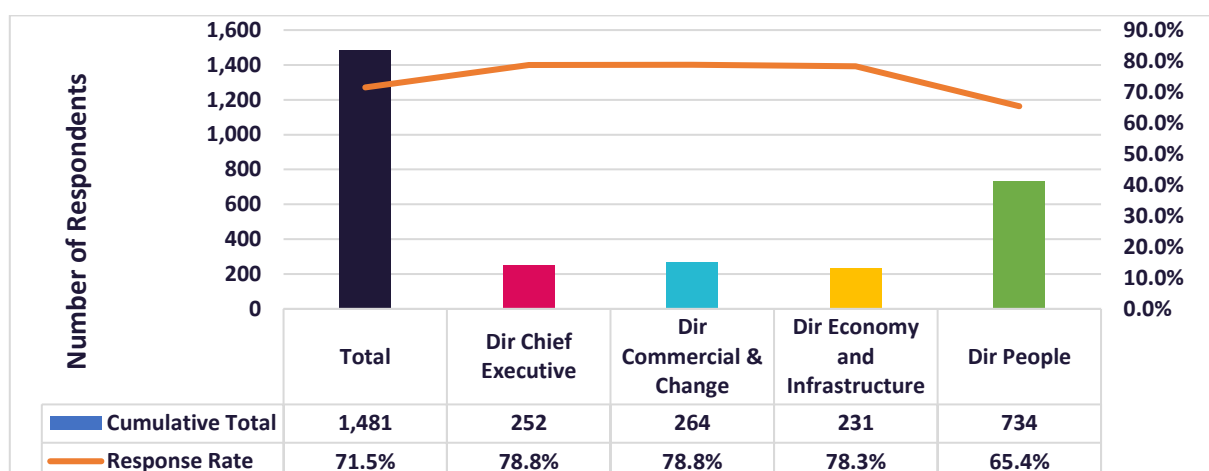
**Introduction**

1. It is my pleasure as Cabinet Member with Responsibility (CMR) for Corporate Services and Communication to submit my report to Council on work that has taken place across my portfolio of responsibility over the last year. The role of CMR for Corporate Services and Communications is cross-cutting, covering a number of service areas and underpins how we do business as a Council.
2. As we have moved out of the response phase of the pandemic the Corporate Services and Communication portfolio has refocussed on the challenge of improving productivity and efficiency.
3. We have developed our data driven approach with more use of software such as Power BI to support our management and decision making in real time.
4. Digital innovation using our low code development platform, GIS systems, Web and Data services, has helped us deliver over 150 new improvement projects for the Council, for our businesses, residents, and communities.
5. Our recently introduced Workforce Strategy 2021 –2024, is helping us to build a skilled, flexible, and agile workforce, supported by the property team in developing a fit for purpose working environment with the latest Microsoft Teams technology.
6. I am also very pleased to report that we have made great strides in supporting apprentices in the Council and in the wider County through the transfer of the apprenticeship levy to local firms. This report outlines some of the progress and achievements over the last 12 months.

**Human Resources, Organisational Development and Engagement**

7. Engaging with our workforce ensures organisational success and is key to realising our workforce strategy. One channel for employees to share their views is our WCC Annual Staff Survey 'Your Voice'. WCC Your Voice 2022' was launched during a Staff Briefing on 02 February 2022. **1481 WCC Employees completed the survey, resulting in a record-breaking response rate of 71.5%.** Feedback from 'WCC Your Voice 2022' will inform our workforce strategy over the next 12 months

## 8. Your Voice Survey 2022 - Cumulative Totals and Response Rates by Directorate



Year	Total responses	Response rate
<b>2021/22</b>	<b>1481</b>	<b>71.5%</b>
<b>2017/18*</b>	<b>1510</b>	<b>52%</b>
<b>2016 / 17*</b>	<b>1784</b>	<b>60%</b>

*\*Prior to WCF - Children's still in scope*

9. Our HR Operations team continues to provide a comprehensive, high demand, advisory service on all HR policies including Performance, Attendance, Grievance, Conduct, Probation, Bullying and Harassment and Whistleblowing. In 2021-22, over 7,000 emails and 5,000 calls have been handled, with over 70% of queries resolved at first contact. We have supported over 1,087 formal cases and provided comprehensive advice on restructuring and change, supporting 30 Change Projects, impacting over 500 employees. We are now also providing HR Consultancy support for 185 maintained schools, academies and multi academy trusts across Worcestershire.
10. In addition to standard recruitment activity, we continue to provide dedicated, specialised end to end recruitment support for WCF and the People Directorate for social work and social care roles. The Recruitment Team processed 1948 social work and social care applications in 2021 -22, and 1093 new employees were appointed. Recruitment campaigns have been conducted for several Chief Officers within WCC and WCF.
11. As part of our workforce strategy, we are focused on building a workforce which has personal and collective resilience with mental, social, and physical wellbeing at the centre of everything we do. In 2021-22 we have started to develop our competitive wellbeing offer. We have run our first successful wellbeing week, with a blend of face to face and virtual sessions and support for our employees across the county, introduced wellbeing days, wellbeing champions and now have approximately 40 mental health first aiders across WCC. We have also launched and embedded a workplace adjustment passport, so we understand what support or adjustments our employees need to thrive in their roles.
12. We are committed to celebrating diversity and encouraging equality and inclusivity amongst all of our workforce. This year we have developed our Equality, Diversity and Inclusion (EDI) Strategy and established our approach to EDI across the organisation,

with Equality Champions, Directorate Equality Groups, and our Strategic Equality Group now in place.

13. In 2021-22, we developed and successfully launched our new Learning Management System 'myLearning' which offers an improved experience for learners and managers and enhanced reporting capabilities.

#### 14. Learning Management courses delivered in 2021 / 2022

- 300 Fast Track and New Manager Inductions
- 73,160 E-Learning modules
- 147 Personal Resilience Courses
- 160 Performance Coaching Modules
- 114 Leadership E-Learning Modules
- 151 Communications Dynamics for managers

15. Our mandatory learning strategy was developed to ensure the organisation and our employees were compliant with required learning in critical areas such as cyber security, safeguarding and Prevent. 2021/2022 was the first year this programme ran, with each employee receiving a standard objective to complete the required courses. Employees who did not meet this objective receive a revised rating of development needed for their year-end review. **Provisional mandatory learning completion rate (2021 – 2022) is 81.41%, analysis and review is still ongoing**, and these figures may change as HR Operations Partners work with the business to finalise position.

#### Apprenticeships

16. Our apprenticeship strategy proactively promotes opportunities from level 3 to level 7 including senior leader, chartered manager, project management, improvement specialists and business administration.
17. WCC has 198 people on an apprenticeship programme currently and we continue to support local businesses by transfer of levy, over £621,000 levy to more than 50 local businesses to fund 164 apprenticeships. In April 2022 none of the apprenticeship levy was returned to government. **This is an improvement on previous years and a significant achievement.**

#### Safety

18. During 2021 -22 the key focus has been ensuring that our staff, volunteers, visitors, and contractors are safe and feel safe when working or visiting our sites, working from home or working off site.
19. As each Coronavirus change (change in law, tiers, lockdown etc.) occurred, we have:
- Ensured there are risk assessments and Covid safe processes in place
  - Ensured suitable coverage of equipment and assessments for staff required to work at home.
  - Liaised with our peers and responded to any incidents.
  - Cross-reference incident reporting against HSE guidance for RIDDOR reporting relating to Covid 19

- Ensured we have correct PPE, hand sanitizer, signage etc in place

20. There continues to be good buy back of Health & Safety Services from schools with 99.17% of maintained schools and 108 academies including some out of area in Birmingham, Herefordshire, Leicestershire and Gloucestershire.

## Social Media

21. Our channels through which we communicate with our residents and stakeholders continue to grow. In the last year we have increased our followers across all of our key platforms. We have used new platforms and channels such as Snapchat and Spotify in addition to supermarket and sports stadium advertising, to reach specific audiences with key messages. Our wide and diverse portfolio of ways to communicate with our residents means our overall engagement has increased and we are able to get the right messages to the right audiences at the right time.

22. Our strong social media engagement statistics for April 2021 – March 2022 are shown below

### **WCC Facebook (WCC + WCC Jobs pages):**



- Total Fans 18.4k (1.27k new fans; +8% on previous period)
- Impressions 6.46 million
- Posts Sent Out 2.62k
- Engagements 239k
- Link Clicks 30.2k

### **WCC Instagram (Main WCC channel):**



- Total Followers 3.64k (+13% on previous period)
- Impressions 449k
- Posts Sent Out 980
- Engagements 10.5k

### **WCC Twitter (Main WCC channel):**



- Total Followers 21.9k (+4% on previous period)
- Impressions 3.61 million
- Total Outbound Tweets 3.71k
- Engagements 60.1k
- Post Link Clicks 9.39k

### **WCC LinkedIn (Main WCC channel):**

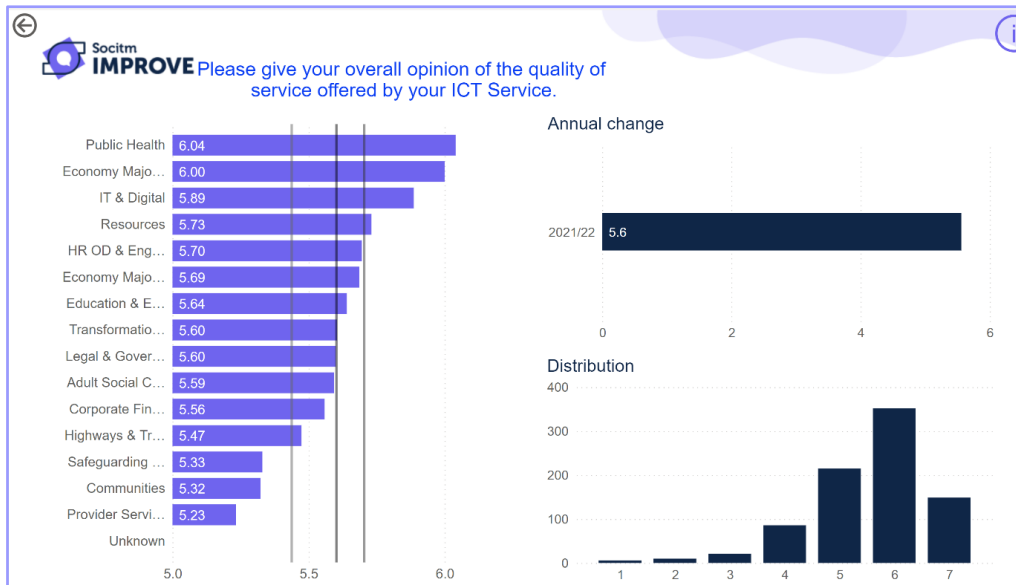


- Total Followers 11.2k (1.3k new followers; +12% on previous period)
- Impressions 411k
- Posts Sent Out (Updates) 1k
- Engagements 17.7k
- Post Clicks 11.8k

23. **Our Equivalent Advertising Value for 2021-22 was in excess of £50m.** Over 500 proactive stories were issued to media and 75 plus to trade press.

## IT and Digital

24. Over the last 12 months our systems and structures have proved highly resilient, and we have continued to invest to support that resilience and our capability to operate flexibly. During the year we have completed the implementation of Microsoft Teams aligned to the Council's Collaboration Strategy. This has enabled teams within the Council to have their own Microsoft Team, mailbox and SharePoint site supporting chat, video / audio conferencing and document storage / collaboration both inside the Council and with external partners.
25. Throughout 2021 there has been a significant and concerning increase in cyber-attacks, including ransomware attacks, on the public sector and education organisations. The Council continues to invest in a range of measures to protect our systems and the data they hold from potential attacks.
26. Work has been undertaken to develop the strategic direction of the service and this is articulated in several new key documents.
27. The IT Strategy defines the technology and digital services that we will implement to enable the delivery of Council priorities and digital agenda.
28. The Information Governance strategy describes the development and implementation of a robust Information Governance (IG) framework needed for the effective management and protection of organisational and personal information.
29. The Data Management and Insight Strategy will help everyone in the organisation understand the value of data and their part in making the Council data driven.
30. The [Digital Strategy](#) focused on outcomes and customer experience, providing a blueprint for how we will use technology and digital resources to achieve our business challenges and goals.
31. An independent external review of the IT service was undertaken by Socitm Ltd in April 2021 to critically examine the current ICT environment and ICT service provision to provide insight into the size, cost and performance of the ICT service as well as user satisfaction. The results from the benchmark identified what is working well and what needs investment and attention. It was pleasing that our scores in the IT User Satisfaction Survey were above average for all organisations recently surveyed and **above average** for similar sized authorities. On a scale of 1 to 7, where a score of 1 is very poor and 7 is excellent the most common score awarded to us was 6 out of 7. In recognition of this the **Council was awarded the Socitm User Satisfaction Award 2021.**



32. The Customer Services Contact Centre provides a first point of contact for Worcestershire residents' enquiries, offering a channel of choice – telephony, webchat, email and online applications. The aim is to make things simple, clear, easy to use and accessible for our residents whilst supporting them. Over the last year the team has continued to deliver excellent performance against the KPI target and has taken on several new services including Payments & Client Charging, Care Contributions and Demand Responsive Transport Service. The team has also been an essential front-line team in supporting the delivery of our Here2Help service during the Covid 19 pandemic.

33. The Corporate Information Governance Team continues to provide assurance that the Council's arrangements to ensure personal data is held securely, information is disseminated effectively and that the Council is compliant with the legal framework – notably the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

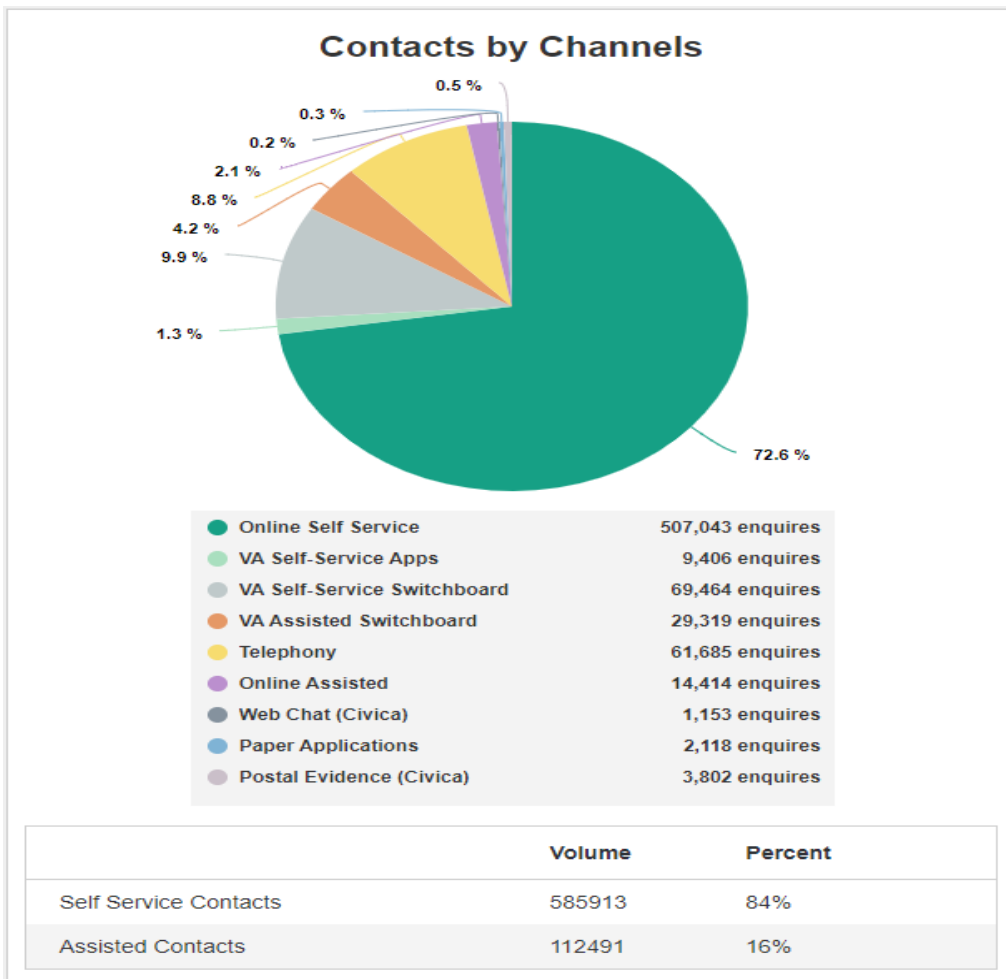
34. The service continues to deliver a range of innovative and transformational digital solutions to support new ways of working and efficiencies, while also improving our digital offering to customers, with more services available online 24/7 through end-to-end applications and information available via the web.

### 35. Assisted Contacts vs Self-Service Contacts – Contact Centre Only (Apr 21-Mar 22)

The performance of our contact centre continues to improve and the number of resolutions through self-service has improved as shown below. Principally this is through the implementation of the corporate Chatbot “Worcestershire Web Assistant” and the introduction of the new Chat With Us icon. **For example, a resident wanting to check eligibility for a concessionary bus pass can now progress this query entirely via self-service through the Chatbot.**



Month	Assisted Contacts	Self-Service Contacts	Month	Assisted Contacts	Self-Service Contacts
Mar-20	40%	60%	Mar-21	27%	73%
Apr-20	48%	52%	Apr-21	30%	70%
May-20	37%	63%	May-21	17%	83%
Jun-20	38%	62%	Jun-21	20%	80%
Jul-20	35%	65%	Jul-21	13%	83%
Aug-20	21%	79%	Aug-21	15%	85%
Sep-20	25%	75%	Sep-21	12%	88%
Oct-20	40%	60%	Oct-21	15%	85%
Nov-20	41%	59%	Nov-21	17%	83%
Dec-20	35%	65%	Dec - 21	15%	85%
Jan-21	35%	65%	Jan-22	17%	83%
Feb-21	29%	71%	Feb-22	16%	84%



36. Through the use of our low code development platform, GIS systems, Web and Data services we have now delivered over 150 new improvement projects for the business, for our businesses, residents and communities.

This means;

- Removal of historical paper forms / applications
- Reduction of data inputting and manual processes
- Leaner service delivery
- Efficiencies in time and resource management
- Better outcomes for staff, businesses, residents and communities
- More information and services available online for customers 24/7
- SCULPT adopted by private and public sector across the country
- Improved support for vulnerable people in the community
- Plan and deliver emergency response using geolocation data
- Improved customer engagement
- Supporting and maintaining service delivery throughout the pandemic

37. We were also finalists for several awards this year, including

MJ Awards – Delivering better Outcomes
Women in IT – IT Team of the year
UK IT Industry Award – Operational response to the pandemic
Tech4Good Awards – Accessibility
iESE Public Sector Transformation Awards – Use of Data Insights
MJ awards - Highly Commended in Workforce Transformation

## Transformation and Commercial

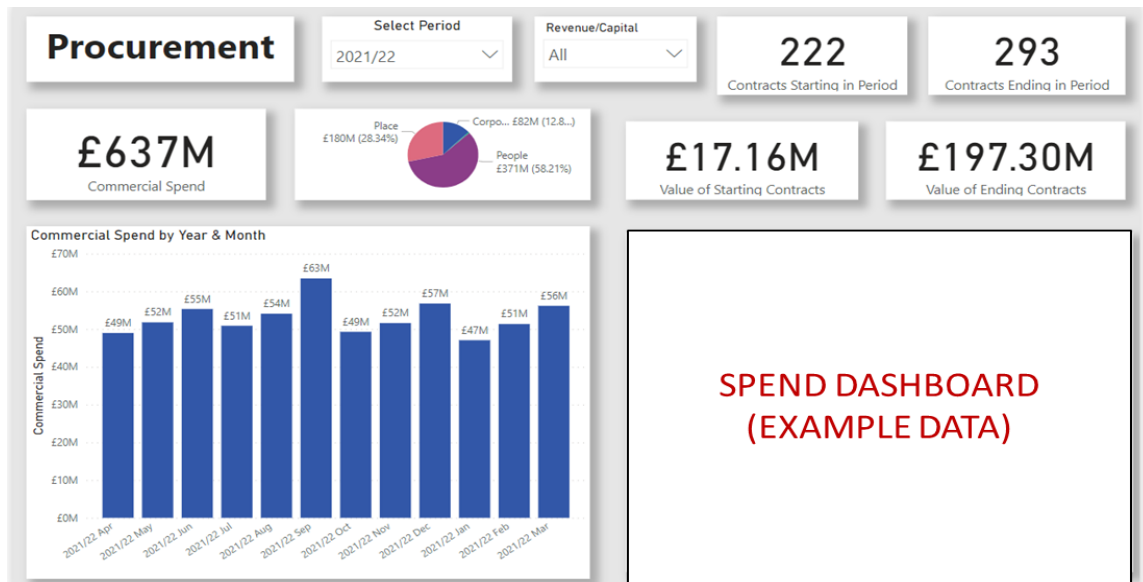
### Property

38. From April 2021, Property Services have been delivered in-house, following the cessation and subsequent transfer of services from PPL. The team has two distinct disciplines.
39. The first is the Corporate Landlord which delivers our strategic asset management activities (including disposals and acquisitions, capital project management, surveying etc).
40. The second is Facilities Management which delivers our planned preventative and reactive maintenance, cleaning, security, and compliance management.
41. Since the conclusion of the insourcing, we have been evaluating the service delivery model to assess fitness for purpose, reviewing our third-party contracts, and establishing a transformation plan covering all aspects of the function. Key deliverables and progress has been defined below:
- **New structure** – A new operating model has been developed to cover both the Corporate Landlord and Facilities Management functions. £400k in savings have been achieved, with further savings anticipated during 22/23.

- **Compliance** – The Council’s Property team supported by the Health and Safety manager has been the driving force to improve our compliance position and the reporting of that position, with compliance now in its best ever state.
- **Capital Receipts** – 2021/22 saw the successful disposal of 5 surplus property assets consisting of a mix of land and buildings. These sales grossed a capital receipt of £2.614m. At the same time, work has progressed on a further 10 assets that will have an anticipated conclusion during 22/23 FY, with a total estimated capital receipt in excess of £10m.
- **Rural Estate** – The Council manages a Worcestershire wide rural estate consisting of some 2800 acres which is let under 75 separate tenancy/license agreements for agricultural purposes. Through a robust review of the estate and strategic approach, the last 12 months has seen the benefits of identifying irregularities, reviewing existing tenancy agreements with new agreements being granted and full market values implemented where possible. The result has been a 14% increase in income with a subsequent increase in the value of the estate. Parts of the rural estate have also been identified from desktop reviews of issues such as ecology, landscape, archaeology, as potentially being suitable to support the Council’s tree planting project and are being progressed for this.

## Commercial Team

1. To manage spend, the Commercial Team has developed a real time performance tool, using Power BI, to be able to track contractual and commercial spend by the Council, allowing us to consolidate information across 7 systems to intelligently manage spend with the supply base.



2. The team is responsible for all the Council’s and WCF’s procurement activities, ensuring that the strategies being deployed will deliver best value contracts and that both organisations comply with the Council’s Procurement Code, the Local Government Transparency Code and procurement legislation.

3. Over the course of the past 12 months, we've been recruiting to the new structure and embedding the new category management operating model. The service is now split across three pillars (People, Place, Corporate/Resources) as is typical in most local authorities. Category strategies are in development, and several strategic contracts have been renegotiated/retendered this year.

## Management Information, Analytics and Research

46. The Management Information, Analytics and Research (MIAR) team delivers a wide range of business intelligence products across the County Council, including corporate and directorate performance reports, the County economic assessment and summaries, resident surveys, Your Voice (staff survey), and statutory reports for Adult Social Care, Education and Workforce. The team continues to develop new products including workforce dashboards, a consistent set of management information reports for scrutiny committees, a consultation toolkit, and development and management of reports from Liquid Logic (the adult social care case management system).

### Performance Management and Pentana

47. We are about to go live with the new Performance Management system (Pentana), and are currently building the system down into directorates and services to provide a more interrogatable performance management dashboard that will enable managers to review all key management information for their areas of responsibility.

48. The team is leading a council wide project to deploy PowerBI, including licences for developers and consumers of dashboards, training and support for developers, and establishing good practice to ensure we maintain information security and accessibility as we develop our PowerBI capability. Linked to this, we are working with IT and Digital around a proof-of-concept data warehouse to provide a suitable platform for more advanced analysis of key organisational data (including automated reporting and visualisation, and predictive analytics).

## Legal and Governance

49. Democratic Services worked effectively with District Council colleagues to ensure the 2021 County Council elections were delivered with the challenges of the Covid-19 pandemic. They also arranged the formal requirements of 'signing in' the new Councillors within the Covid rules and co-ordinated the induction programme for members after the election.

50. The team also continued delivery of its core function to arrange and support formal and informal Councillor Meetings whilst developing the use of technology to streamline processes. Meetings were conducted remotely for over a year because of the Covid-19 pandemic and social distancing requirements. When the legislation for this ended, the team supported returning to in person meetings at County Hall whilst meeting Covid secure requirements. In addition, they have worked with colleagues in IT to introduce the new **Member Portal** – a case management system for Councillors. Some members have worked with the team to try out the system and give feedback and further ideas for development and I would like to thank them for their constructive contributions.

51. Legal Services continues to support a wide range of corporate business – e.g., processing permanent and temporary traffic orders (such as for road maintenance/repairs),

unlawful encampments, s.106 agreements, land sales and purchases, and commons searches.

52. Legal Services play a major role in safeguarding children through pursuing care proceedings in court and pre-proceedings cases (which try to divert cases away from statutory court intervention). The pressure volume of demand has plateaued at a high rate– 129 sets of care proceedings were concluded in 2021/22. And for the same period Pre-proceedings cases remain at a high level – 131 cases concluded. Worcestershire’s Child Care legal team, WCF social work teams and the courts have collaborated to become the **highest performing nationally** to meet the statutory 26-week target (KPM1 table below) for care proceedings completion rates this year.

53. In addition to our Court of Protection work, the Legal team has made significant progress in its debt recovery work taking this work back in house as a part of the centralised debt recovery service and has recovered over £1m in 2021-22.

## **Conclusion**

54. I would like to thank all those working in my portfolio for their commitment during the pandemic and since the restrictions were fully lifted in the spring of this year. The move from service continuity to service improvement has begun and I am confident that my portfolio will continue to directly contribute to the overall performance of the Council and the delivery of our Corporate Plan.

**Councillor Adam Kent**  
**Cabinet Member for the Corporate Services and Communication**

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022****OVERVIEW AND SCRUTINY WORK PROGRAMME 2022/23**

---

**Recommendation**

- 1. The Overview and Scrutiny Performance Board recommends that the 2022/23 Scrutiny Work Programme be endorsed.**

**Summary**

2. The Overview and Scrutiny Performance Board has agreed a suggested 2022/23 Work Programme to be considered by Full Council. The work programme was developed following consultation with all scrutiny Members and is attached as an appendix.

**Background**

3. Worcestershire County Council has a rolling annual Work Programme for its Overview and Scrutiny function. The 2022/23 Work Programme has been developed by taking into account issues still to be completed from 2021/22 and the views of Overview and Scrutiny Panels.
4. The 2021/22 Scrutiny Work Programme was used as a starting point for the development of this year's Work Programme. However, Members were also free to suggest other priorities. The Work Programme was agreed by the Overview and Scrutiny Performance Board on 29 June taking into account feedback from the Scrutiny Panels.
5. Suggested issues have been prioritised using scrutiny feasibility criteria in order to ensure that Work Programme topics are selected objectively and the 'added value' of a review is considered right from the beginning.

**Specific Contact Points for this report**

Samantha Morris, Scrutiny Co-ordinator, 01905 844963  
[sjmorris@worcestershire.gov.uk](mailto:sjmorris@worcestershire.gov.uk)

## **Supporting Information**

Appendix – 2022/23 Scrutiny Work Programme

### **Background Papers**

In the opinion of the proper officer (in this case the Assistant Director of Legal and Governance) the following are the background papers relating to the subject matter of this report:

- Agenda and minutes for the meetings of the Overview and Scrutiny Performance Board.

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



## Overview and Scrutiny Performance Board – 2022 Work Programme

<b>Date of Meeting</b>	<b>Issue for Scrutiny</b>	<b>Date of Last Report</b>	<b>Notes/Follow-up Action</b>
20 July 2022	Worcestershire Children & Young People's Plan 2022 – 2024		Policy Framework Report – to be considered by Cabinet
	Quarterly Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels (Q4 January to March)	March 2022 (Quarterly)	
	Member Update, Work Programme and Cabinet Forward Plan		
29 September 2022	Annual Update from Worcestershire Local Enterprise Partnership (LEP) (2022 Update to include the WLEP's Energy Strategy)	30 September 2021	
	Update on the Worcestershire Response To Invasion of Ukraine	23 March 2022 26 April 2022	
	Member Update, Work Programme and Cabinet Forward Plan		
20 October 2022	Annual Crime and Disorder Meeting (including an Update on Community Speed Watch Schemes and Community Safety Partnerships)	21 October 2021	
	Member Update, Work Programme and Cabinet Forward Plan		
16 November 2022	Quarterly Performance and In-Year Budget Monitoring (Q2) - Feedback from Scrutiny Panels		
	Draft Scrutiny Report: Developer-Funded Highways Infrastructure and Section 278 Technical Approval	19 November 2020	Task Group started October 2021

Date of Meeting	Agenda Item(s)	Date of Last Report	Notes/Follow-up Action
	Member Update, Work Programme and Cabinet Forward Plan		
7 December 2022	Budget Scrutiny		
	Draft Scrutiny Report: Children and Adolescent Mental Health Services (CAMHS)	10 December 2019	Task Group started December 2021
	Member Update, Work Programme and Cabinet Forward Plan		
January 2023	Budget Scrutiny		
	Member Update, Work Programme and Cabinet Forward Plan		
February 2023	Member Update, Work Programme and Cabinet Forward Plan		
March 2023	Quarterly Performance and In-Year Budget Monitoring (Q3) - Feedback from Scrutiny Panels		
	Member Update, Work Programme and Cabinet Forward Plan		
April 2023	Review of the Overview and Scrutiny Work Programme	30 September 2021 29 June 2022	To be endorsed by Council in May 2023
	Member Update, Work Programme and Cabinet Forward Plan		

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

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

May 2023	Update on the 2022-27 Corporate Plan		
TBC	Future of Redditch Library		To be considered by Cabinet tbc
TBC	Draft Scrutiny Report: Education, Health and Care Plans (EHCPs)		
TBC	Draft Scrutiny Report: Elective Home Education	10 December 2019	Scrutiny Task Group paused due to COVID-19
Crime and Disorder	Safety of Worcestershire Parks and open spaces (Crime and Disorder)		Suggested at 30 September 2021 Meeting
TBC	Income Generation		Suggested at 17 March 2020 meeting
TBC	Update on Trading Standards (including reporting mechanisms)		Suggested at 22 July 2020 meeting

<b>Standing Items</b>			
-----------------------	--	--	--

Each meeting	Member Update, Work Programme and Cabinet Forward Plan	Each meeting	
November/January	Budget Scrutiny		
March (Q3) July (Q4) September (Q1) November (Q2)	Quarterly Performance and In-Year Budget Monitoring - Feedback from Scrutiny Panels		

Date of Meeting	Agenda Item(s)	Date of Last Report	Notes/Follow-up Action
April	Review of Overview and Scrutiny Work Programme		To be endorsed by Council in May
July	Annual Crime and Disorder Meeting		
As necessary	Call-ins		
As necessary	Commissioning work for Scrutiny Panels		
As necessary	Establishing Scrutiny Task Groups (agreeing Terms of reference and Reports)		
As necessary	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		

## SCRUTINY WORK PROGRAMME 2022/23

### Adult Care and Well Being Overview and Scrutiny Panel

Date of Meeting	Issue for Scrutiny	Date of Last Report	Notes/Follow-up Action
18 July 2022	CQC Assurance Framework Update	15 March 2022	
	Role of Adult Services in Hospital Patient Discharges		Added at 20 May 2022 Meeting
	Launch of Social Care Reform		
	Performance (Q4 January to March) and In-Year Budget Monitoring		
28 September 2022	Independence Focussed Domiciliary Care Service in Worcestershire	15 March 2021	Directorate Suggestion February 2022
	Launch of Social Care Reform		
	Compliments and Complaints for Adult Services	15 November 2021	
	Performance (Q1 April to June) and In-Year Budget Monitoring		
7 November 2022	Intermediate Care		Directorate Suggestion May 2022
	Performance (Q2 July to September) and In-Year Budget Monitoring		
	Liberty Protection Safeguards		Panel member suggestion March 2022
January 2023	All Age Disability (0-25) Service (ongoing Scrutiny of the transformation of the Service)	11 January 2021	Jointly with Adult Care and Wellbeing Overview and Scrutiny Panel – to provide feedback on consultation, timeline, KPI's

	Scrutiny of 2023/24 Budget		
	Better Care Fund		Added at 20 May 2022 Meeting
March 2023	Performance (Q3 October- December ) and In-Year Budget Monitoring		
<b>Possible Future Items</b>			
TBC	Continuing Health Care (including any funding implications)		Directorate Suggestion July 2022
TBC	Update on People and Communities Strategy and Workstreams		Added at 15 March 2021 Meeting
TBC	The Council's Adult Services Replacement Care Offer		TBC
TBC	How the Council works with Carers		Suggested at 8 July 2021 Meeting
TBC	The Implications of the Adult Social Care Reform White Paper		Discussed at the 14 January 22 Meeting
TBC	The role and cost benefit of IT in Care Planning		Discussed at the 14 January 2022 meeting
TBC	Update on Learning Disability Services following implementation of outcomes from Review	15 November 2021	Discussed at the 14 January 2022 meeting
TBC	Update on Direct Payments		Added at 20 May 2022 Meeting
TBC	Fair Cost of Care		Directorate / CMR suggestion May 2022
<b>Standing Items</b>			
Annual	Safeguarding Adults Annual Update	28 January 2021	Annual Update from Worcestershire Safeguarding Adults Board

Annual	Compliments and Complaints for Adult Services		Added at 15 November 2021
Quarterly	Performance and In-Year Budget Monitoring		

This page is intentionally left blank



SCRUTINY WORK PROGRAMME 2022/23

**Children and Families Overview and Scrutiny Panel Work Programme**

Date of Meeting	Issue for Scrutiny	Date of Last Report	Notes/Follow-up Action
7 July 2022	Youth Provision in Worcestershire		To Cabinet on 21 July 2022
	Update on Worcestershire Response to the Situation in Ukraine in relation to Children and Young People		Following discussion at OSPB 26 April 2022
	Performance (Q4 January to March) and Year End Budget Monitoring		
20 September 2022	Care Prevention and Protecting Children from Harm		
	Performance (Q1 April to June) and In-Year Budget Monitoring		
3 November 2022	Quality Assurance in children’s services including complaints and voice of the child		
	Domestic Abuse – Children and Young People		
	Performance (Q2 July to September) and In-Year Budget Monitoring		
January 2023	All Age Disability (0-25) Service (ongoing Scrutiny of the transformation of the Service)	11 January 2021	(Jointly with Adult Care and Well Being O&S Panel) To provide feedback on consultation, timeline, KPIs.
	Scrutiny of 2023/24 Budget		
	Delivery Model for Medical Education Provision – Update	16 March 2021	

**SCRUTINY WORK PROGRAMME 2022/23**

March 2023	Annual Update on Educational Performance Outcomes		
	Performance (Q3 October to December) and In-Year Budget Monitoring		
May 2023	Update on GET SAFE and GET THERE		Requested by Panel 10 May 2022
TBC	Update on the Special Educational Needs and Disabilities (SEND) Accelerated Progress Plan	23 February 2022	
TBC	Worcestershire Children First Independent Fostering Service Ofsted Inspection (reinspection)	23 February 2022	Following next inspection
TBC	Ofsted Inspecting local authority children's services (ILACS) Inspection – Feedback	11 September 2019	ILACS inspection due post July 2022
TBC	Current organisation of Education within the County (2 tier/3 tier)		Requested by Panel 16 July 2021 To be considered when further KS2 data available
TBC	Vulnerable Learners (to include children missing education, Elective Home Education, Young People not in education, employment of training (NEETS), exclusions and alternative provision)		To remain on the work programme (Requested 12 Nov 2021). More up to date data requested
TBC	Update on the Assessment Pathway for children who have Attention Deficit Hyperactivity Disorder (ADHD).		Requested by Panel 11 January 2022
TBC	Autism provision and the availability of places within education settings		Requested by Panel 10 May 2022.
TBC	Nursery provision for 2-year-olds		

**SCRUTINY WORK PROGRAMME 2022/23**

<b>Standing Items</b>			
March	Education Performance outcomes		Annually
July	WSCP Annual Safeguarding Report		Annually
November/January	Budget Scrutiny		
March/July/September/November	Quarterly Performance and In-Year Budget Monitoring		

This page is intentionally left blank

## SCRUTINY WORK PROGRAMME 2022/23

### Corporate and Communities Overview and Scrutiny Panel

Date of Meeting	Issue for Scrutiny	Date of Last Report	Notes/Follow-up Action
13 July 2022	Performance and In-Year Budget Monitoring (Q4 Outturn January 2022 – March 2022)	17 March 2022 8 November 2021 20 July 2021	
	Update on the Libraries Strategy/transformation (post Covid-19) – to include the E-Library		Panel Member suggestion July and September 2021
	Liquidlogic		Panel member suggestion February 2022
21 September 2022	Performance and In-Year Budget Monitoring (Q1 April – June 2022)		
	Performance monitoring of comments, compliments and complaints	8 November 2021 20 July 2021 11 March 2021	
	Gypsy/Traveller Services		Panel member suggestion March 2022
	Community Engagement (Here2Help)	24 September 2021	
	West Mercia Energy Joint Committee Business Plan	17 January 2022	
14 November 2022	Performance and In-Year Budget Monitoring (Q2 July – September 2022)		
	Update on the Procurement Strategy		
	Update on the Councils Strategy for Museums, Arts and Culture		
January 2023	Scrutiny of 2023/24 Budget		

March 2023	Performance and In-Year Budget Monitoring (Q3 October - December 2022)		
<b>Possible Future Items</b>			
TBC	Performance monitoring of comments, compliments and complaints	8 November 2021 20 July 2021 11 March 2021	
TBC	Data Analytics <ul style="list-style-type: none"> <li>- Power BI Strategy</li> <li>- Instant Atlas</li> <li>- Framework for publicly accessible data</li> </ul>	17 January 2022	
TBC	Update on the Council's Policy on Support for Refugees - to include details of the re-matching process.	23 May 2022	Agreed by Panel 23 May 2022
TBC	How the Council Supports Volunteers and Volunteering		Chairman suggestion April 2022
TBC	Worcestershire One Public Estate		Agreed by Panel 14 February 2022
TBC	Electric Vehicle charging points on the County Council Estate		Agreed by Panel 14 February 2022
TBC	Performance of registration of deaths within 5 days	8 November 2021	Agreed by Panel 8 November 2021
TBC	Council Communication	8 November 2021	Agreed by Panel 8 November 2021
TBC	Countryside Parks and revenue opportunities		Agreed by OSPB 29 June 2022
<b>Standing Items</b>			
November/January	Budget Scrutiny		

	Annual update on the Council's energy purchasing arrangement via the West Mercia Energy Joint Committee including the Business Plan	17 January 2022	Agreed at October 2021 Overview and Scrutiny Performance Board
TBC	Councillors Divisional Funding Scheme	20 July 2021	
TBC	Worcestershire County Council Regulation of Investigatory Powers Act 2000 Policy (RIPA)		

This page is intentionally left blank



## Economy Overview and Scrutiny Panel Work Programme 2022/23

<b>Date of Meeting</b>	<b>Issue for Scrutiny</b>	<b>Date of Last Report</b>	<b>Notes/Follow-up Action</b>
29 July 2022	Open for Business – an overview of the Economy in Worcestershire		
	Performance (Q4 January to March) and Year End Budget Monitoring		
September 2022	Broadband Annual Update (to include mobile and 5G coverage)	20 September 2021	
	Performance (Q1 April to June) and In-Year Budget Monitoring		
November 2022	Performance (Q2 July to September) and In-Year Budget Monitoring		
	Budget Scrutiny 2023/24		
January 2023	Update on the local economy and what the Council is doing to help businesses recover and grow	20 September 2021	Update in 12 months requested
	Scrutiny of 2023/24 Budget		
March 2023	Performance (Q3 October to December) and In-Year Budget Monitoring		
<b>Work Programme Suggestions</b>			
TBC	Worcestershire's Workforce Skills, including the role of Colleges		Panel Member suggestion June 2022

TBC	Rural Economy and Agriculture, including workforce and skills, access to training and operating costs		Panel Member suggestion June 2022
TBC	Worcestershire's Business Parks, including occupancy levels post Covid-19		Panel Member suggestion June 2022
TBC	Worcestershire's Employment Levels		Panel Member suggestion June 2022
TBC	Opportunities for Growth, including the available space for specific sectors		Panel Member suggestion June 2022
TBC	Strategic Infrastructure, including road and rail developments		Panel Member suggestion June 2022
TBC	Partnership Working, including the role of District Councils and the Private Sector		Panel Member suggestion June 2022
TBC	The levelling up agenda and the impact on Worcestershire (including the Towns funding allocated to Worcester and Redditch)		Suggested by OSPB 29 June 2022
TBC	Post Offices/Postal Services in Worcestershire		Suggested by OSPB 29 June 2022
<b>Standing Items</b>			
Mar/Jul/Sep/Nov	Budget and In-year performance monitoring		
November/January	Budget Scrutiny Process		
	Broadband Annual Update		
	Worcestershire Local Enterprise Partnership (WLEP)		Moved from OSPB Agenda wef 2023 Annual Update

**Environment Overview and Scrutiny Panel – Work Programme 2022/23**

<b>Date of Meeting</b>	<b>Issue for Scrutiny</b>	<b>Date of Last Report</b>	<b>Notes/Follow-up Action</b>
11 July 2022	Performance (Q4 January to March) and Year End Budget Monitoring		
	Cabinet Members' Priorities for the Next Year and Beyond		
	Update on footways		
9 September 2022	Review of the Net Zero Plan and Carbon Reduction	4 August 2020	
	The Environment Act: new requirements and the Council's response		
	Community Transport Funding		Requested by Chairman June 2022
	Performance (Q1 April to June) and In-Year Budget Monitoring		
	Update on the Gullies Interactive Map and improvements and other forms of communication between Highways, Councillors and residents		Requested by Panel 20 January 2022
8 November 2022	Update on buses, including update on Bus Service Improvement Plan, Community Transport, co-operative transport and Demand Responsive Transport (Bromsgrove Pilot)		Requested by Chairman April 2022
	Waste Contract		

	Performance (Q2 July to September) and In-Year Budget Monitoring		
	Budget Scrutiny 2023/24 – Task Group		
January 2023	Highways Innovations		Requested by Panel 19 July 2021
	Scrutiny of 2023/24 Budget		
March 2023	Performance (Q3 October to December) and In-Year Budget Monitoring		
<b>Possible Future items</b>			
TBC	Cycling and Walking Infrastructure	13 May 2022	Update in 12 to 18 months
TBC	Cutting Congestion Programme	13 May 2022	Update in 12 to 18 months
TBC	Road Safety and Reduction of Speeding by use of Built Highways Infrastructure	13 May 2022	Update in 12 to 18 months
TBC	Environment approach: partnership working		Suggested by CMR June 22
TBC	Update on Rail Services in the County		
TBC	Rainbow Crossings		Suggested at OSPB on 29 June 2022
<b>Standing Items</b>			
March/July/ Sept/Nov	Budget and In-year performance monitoring		
November/January	Budget Scrutiny Process		



This page is intentionally left blank

## SCRUTINY WORK PROGRAMME 2022/23

### Health Overview and Scrutiny Committee

Date of Meeting	Issue for Scrutiny	Date of Last Report	Notes / Follow-up Action
8 July 2022	Patient Flow and Progress Update against Recommendations from the Scrutiny Task Group Report on Ambulance Hospital handover Delays	9 March 2022 9 May 2022	
	Update on the Covid Vaccination Programme		
	Draft Worcestershire Joint Health and Wellbeing Strategy Consultation (feedback on the Consultation)		Requested at 3 November 2021 meeting
	In-year Budget Monitoring		
19 September 2022	Integrated Care Systems (ICS) Development – including New Arrangements for Mental Health Services	12 January 2022	To include the plans for the commissioning of Pharmacy, Dentistry, Optometry, Specialised Acute, New Arrangements for Mental Health, Specialist Mental Health and Prison Health
	Urgent Care Update including Winter Planning and the role of community hospitals	3 November 2021 18 November 2021	
	Update on Onward Care Team	2 March 2020	
	Draft Worcestershire Joint Health and Wellbeing Strategy Consultation (final draft)	9 May 2022	
17 October 2022	Routine Immunisation		Suggested at 19 July 2021 Meeting
	Screening (Cervical/Antenatal/Newborn/Diabetic Eye/Abdominal Aortic Aneurysm (AAA)/Breast/Bowel)		Suggested at 19 July 2021 Meeting
	Stroke Services		

2 November 2022	Health Inequalities resulting from the Covid-19 Pandemic		To include Long Covid
	Maternity Services (to monitor progress of the Acute Trust's Action Plan for improvement)	21 September 2021 9 May 2022	
Ongoing	Monitoring temporary service changes (and new ways of working) as a result of COVID-19	10 March 2021 19 July 2021	
Ongoing	Integrated Care Systems (ICS) Development	12 January 2022 10 March 2021	
<b>Possible Future Items</b>			
TBC	Update on Garden Suite Ambulatory Chemotherapy Service	19 July 2021	
TBC	Health impacts of the pandemic		Notice of Motion from Council 13 January 2022
TBC	Mental Health - the impact of COVID on children and young people - Dementia Services - Preventative measures, for example peri-natal mental health - Mental Health Needs Assessment (when complete)	21 September 2021  19 September 2018 (CAMHS)	Ongoing updates on restoration of services during the Covid pandemic have also been provided (from June 2020 - present)
TBC	Public Health Outcomes, including promoting active lifestyles, targeting rising obesity levels, prevalence of alcohol use during pregnancy etc		Suggested at 19 July 2021 Meeting. To include alcohol services and sexual health services
TBC	Physiotherapy Services?		Suggested at 19 July 2021 Meeting
TBC	Update on Dental Services Access		Requested at 9 March 2022 meeting
TBC	Dementia Services		Requested at 9 May 2022 meeting
TBC	Out of County Elective Surgery		Requested at 9 May 2022 meeting



Early 2023 - TBC	Workforce Pressures		Requested at 10 June 2022 meeting
TBC	End of Life Care		Requested at 10 June 2022 meeting
TBC	Hospital at Home Service		Requested at 10 June 2022 meeting
<b>Standing Items</b>			
TBC	Substantial NHS Service Changes requiring consultation with HOSC		
TBC	NHS Quality Accounts Quality and Performance		
TBC	Performance Indicators (Quarterly) and In-Year Budget (Public Health Ring Fenced Grant) Half Yearly		
TBC	Annual Update from West Midlands Ambulance Service	27 June 2019	
TBC	Review of the Work Programme		

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022****QUESTION TIME**

---

**Question 1 – Removal of weeds from roads and pavements**

1. Cllr Josh Robinson will ask the Cabinet Member with Responsibility for Highways and Transport:

"What is being done to remove the weeds that are blighting our pavements and roads? Year after year the weeds are just left and no one seems to be taking responsibility for it."

**Question 2 – Speed Limit Reviews**

2. Cllr Martin Allen will ask the Cabinet Member with Responsibility for Highways and Transport:

"Last year Cllr Amos gave me an undertaking in this chamber to instruct a full speed review of the roads from the M50 to the Ketch Roundabout on the A38 and then in another council meeting, from Baughton Hill to Tunnel Hill once the new A38/A4104 Roundabout is completed. Will the next incumbent confirm that he will honour this undertaking?"

**Question 3 – Summer Holiday Meal Vouchers**

3. Cllr Matt Jenkins will ask the Cabinet Member with Responsibility for Communities:

"With the Council currently planning to only provide meal vouchers for struggling families for the first two weeks of the summer school holiday, can I ask the Cabinet Member with Responsibility to review this decision and look at ways to fund meal vouchers for the whole of the summer holidays?"

**Question 4 – Bus Lane Enforcement in Lowesmoor**

4. Cllr Lynn Denham will ask the Cabinet Member with Responsibility for Highways and Transport:

"I was interested in a Tweet from Redditch cops (the Twitter handle for the police Safer Neighbourhood Teams for Redditch) on the 23 June about patrol of Ipsley Street bus lane in Redditch. 'Five vehicles were given firm words of advice for contravening the Bus/Taxi lane'. This appears to be a very different practice to the

bus lane in Lowesmoor in my Rainbow Hill division. Here the County Council has installed CCTV and issues enforcement fines to any contravening vehicles. Could the Cabinet Member tell me how much income has been collected from fines as a result of enforcement since the camera was installed?"

### **Question 5 – Southern Link Road**

5. Cllr Beverley Nielsen will ask the Cabinet Member with Responsibility for Economy, Infrastructure and Skills:

"Following the answer gratefully received at our last Council from the Cabinet Member with Responsibility for Economy, Infrastructure and Skills, enlightening us that the works on the Southern Link Road would be completed 'this summer', I would be grateful if he could share with me and residents desperate to see the completion of these works, what is his definition of 'summer'....? Can we expect works to be completed this month, in July, or next month in August, or is he referring to the technical definition of the end of summer being 23 September, or might it mean the start of September commonly referred to by Climatologists as the end of summer? Whichever month or date it is, it cannot come soon enough for those many thousands of residents and business people who regularly commute from Malvern, Powick, Callow End and Welland, north and south along the M5 to their workplaces, who will breathe a great sigh of relief once these are indeed finally completed."

### **Question 6 – Congestion in Worcester City Centre**

6. Cllr Richard Udall will ask the Cabinet Member with Responsibility for Highways and Transport:

"Can the Cabinet Member for Highways and Transport confirm he would be willing to investigate new and imaginative ways to cut pollution and congestion caused by delivery vehicles in Worcester City Centre?"

### **Question 7 – Hanley Road, Upton**

7. Cllr Martin Allen will ask the Cabinet Member with Responsibility for Highways and Transport:

"The Hanley Road in Upton continues to flood each year. Despite my asking for a meeting with Council officers and members of Upton Town Council and myself, nothing has been arranged. Will the Cabinet Member with Responsibility ensure a meeting takes place in Upton within the next two months with all parties to discuss the way forward and explain to the Town Council the obstacles that make solving this problem difficult and what this council intends to do to find a solution?"

### **Question 8 – 20mph speed limits**

8. Cllr Josh Robinson will ask the Cabinet Member with Responsibility for Highways and Transport:

"Do you agree with me that if this Council puts in infrastructure on a road to reduce the speed of vehicles to 20mph, that it makes no sense that we cannot reduce the speed limit to 20mph due to our current policy?"

### **Question 9 – 31 and 31A bus routes in Worcester**

9. Cllr Richard Udall will ask the Cabinet Member with Responsibility for Highways and Transport:

"Can the Cabinet Member for Highways and Transport make a statement on how the Council can continue to support the bus travelling public who use the 31 and 31A bus routes in Worcester?"

### **Contact Points**

#### Contact Points for this report

Simon Lewis, Committee Officer

Tel: 01905 846621

Email: [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)

### **Background Papers**

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) there are no background papers relating to the subject matter of this report.

This page is intentionally left blank

**COUNCIL**  
**14 JULY 2022****REPORTS OF COMMITTEES****(a) SUMMARY OF DECISIONS TAKEN BY THE PENSIONS COMMITTEE**

---

**Pension Board and Pension Investment Sub-Committee (PISC) Minutes**

1. As set out in the Terms of Reference of the PISC, all decisions taken, and recommendations will be reported back to the next available ordinary meeting of the Pensions Committee in the form of the minutes of the PISC. In addition, the Pension Board has requested that their deliberations be reported to the Committee. The Committee noted the minutes of the PISC meetings on 13 and 14 June 2022 and the Board meeting on 7 June 2022.

**LGPS Central Limited (LGPSC) Update**

2. The Committee received a presentation from Gordon Ross of LGPSC which covered the following areas: Company Update; Staffing & Recruitment; Investment Funds; Russian situation; and looking forward.

3. The PISC had agreed an indicative £30m per annum investment for the next 2 years into LGPSC infrastructure products subject to due diligence. The Fund transitioned £201m on 3 May 2022 into the LGPSC Global Sustainable Equity Active Fund for which LGPSC have appointed 3 managers. The PISC on 24 November 2021 agreed to invest with 2 out of the 3 managers being Liontrust (£121.0m) and Baillie Gifford (80.0m). The final transition costs were £0.972m equating to 0.483% (48.3 basis points). Four partner Funds including the Fund have transitioned assets into the LGPSC Global Sustainable Equity Active Fund totalling £1.009bn.

4. LGPSC have managed to recruit a Chief Legal Compliance & Risk Officer, Struan Fairbairn who will be starting mid-September which is a key post for the company. However, over the last few months LGPSC has seen a number of postholders hand in their notice whilst at the same time have been successful in recruiting to a number of posts. The company have now moved into the new I9 building in Wolverhampton. The Committee has noted the LGPSC update and presentation.

**Pension Investment Update**

5. The Committee has noted the independent investment adviser's fund performance summary and market background. The Committee has noted the update on the investment managers placed 'on watch' by the PISC.

6. The Fund had an estimated funding level of 100% as at the end of March 2022 and initial 2022 valuation discussions have begun with the actuary. The continuing rise in inflation will be a key issue and potentially have a major impact on the Fund's liabilities. Also, the ongoing Ukrainian / Russian conflict together with the cost-of-living increases has brought further significant market volatility and these, together with the continuing increases in inflation, are most likely to impact on the overall funding levels over the next 3 to 6 months at least. Disinvestment in Russian holdings has now been completed and holdings would have been written down to a nil value in most cases. The Committee has noted the funding position compared to the investment performance.

7. Equity Protection of approximately £1.1bn (including the Equity Protection valuation) is in place for the Fund's passive equity portfolios. The revised Equity Protection Strategy is more fluid and is aimed at capturing as much market upside as possible as well as providing protection from significant downside market movements. The recent restructuring of the strategy has benefited the Fund by \$19.1m. The level of protection still remains at 20% for any market downfall from the point at which the strategy is revised. The ongoing requirement for the Equity Protection Strategy will be considered as part of the strategic asset allocation review during 2022. The Committee has noted the update on the current Equity Protection Strategy.

8. The Committee has noted the updates on Responsible Investment activities, Local Authorities Pension Fund Forum (LAPFF), Stewardship investment pooling, and the LGPSC report on the voting undertaken on the Funds behalf.

9. An early opportunity had arisen for the Fund to increase the diversification of its investment in the Gresham House Forestry Fund VI. The Committee has therefore agreed to increase the Fund's commitment to the Gresham House Forestry Fund VI from £75m to £85m.

## **Pension Fund Unaudited Annual Accounts 2021/22**

10. The key points to note on the accounts are as follows:

- The Fund had a revenue deficit of £7.4m before the net return on investments
- Employers' contributions into the fund were £90.7m
- Benefit payments increased by £3.0m (2.7%) to £115.6m
- Management expenses (which include fees pay to external investment managers) have increased from £18.2m to £21.5m
- The Payments to and on account of leavers increased by £0.5m year on year to £10.0m
- Investment income of £37.2m increased mainly due to increased dividends paid as a result of the recovery from the impact of Covid-19
- The Fund incurred a surplus of £227.2m on investment returns compared to the surplus of £602.8m in 2020/21
- The value of net assets as at 31 March 2022 is £3.5846bn from £3.3648bn as at 31 March 2021. This represents an increase of £0.2198bn.

11. As in the previous year's accounts, the Fund has included an estimate to reflect the possible impact of the McCloud judgement on the cost of paying LGPS benefits. The actuary has provided some costings of the potential effect of McCloud as at 31 March 2022, based on the individual member data as supplied to them for the 2019 actuarial



valuation and this results in an additional liability for past service liabilities of broadly £29 million and an increase in the primary contribution rate of 0.6% of pensionable pay per annum. The Committee has approved the Pension Fund Unaudited Annual Accounts 2021/22.

12. Grant Thornton, the Fund's external auditors provided their Pension Fund Audit Plan for the year ending the 31 March 2021 and one of the key risks is the valuation of level 3 investments. The key reason being that Level 3 assets are financial assets and liabilities considered to be the most illiquid and hardest to value. The Fund's level 3 investments mainly relate to property and infrastructure investments and the corporate private debt investment with Bridgepoint.

13. The Committee has noted the process on how level 3 investments are shown at fair value in the final accounts. The Committee has agreed that the level 3 investments reflected a fair assessment of value at the time the draft accounts were provided to the auditors. The Committee has noted the differences in valuation of level 3 investments acknowledging that these are below the materiality levels of the Fund.

### **Business Plan**

14. The Business Plan is reviewed and updated quarterly to deliver an extra management / governance tool to: help officers to manage the Fund's activities; and assist the Pensions Committee to ensure the ongoing management and development of the Fund is in line with longer term policy, objectives, and strategy. The Committee has noted the Worcestershire Pension Fund (WPF) Business Plan as at 25 May 2022.

### **Risk Register**

15. The latest review has identified no new risks to add to the Risk Register and the residual risk score for WPF 34 which relates to Inflation has been increased from 25 to 50. Mitigating actions have been updated for new measures and previous measures that have been completed / developed further / have changed timelines. The Committee has noted the 25 May 2022 Worcestershire Pension Fund Risk Register.

### **Governance Update**

16. In preparation for Department for Levelling Up, Housing and Communities' (DLUHC's) response to the recommendations from Scheme Advisory Board's (SAB's) Good Governance project, the Fund has drafted two new policies in relation to representation and conflicts of interest. As part of the latest reviews of the Fund's Business Plan and Risk Register, the County Council's IT department have looked at the pensions administration system's supplier's Cyber Security Review 2022 and concluded that it is in line with best practice.

17. The Committee has noted the Governance Update and approved the proposed Policy on Representation and Policy on Conflicts of Interest. The Committee has also requested that an updated pension administration structure be included in a future Committee report.

## **UK Stewardship Code**

18. The introduction of the Stewardship Code in July 2010 by the Financial Reporting Council (FRC) strongly encouraged best practice in respect of investor engagement. The expectation was that institutional investors should publish a statement in respect of their adherence to the Code. Compliance with the Code was on a voluntary basis.

19. The Fund submitted its 2020 application and received notification from the FRC that the Fund (along with several LGPS funds) had been successful in becoming a signatory to the 2020 Stewardship Code, something which 64 organisations out of 189 organisations (including 147 asset managers, 28 asset owners including pension funds and insurers, and 14 service providers including data and information providers and investment consultants) applying to the Financial Reporting Council did not achieve. LGPSC and West Midlands Pension Fund were also successful Code signatories.

20. FRC provided feedback on the Fund's submission in a number of areas under each of the 12 principles of the Code where the FRC required improvement for future submissions to remain a Code signatory. The Committee noted that the next submission (covering the period 1 January – 31 December 2021) was sent on the 30 April 2022.

## **Training Update**

21. The Committee has noted the Training Update.

## **Forward Plan**

25. The Committee has approved the Forward Plan.

**Cllr Elizabeth Eyre**  
**Chairman**

## **Contact Points**

Specific Contact Points for this report

Simon Lewis, Committee Officer

Tel: 01905 846621

Email: [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)

## **Background Papers**

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance), the following are the background papers relating to the subject matter of this report:

Agenda papers for the meeting of the Pensions Committee held on 28 June 2022

[Agenda for Pensions Committee on Tuesday, 28th June, 2022, 10.00 am - Worcestershire County Council \(moderngov.co.uk\)](#)

**COUNCIL**  
**14 JULY 2022**

## **REPORTS OF COMMITTEES**

### **(b) SUMMARY OF DECISIONS TAKEN BY THE PLANNING AND REGULATORY COMMITTEE**

---

#### **Applications**

1. The Committee approved the following applications subject to detailed conditions:
  - Proposed replacement bridge to provide upgraded shared use pedestrian and cycle bridge access over the A38 Corridor with associated active travel improvements on land between Fordhouse Road west of the A38 and Carnforth Road east of the A38, Bromsgrove, Worcestershire
  - Proposed importation of inert restoration material and extraction of sand to enable engineering operations for stability purposes and completion of site restoration at (western portion of the former) Sandy Lane Quarry, Wildmoor, Worcestershire.
  
2. The Committee has refused an application for Proposed sand and gravel quarry with progressive restoration using site derived and imported material to agricultural parkland, public access and nature enhancement, on land at Lea Castle Farm, Wolverley Road, Broadwaters, Kidderminster, Worcestershire.
  
3. Details of the above application can be found in the agenda papers for the Committee meetings held on 24 May and 5 July 2022.

**Cllr Ian Hardiman**  
**Chairman**

#### **Contact Points**

Contact Points for this report  
Simon Lewis, Committee Officer  
Tel: 01905 846621  
Email: [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)

#### **Background Papers**

In the opinion of the proper officer (in this case the Assistant Director for Legal and Governance) the following are the background papers relating to the subject matter of this report:

Agenda papers for the meetings of the Planning and Regulatory Committee held on 24 May and 5 July 2022.

[Agenda for Planning and Regulatory Committee on Tuesday, 24th May, 2022, 10.00 am - Worcestershire County Council \(moderngov.co.uk\)](#)

[Agenda for Planning and Regulatory Committee on Tuesday, 5th July, 2022, 10.00 am - Worcestershire County Council \(moderngov.co.uk\)](#)