

**Please ask for:** Joanna Hunt  
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24 June, 2019


Dear Councillor,

**WELLBEING SCRUTINY COMMITTEE**  
**4:30 PM., TUESDAY 2 JULY, 2019**  
**ESPERANCE ROOM, CIVIC CENTRE, CANNOCK**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Please note the start time of this meeting.

Yours sincerely,



**T. McGovern,**  
**Managing Director**

To: Councillors:

Freeman, Miss. M.A. (Chairman)  
Jones, Mrs. V. (Vice-Chairman)

Buttery, M.S.	Newbury, J.A.A.
Cartwright, Mrs. S.M.	Smith, C.D.
Crabtree, S.K.	Stretton, Mrs. P.Z.
Davis, Mrs. M.A.	Thompson, Mrs. S.L.
Dunnett, Ms. A.J.	Todd, Mrs. D.M.
Layton, Mrs. A.	

Independent Co-optee:

- Jackie Owen, Healthwatch Staffordshire

Staffordshire County Council Appointee for the purposes of the Committee's Statutory Functions under the Health and Social Care Act 2001:

- County Councillor P.M. Hewitt

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# **A G E N D A**

## **PART 1**

### **1. Apologies**

### **2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

(i) To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

(ii) To receive any Party Whip declarations.

### **4. Minutes**

To approve the Minutes of the meeting held on 4 March, 2019 (enclosed).

### **5. Update – Healthwatch Staffordshire**

To receive an update on the current work undertaken by Healthwatch Staffordshire.

### **6. Update – Staffordshire County Council’s Healthy Staffordshire Select Committee**

To receive an update from the Chairman on the recent meeting(s) of the Staffordshire County Council’s Healthy Staffordshire Select Committee.

### **7. End of Year 2018-19 Health and Culture Priority Delivery Plan Performance Update**

To receive the end of year performance information (Item 3.1 – 3.6).

### **8. Wellbeing Scrutiny Committee Annual Report 2018-19**

Report of the Head of Environment and Healthy Lifestyles – TO FOLLOW.

### **9. Extract of Priority Delivery Plan 2019-20 for Health, Culture and Sport**

Extract from Cabinet Report from 14 March, 2019 (Item 5.1 – 5.7).

### **10. Wellbeing Scrutiny Committee Work Programme 2019-20**

Report of the Head of Environment and Healthy Lifestyles (Item 6.1 – 6.5 plus appendices).

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**WELLBEING SCRUTINY COMMITTEE**  
**MONDAY 4 MARCH, 2019 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT: Councillors:

Cooper, Miss. J.(Chairman)  
Smith, C.D. (Vice-Chairman)

Buttery, M.S.	Johnson, T.B.
Cartwright, Mrs. S.M.	Lyons, Miss. O.
Crabtree, S.K.	Stretton, Mrs. P.Z.
Davis, Mrs. M.A.	Sutton, Mrs. H.M.
Freeman, Miss. M.A.	Tait, Ms. L.
Grice, Mrs. D.	

**22. Apologies**

Apologies for absence were received from Jackie Owen, Healthwatch and Staffordshire, County Councillor P. Hewitt.

**23. Declarations of Interests of Members in Contracts and Other Matters and Restrictions on Voting by Members and Party Whip Declarations**

No declarations of interests in additions to those already confirmed by Members in the Register of Members Interests were made.

**24. Minutes**

RESOLVED:

That the Minutes of the meeting held on 29 January, 2019 be approved as a correct record.

**25. Update – Healthwatch Staffordshire**

It was reported that the Healthwatch representative was unable to attend the meeting; however Members had received the Healthwatch Staffordshire update report for November, 2018 to February, 2019 and were given the opportunity to discuss the Update.

Learning Disabilities Day Services

Members were pleased to see that the previous comments made by the Committee had been taken into account and feedback from service users was positive.

### Young People

A Member expressed concern with the limited resources and funding many schools received in helping disadvantaged families, and the time commitments for teachers with the challenging issues they were faced with. Many of those challenges centred on the health and social wellbeing of very young people.

It was reported that County Councillors J. McMahon and D. Davis were currently making visits to various Staffordshire schools engaging with young people and teachers regarding health related matters.

A Member asked that a representative from Staffs County Council Education Department be invited to a future meeting to discuss what funding and help schools were receiving.

## **26. Update – Staffordshire County Council’s Healthy Staffordshire Select Committee**

The Chairman reported that the Digest for the meeting held on 4 February, 2019 had been circulated to Members for information and details of other meetings were available on the County Council’s website.

A Member commented that the care his family member had recently received at Stafford Hospital was outstanding and thanked the hospital staff for their support.

A Member also expressed concern that many people were not taking up offers of screening, in particular around cancer screening and questioned how people could be encouraged to take this up.

## **27. Quarter 3 2018-19 Improving Community Wellbeing (Health, Culture and Sport) Priority Delivery Plan Update**

Consideration was given to the Quarter 3 2018-19 Improving Community Wellbeing (Health, Culture and Sport) Priority Delivery Plan Update (Item 6.1 – 6.5 of the Official Minutes of the Council).

The Head of Environment and Healthy Lifestyles provided information to Members on the Quarter 3 Priority Delivery Plan Update.

In response to a question raised by a Member concerning the cycling scheme, he advised that a container had been delivered to the stadium site and it was the intention now to rollout the cycling programme in 2019-20. A Member asked where the cycles used in Cannock Park were stored. The Officer agreed to clarify this with Inspiring Healthy Lifestyles (IHL).

A Member referred to the presentation given at the last meeting from Angela Schulp, Strategic Delivery Manager, Staffs County Council and was keen to

receive the 'Health In All Policies' document.

In response to this the Food, Safety and Licensing Manager reported that the document had originally been produced by the LGA and would ask the Senior Committee Officer to circulate this information to Members.

## **28. Obesity Review – Update and Next Steps**

The Senior Committee Officer had previously circulated the Wellbeing Scrutiny Committee Review that was considered at the Committee on 19 November, 2018.

The Chairman referred to the Scope of the Review/Terms of Reference and outlined the following questions:

### Question 1: What is the scale of obesity in Cannock Chase?

She asked if Members were happy with the information that they had received in respect of this.

Members were happy with the information they had received.

### Question 2: What actions are partners taking in Cannock Chase to address this issue and how are they monitored and how effective are they?

The Chairman reported that presentations had been received from both Inspiring Healthy Lifestyles and Public Health (Staffs County Council) which covered both the levels and reasons for obesity in the District.

Members discussed the levels of activity within schools, some of which included the 'daily mile' walk, walks and swimming, with these activities being supported through the school. It was identified that some support was required from Public Health in order for schools to provide more activities for children as part of leading a healthy lifestyle.

Members were keen to know what role Public Health played in helping schools provide activities for young children and information on nutrition. They also asked that County Councillors J. McMahon and D. Davis be invited to a future meeting.

The Head of Environment and Healthy Lifestyles suggested that it may be worth looking at the work undertaken by Inspiring Healthy Lifestyles with other Local Authorities. Members also suggested that there may be relevant data which would provide some insight into those who may have received some help and found the service positive.

### Question 3: Are there any issues that the District Council need to consider to support existing and future action on obesity in the District?

The Head of Environment and Healthy Lifestyles was keen to ensure that the review had been covered given the complexity of the wide ranging issues involved. The issues/questions posed through this section by Members would be forwarded to both Public Health and Inspiring Healthy Lifestyles for their

comments.

Members discussed the need for information to be provided in user friendly formats for those with certain disabilities. They also commented that signposting of certain services could be improved in order that the correct services were accessed by people.

The Food, Safety and Licensing Manager referred to the 'Health In All Policies' document where a number of comments were made by Members around producing a framework, information around poor health outcomes for Cannock Chase, how obesity issues were dealt with at Stafford Borough Council and other Staffordshire Local Authorities.

It was reported that the Committee had been made aware in the Public Health presentation given at its January meeting, of the Health In All Policies document produced by the LGA which explains how Local Authorities and partners can address the social determinants of health and reduce health inequalities.

**RESOLVED:**


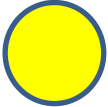


- (A) That Officers write to Public Health (Staffs) and Inspiring Healthy Lifestyles to seek clarification on a number of points raised following the presentations previously received by the Committee.
- (B) That Cabinet at a future meeting receive a report for consideration on the Health in All Policies document.
- (C) That a future Wellbeing Scrutiny Committee be asked to consider inviting Staffordshire County Council Councillors, representatives from the Education department and Inspiring Healthy Lifestyles to present further details of their respective work to tackle obesity.


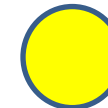


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CHAIRMAN

The meeting closed at 4.50 pm

## Improving Community Wellbeing PDP 2018-19 – Health, Culture and Sport (Quarter Four - 1 January 2019 - 31 March 2019)

<b>Quarter Four (1 January 2019 - 31 March 2019) Performance</b>				
				<b>Not rated</b>
Milestone completed	Milestone on target	Milestone/timeline/scope/target date requires attention.	Project aborted/closed.	Milestone not rated
1 (20%)	0 (0%)	4 (80%)	0 (0%)	0 (0%)

<b>Annual Performance 2018-19</b>				
				<b>TOTAL</b>
Milestone completed	Milestone on target	Milestone/timeline/scope/target date requires attention.	Project aborted/closed	
13 (76%)	0 (0%)	4 (24%)	0 (0%)	17 (100%)

**Comments on overall performance for this PDP (as at end of 2018/19)**

**Opportunities for healthy and active lifestyles** - The Council's culture and leisure facilities and services continue to be used extensively, with annual attendances and visits in excess of 1 million, representing over a 10% increase on last year's performance. In September, the Community Sport and Recreation hub at the Stadium was officially opened and further capital (just under £1million) has been invested by Inspiring healthy lifestyles into the facilities at Chase Leisure Centre. The bowling green has been converted into a new state of the art indoor cycling studio, a functional fitness studio and multi-purpose space, alongside the refurbishment of the gym and provision of bowling mats in the spots hall. All improvements were completed on time and opened on 31 March as planned. This investment will also deliver an additional £50,000 savings per annum to the Council.

Unfortunately the inclusive cycling programmes planned for the Stadium site were delayed by poor weather conditions and difficulty experienced by IHL in recruiting a suitable resource to deliver the project. Programmes will now be delivered in 2019-20 as will completion of the Council's Playing Pitch Strategy and study into sports participation in the District.



## Performance Indicators




In the figures produced below for Performance Indicators, the figures in Total are for the whole of 2018/19 and are either shown as cumulative figures or an average figure taken for the whole year.

Performance Indicators								
Performance Indicator	Frequency of reporting (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Total
Total number of people using all of our facilities	Q	952,884	959,754	266,298	262,150	245,579	276,923	1,050,950
Take up for the inclusive cycling pilot scheme	Q	N/A	TBC					

## Projects and Actions

Opportunities for healthy and active lifestyles								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
To provide a range of culture and leisure facilities that are accessible for everyone (all ages and abilities)	Development of new facilities at Chase Leisure Centre	Design Development Procurement	Outline designs and procurement approach determined. Legal documentation on track to be signed during Q2	✓				
		Contract Award and mobilisation	Report drafted in Q2 and on track for Cabinet on 4 October 2019 revising guarantor arrangements with IHL			✓		
		Phase 1 – Bowling Green conversion to studio	Phase 1 deferred until Cabinet decision in October 2019			✓		
		Phase 2 – Temporary gym formation	Temporary Gym fit out commenced on 29 October 2018. Completed 4 December.			✓		
		Phase 3 – Gym Refurbishment	Gym Refurbishment commenced on 10 December 2018 with completion on 11 January 2019			✓		
		Phase 4 – Studio refurbishment	Studio Refurbishment completed and facility open to the public				✓	
	Continue with development of facilities at the Community Sport and Recreation Hub at the Stadium	Complete Phase 1 Works	The majority of works within Phase 1 have been completed with the exception of the entrance and fencing and CCTV connections			✓		
		Complete Gates and Fencing	Entrance gates and fencing Completed in September 2018			✓		

Opportunities for healthy and active lifestyles							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
		Official Opening	Opening held on 19 September 2018		✓		
	Develop the ATP at Rugeley Leisure centre to full size	Investigate funding opportunities to support the development of the ATP	Funding and investment opportunities identified and supported by draft strategy documents (Playing Pitch Strategy)			✓	
<b>Work with our leisure partners to facilitate initiatives and projects to encourage people to participate in healthy activities</b>	Deliver Inclusive cycling scheme pilot at the Stadium with IHL	Set up Infrastructure and container on site	Container delivered to site in September 2018		✓		
		Commence cycling programmes	Cycling programmes delayed by weather conditions in Q3 and difficulty experienced by IHL in recruiting a suitable resource to deliver the project. Programmes will now be delivered in 2019-20				▲
	Commission a review to understand why people don't participate in sport activities and how we can encourage them to do so	Explore the options to undertake this review	Discussions had with Sport Across Staffordshire and Stoke on Trent and the University of Wolverhampton on research could undertake to inform. A way forward to be determined.				▲
	Produce Playing Pitch, Indoor and Outdoor Facilities Strategy and Open	Gather supply and demand information for winter and summer sports	Information gathered for winter and summer Sports		✓		

Opportunities for healthy and active lifestyles							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
	Space Strategy	Assess Information and Finalise Assessment Report	Draft information produced and final assessments being validated				
		Develop and Finalise Strategy	Strategy work is ongoing with the aim of reporting to Cabinet during Q1 2019-20				
<b>With partners we will encourage and support residents in taking responsibility for their food choices and dietary behaviours</b>	Develop a strategy to make it easier for residents to make healthy food choices when eating out and when buying, cooking and eating food at home	Identify Project Team, key partners and Produce PID for sign off;	This item has been carried forward to the 2019-20 PDP. Progress has not been made due to lack of resource and difficulty in gaining partner support. Resource from within existing budgets is therefore being realigned to support project delivery. A proposal is currently being drafted for a community wide project with additional assistance from the Marketing and Campaigns Officer.				
		Using current research, best practice and local insight, identify key settings and potential areas of influence					

<b>Report of:</b>	<b>Head of Governance and Corporate Services</b>
<b>Contact Officer:</b>	<b>Adrian Marklew</b>
<b>Telephone No:</b>	<b>01543 464 598</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 14/03/19</b>

**CABINET**  
**14 MARCH 2019**  
**PRIORITY DELIVERY PLANS 2019-20**

**1 Purpose of Report**

- 1.1 To obtain Members' approval of the Priority Delivery Plans (PDPs) for the financial year 2019-20, that detail the actions and indicators relating to the Council's mission and priorities as set out in the Corporate Plan 2018-23.

**2 Recommendation**

- 2.1 Cabinet is asked to recommend to Council that the Priority Delivery Plans for 2019-20 be adopted and approved for publication.

**3 Key Issues and Reasons for Recommendations**

Reasons for Recommendations

- 3.1 The Corporate Plan 2018-23, approved by Cabinet in April 2018, sets out the revised aims, priorities and strategic objectives of Cannock Chase District Council.
- 3.2 The supporting Priority Delivery Plans (PDPs) are the annual documents that set out how the Council will achieve progress against its strategic objectives; these plans establish the actions, performance measures and timetables for delivery that are the basis of the Council's quarterly and annual performance reporting framework.

**4 Relationship to Corporate Priorities**

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) The Corporate Plan sets out the Council's mission, priorities and strategic objectives for the period 2018-23, and is therefore a central element of the corporate priority planning process. The PDPs form the annual mechanism for reporting and monitoring progress in regard to these priorities.

## **5 Report Detail**

### **Corporate Plan**

- 5.1 In April 2018, Cabinet approved the Corporate Plan 2018-23, establishing the strategic priorities and performance management framework for the five year period. Priority Delivery Plans (PDPs) are developed and published annually during this period, providing the basis for the Council's performance management framework through reports to Leadership Team, Cabinet and Scrutiny Committees.

### **Priority Delivery Plans**

- 5.2 The fundamental elements of the aims set out in the Corporate Plan are mirrored in the Council's revised priorities, namely
- Promoting Prosperity
  - Community Wellbeing
- 5.3 For each of these priorities, a revised Priority Delivery Plan has been developed for the 2019-20 financial year. The plans have been aligned under the following headings, align the priorities of the Corporate Plan with the Council's scrutiny committee structure:
- Corporate
  - Promoting Prosperity
  - Community Wellbeing-Environment, Partnerships and Community Safety
  - Community Wellbeing-Health, Culture and Sport
- 5.4 Although our Corporate Plan doesn't have a corporate priority, we continue to have a corporate Priority Delivery Plan for reporting to our Corporate Scrutiny Committee. It also reflects other key work and projects being undertaken by the Council, outside of the Promoting Prosperity and Community Wellbeing priority areas.
- 5.5 The key projects, milestones and performance indicators identified in the PDPs will form the basis of the performance management reports received by Members on a quarterly basis.
- 5.6 The PDP documents, which are reviewed and updated annually and may be subject to minor amendments during the financial year, form Appendices 1 to 4 to this report.

**6 Implications****6.1 Financial**

The Corporate Plan sets out the mission, priorities and strategic objectives of Cannock Chase District Council for the three years 2018-23.

The supporting Priority Delivery Plans (PDPs) relate to the current year and set out how the Council will achieve progress against its strategic objectives in 2019-20 in accordance with the existing revenue and capital budgets already approved by Council.

**6.2 Legal**

None.

**6.3 Human Resources**

None.

**6.4 Section 17 (Crime Prevention)**

None.

**6.5 Human Rights Act**

None.

**6.6 Data Protection**

None.

**6.7 Risk Management**

None.

**6.8 Equality & Diversity**

None.

**6.9 Best Value**

None.

**7 Appendices to the Report**

Appendix 1: Promoting Prosperity PDP 2019-20

Appendix 2: Community Wellbeing – Health, Culture & Sport PDP 2019-20

Appendix 3: Community Wellbeing – Environment, Partnerships and Community Safety PDP 2019-20

Appendix 4: Corporate PDP 2019-20

**Previous Consideration**

None.

**Background Papers**

None.



**Priority Delivery Plan 2019-20**

**Improving Community Wellbeing PDP 2019/20 – Health and Culture and Sport**

**Performance Indicators**

<b>Opportunities for healthy and active lifestyles</b>							
<b>Performance Indicator</b>	<b>Frequency of reporting (Q or A)</b>	<b>Last years outturn</b>	<b>Target</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Total number of people using all of our facilities	Q						
Take up for the inclusive cycling pilot scheme	Q						

Opportunities for healthy and active lifestyles						
Approach	Key Project	Milestone(s)	Q1	Q2	Q3	Q4
To provide a range of culture and leisure facilities that are accessible for everyone (all ages and abilities)	Produce Playing Pitch and Indoor and Outdoor facilities strategy	Finalise Strategy and report to Cabinet	X			
	Develop the ATP at Rugeley Leisure centre to full size	Finalise plan and submit planning application		X		
		Submit funding bid subject to planning application decision and appropriate funding opportunities being available				
Work with out leisure partners to facilitate initiatives and projects to encourage people to participate in healthy activities	Commission a review to understand why people don't participate in healthy activities and how we can encourage them to do so	Undertake review	X	X		
		Prepare report on outcome of the study			X	X
	Commonwealth Games	Attend meetings of: (a) Communications (b) Transport (c) Forestry Commission (d) Steering Group	X	X	X	X
With partners we will encourage and support residents in	Develop a strategy to make it easier for residents to make healthy food choices when eating out and when	Identify Project Team, key partners and Produce PID for sign off (item carried forward from 2018-19 plan);	X			

**ITEM NO. 5.7**

<b>taking responsibility for their food choices and dietary behaviours</b>	buying, cooking and eating food at home	Using current research, best practice and local insight, identify key settings and potential areas of influence (carried forward from 2018-19 plan);		<b>X</b>		
		With Partners, and using the forthcoming LGA / PHE Whole Systems Approach Guide (due 2019), develop the Strategy				<b>X</b>
		Identify and implement pilot projects to test the strategy (soft launch)	<b>2020-21</b>			
		Launch Strategy (to include and Engagement Event with partners, stakeholders)	<b>2021-22</b>			
		Monitor and review implementation	<b>2021-23</b>			

<b>Report of:</b>	<b>Head of Environment &amp; Healthy Lifestyles</b>
<b>Contact Officer:</b>	<b>Mike Edmonds</b>
<b>Telephone No:</b>	<b>4416</b>
<b>Portfolio Leaders:</b>	<b>Health and Culture and Sport</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Wellbeing Scrutiny Committee and Council</b>

## WELLBEING SCRUTINY COMMITTEE

2 JULY 2019

### WORK PROGRAMME FOR 2019-20

#### 1 Purpose of Report

- 1.1 To set out the draft work programme for the Wellbeing Scrutiny Committee for 2019- 20.

#### 2 Recommendations

- 2.1 That the Committee review the draft work programme for 2019-20 and advise on what they wish to include for the forthcoming year (see Appendix 1).

#### 3 Key Issues and Reasons for Recommendation

- 3.1 The scrutiny structure has been designed to ensure effective accountability for the delivery against the Council's key outcomes set out in the Council's Corporate Plan 2018-23.
- 3.2 The Wellbeing Scrutiny Committee is responsible for scrutinising the Corporate priorities for improving community wellbeing.
- 3.3 The Scrutiny Committee is encouraged to identify issues that relate to this priority and/or are a priority for local people and communities. If a matter is a recurring issue for the people you, as Councillors, represent, the likelihood is that it is something that the Committee should consider. The more relevant the issue is to local communities then the greater the likelihood of engaging those communities in the scrutiny process and of producing outcomes that will be visible to those communities you represent. Guidance on selecting reviews is included in Appendices 2A and 2B.

- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 1. Members are also encouraged to propose issues that could be included for consideration in the work programme. The work programme may be revised during the year as necessary.

#### **4 Relationship to Corporate Priorities**

- 4.1 The remit of the Wellbeing Scrutiny Committee is linked to the key corporate priorities of improving community wellbeing.

#### **5 Report Detail**

##### **Background**

- 5.1 The Scrutiny Committee is responsible for scrutinising the key priorities for improving community wellbeing.
- 5.2 The Council has identified 4 strategic objectives for improving community wellbeing:
- Opportunities for healthy and active lifestyles
  - Sustaining safe and secure communities
  - Supporting vulnerable people
  - Promoting attractive and healthy environments

##### **Developing the Work Programme**

- 5.3 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 2A and an extract from the LGA's guidance is attached at Appendix 2B.
- 5.4 In developing the work programme Members are encouraged to consider the following questions:
- Is the matter a concern to local people? (You may wish to reflect on topics raised with you when canvassing).
  - Is the issue an identified priority for the Council or partners?
  - Does the issue relate to an area of service with a trend in weak performance?
  - What difference could scrutiny make?
  - What would happen if you did not look at this issue?
- 5.5 To further assist Members in developing the work programme a copy of the PDP for Community Wellbeing is attached as a separate item on the agenda.

- 5.6 The Work Programme can be revised during the year to reflect emerging priorities, but it is important to plan ahead and allow time for reports to be prepared and invitations to be sent to relevant parties.
- 5.7 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 1 to this report which includes some standing items (eg PDP updates) and some suggestions as to potential reviews.

### **Undertaking the Scrutiny reviews**

- 5.7 Once Members have identified the matters they wish to scrutinise, consideration should be given to scoping the subject in more detail including the timing and method of scrutiny to be used. Support in this process will be given by the Lead Officer for the Scrutiny Committee. A template to assist with scoping the review is also attached at Appendix 3.
- 5.8 Members may wish to:
- Allocate the work to a small working group of Members to investigate the issue over a period of 2-3 months (this may involve visits to see how services are working in practice);
  - Invite expert witnesses to give their views;
  - Seeking the views of service users and/or the general public.
- 5.9 Members should also consider what they can do to support the review eg:
- Undertaking research eg via the internet;
  - Seeking the views of ward members or specific interest groups

### **Reporting on Scrutiny Reviews**

- 5.10 In addition to reporting to the Committee on the outcome of any reviews, the Committee may wish to make recommendations to Cabinet or another Committee.
- 5.11 At the year end, the Chair of the Committee will prepare a report for Council on the outcome of the Committee's Work Programme.

## **6 Implications**

### **6.1 Financial**

Any costs to be incurred in undertaking any review will need to be contained within existing budgets.

### **6.2 Legal**

None

**6.3 Human Resources**

None

**6.4 Section 17 (Crime Prevention)**

None

**6.5 Human Rights Act**

None

**6.6 Data Protection**

None

**6.7 Risk Management**

The key aspects of risk management in regard to scrutiny work programmes are:

- ensuring that there are clear outcomes from the scrutiny process that impact positively upon the services users/communities within the District and link to corporate priorities; and
- that there is adequate capacity for the committee to complete the work that has been agreed.

**6.8 Equality & Diversity**

The Council has a responsibility to undertake adequate Equality Impact Assessments to ensure services do not have a negative impact on any one section of the community and the scrutiny committees have a role in ensuring that this responsibility is fulfilled, particularly in regard to health impact. Scrutiny as a function must also comply with the relevant legislation. When considering work programme items, especially when undertaking reviews of policy, the scrutiny committees must always consider whether their recommendations may impact differently on various individuals/sections of the community.

**6.9 Best Value**

Work programmes which are effectively prioritised will ensure that scrutiny activity is focused where it can be of greatest benefit.

<b>7 Appendices to the Report</b>
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Appendix 1	Draft Work Programme
Appendix 2A	Extract from the Council's Scrutiny Toolkit
Appendix 2B	Extract from the LGA Guidance on Scrutiny Work Programming
Appendix 3	Template for scoping a scrutiny review

**Previous Consideration**

None

**Background Papers**



**Proposed Work Programme for 2019-20 for  
the Wellbeing Scrutiny Committee**

<b>Meeting Date</b>	<b>Item</b>
2 July 2019	<ul style="list-style-type: none"><li>• End of Year Outturn for Health and Culture PDP for 2018-19</li><li>• Community Wellbeing PDP for 2019-20</li><li>• Annual Report on the work of the Wellbeing Scrutiny Committee for 2018-19</li><li>• Update – Healthwatch Staffordshire</li><li>• Update – Staffordshire County Council Healthy Select Committee</li><li>• Determine Work Programme for 2019-20</li></ul>
19 November 2019	<ul style="list-style-type: none"><li>• Community Wellbeing PDP Progress Report April to September 2019</li><li>• Update – Healthwatch Staffordshire</li><li>• Update – Staffordshire County Council Healthy Select Committee</li><li>• Scrutiny Review (to be determined)</li></ul>
4 March 2020	<ul style="list-style-type: none"><li>• Community Wellbeing PDP Progress Report October to December 2019</li><li>• Update – Healthwatch Staffordshire</li><li>• Update – Staffordshire County Council Healthy Select Committee</li><li>• Scrutiny Review (to be determined)</li></ul>

**Suggestions for Reviews:**

- Recommendation from Council on 23<sup>rd</sup> January 2019

That:

- (A) The Council should write to the Secretary of State expressing the Council's concerns that H.M. Government has missed the point by considering the imposition of a two pounds (£2) limit on punters using gaming machines in betting offices. It was the Council's belief that online gambling via mobile phones was out of control, and more of a threat to the more vulnerable

element of our society, particularly youngsters, some as young as eleven, who gained access illegally.

- (B) Furthermore, that with utmost urgency, consideration be given to ways of imposing a levy on firms that dealt online in order to try and protect our high streets, and hopefully limit the amount of shop closures in our town and cities.
- (C) The matter be referred to an appropriate Scrutiny Committee for consideration.

## DEVELOPING THE WORK PROGRAMME

Members have a key role to play in developing the work programme for the Scrutiny Committees and it is important that manageable programmes are developed. The Scrutiny Committees will need to filter potential items of work; to be selective and to prioritise.

Given the limited resources available, in particular the constraints on member and officer time, it is unrealistic to select more than a few items for intensive review. Realistically, a single committee cannot undertake more than two in-depth reviews per year.

In developing the work programme Members are encouraged to consider the following questions:

**Public interest** – the concerns of local people should influence the issues chosen. Things to think about include:

- Any issues raised with you when canvassing;
- Have any surveys or research undertaken by the Council identified any concerns
- Is the issue an identified priority for the Council or partners

**Ability to change** - priority should be given to issues that the Committee can realistically influence. Think about what difference Scrutiny could make and what would happen if you did not look at this issue.

**Performance:** priority should be given to areas in which the Council and Partners are not performing well. You should consider, the scale of the underperformance, whether it is a one off or whether there is an ongoing issue. Has the service been flagged up in an external inspection report for poor performance?

**Extent:** priority should be given to issues that are relevant to all or a large part of the District

**Replication:** work programme must take account of what else is happening to avoid duplication or wasted effort

Work programmes should be determined at the start of each municipal year and reviewed and revised regularly. Any reviews not started or completed by the year end can be referred for consideration as part of the following year's work programme. The best advice is to start small, learn what works well and what does not and then be more ambitious. It is far easier to add items to the workload than to remove them.

## Stage 1: Agree the Issue

The first step is for scrutiny members to be sure that the subject to be reviewed is significant. Undertaking in-depth reviews is resource-intensive – of member and officer resources. Investing such a high level of resources should only be undertaken for **high priority issues**. The following are criteria which could be used to ‘check’ a topic against, to ensure that it would make a worthwhile review:

- Issue identified by members as key issue (through members’ surgeries and other constituency activities);
- Performance issues within a service (e.g. significant under or overachievement of targets);
- Service considered to be important by the community (through market research, citizens’ panels and so on);
- High level of user/general public dissatisfaction with service;
- Public interest issue highlighted in local media;
- High level of budgetary commitment to policy/service area;
- Persistent financial issues e.g. significant under or overspends.
- Council corporate priority area;
- Central government priority area;
- Issue raised in Inspection Reports
- Issue referred by the Cabinet or the Audit & Governance Committee
- New government guidance or legislation.

## Stage 2: Determine the nature of member involvement

The committee will need to decide how members will drive the review. There are three possible approaches to member involvement:

- The whole committee investigates the issue;
- A task and finish working group is established to drive the investigation;
- Individual or paired members drive the review.

Vital to the whole review activity is that members take full control of which policy problems and solutions are explored and how that exploration takes place. Members need to take responsibility for, and ownership of, the outputs and outcomes of reviews.

## Stage 3: Scoping Exercise

There are 4 key issues to consider when scoping the review:

- What are the core questions the review is seeking to answer? (no more than 3)
- What is the purpose of the Review? (in one sentence)
- What will not be included?
- What is the timescale?

# Work programming

The role of scrutiny is to achieve positive outcomes for local people by undertaking a thorough, targeted examination of the council's service provision and procedures. However, it is not possible to examine every service in detail, so it is important for the scrutiny committee to prioritise and plan its workload. Some councils do this at the beginning of each year and some do it on an ongoing basis.

## Planned scrutiny

Work programming is the process for determining which topics scrutiny will look at over the coming year, either at committee meetings or

in task and finish groups. This involves evaluating a number of factors to decide which topics are to be investigated and when. The process will typically involve long-listing and then short-listing topics before making a final decision.

## Responsive scrutiny

Whether planned scrutiny takes place at the beginning of the year or on an ongoing basis, the priorities for scrutiny need to be monitored and evaluated on an ongoing basis. This makes sure scrutiny can be flexible and responsive to high-priority issues or policy changes that occur throughout the year.



## The scrutiny topic selection process

Each council has its own method for selecting topics for scrutiny; in some councils there may be a very structured selection process, whilst in others it may be more informal. Whatever level of detail is involved, the general process should include the following activities.

### 1. Identify issues

You can identify potential issues by:

- consulting with all members of scrutiny committees, senior officers, cabinet members and council officers
- looking at corporate priorities, business plans and the Forward Plan of the council (and the council's neighbours)
- considering events and decisions in the council's calendar that could require an input from scrutiny, such as setting budgets
- evaluating previous council performance and identifying any follow-up work required to previous scrutiny work
- carrying out work to engage with local people, for example through surgeries, local media, opinion surveys and online forums.

### 2. Prioritise topics

Identify and prioritise potential scrutiny topics, considering the resources they would require and the level of impact they could achieve.

### 3. Plan scrutiny work

Decide which scrutiny topics to review and include them in the work programme.

### 4. Review and evaluate

Review progress and evaluate outcomes to demonstrate the value added by scrutiny.



## Criteria for selecting scrutiny topics

The following criteria provide a useful guide for prioritising and selecting which topics are suitable for scrutiny to review.

Topics **are** suitable for scrutiny when:

- scrutiny could have an impact and add value
- the topic is of high local importance and reflects the concerns of local people
- the resources are available that would be required to conduct the review, in terms of manpower and budget
- it avoids work duplication elsewhere
- the issue is one that the committee can realistically influence
- the issue is related to an area where the council, or one of its partners, is not performing well
- the issue is relevant to all or large parts of the local area
- the review would be in the council's interests.

Topics **are not** suitable for scrutiny when:

- the issue is already being addressed elsewhere and change is imminent
- the topic would be better addressed elsewhere (and will be referred there)
- scrutiny involvement would have limited or no impact upon outcomes
- the topic may be sub-judice or prejudicial to the council's interest
- the topic is too broad to make a review realistic
- new legislation or guidance relating to the topic is expected within the next year
- the topic area is currently subject to inspection or has recently undergone substantial change.

### Defining scrutiny topics

For every item on the work programme/new referral, it should be clear:

- What is the issue/activity/project under consideration?
- What is scrutiny being asked to do?
- What are the reasons for/expected benefits of involving scrutiny in the matter?
- Is there a specific deadline for the piece of work?



## Exercise 1 – prioritising topics

Consider the issues that are important to the people you represent in your ward. List the five issues you think are the most important, then put them in order of priority; make a note of your reasoning. Do you know all the information you need to handle complaints effectively? Consider these statements to identify any gaps. If you answer ‘no’ to any of them, take some time to find the answers from your council’s website or your work colleagues.

1

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Think about how you would translate these into strategic issues. Here is an example:

### **The issue**

A number of residents have been complaining that the trees in the local area are not being pruned regularly enough, becoming a hazard and presenting a potential danger to the public. Complaints include difficulty in walking on the pavement, damage to tall vehicles, trip hazards from tree roots and gardens being overshadowed by trees.

### **Strategic considerations**

The council needs to consider how it allocates its Environmental Services’ resources so that it can be efficient whilst also meeting the needs of local residents. It can look at:

- how services are procured, commissioned and contracted
- which are the most hazardous streets and where the biggest improvements can be made
- prioritising and planning a programme of work for tree pruning.



## **SCRUTINY REVIEW TEMPLATE**

<b>REVIEW TITLE</b>
<b>SCOPE OF THE REVIEW / TERMS OF REFERENCE</b>
<b>REASON FOR SCRUTINY</b>
<b>MEMBERSHIP OF THE REVIEW GROUP</b>
<b>KEY TASKS / REVIEW PLAN</b>
<b>SOURCES OF EVIDENCE</b>
<b>TIMESCALE</b>



