

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
SCRUTINY COMMITTEE
MONDAY, 13 JULY 2009 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT: Councillors

Williams, Mrs. P. (Chairman)
 Bernard, Mrs. A.F. (Vice-Chairman)

Ball, G.D.	Mawle, D.L.
Beddows, J.	Mitchell. C.
Bernard, J.D.	Morgan, C.W.J.
Davis, Mrs. M.A.	Pearce, Mrs. L.J.
Holder, M.J.	Thomas, D.
Jones, R.	

(Apologies for absence were received from Councillors Mrs. D.M. Easton and M.R. Green).

1. Declarations of Members in Contracts and Other Matters and Restrictions on Voting by Members

<u>Member</u>	<u>Nature of Interest</u>	<u>Type</u>
Beddows, J.	Minute 4 – Presentation on the Mid Staffordshire NHS Trust Transformation Plan - Member of Mid Staffordshire NHS Trust	Personal
Bernard, Mrs. A.F.	Minute 4 – Presentation on the Mid Staffordshire NHS Trust Transformation Plan - Member of Mid Staffordshire NHS Trust	Personal
Davis, Mrs. M.A.	Minute 4 – Presentation on the Mid Staffordshire NHS Trust Transformation Plan - Member of Mid Staffordshire NHS Trust	Personal
Holder, M.J.	Minute 4 – Presentation on the Mid Staffordshire NHS Trust Transformation Plan - Member of Mid Staffordshire NHS Trust	Personal

Williams, Mrs. P. Minute 4 – Presentation on the Mid Staffordshire Personal
NHS Trust Transformation Plan - Member of Mid
Staffordshire NHS Trust

2. Minutes

The Legal and Democratic Services Manager updated the Committee on the procedure for agreeing and approving Minutes. It was explained that the proposals for the agreement and approval of Minutes sought to address the potential for an unacceptable delay arising in Minutes being approved under current arrangements, given that the Committee would ordinarily meet on a quarterly basis.

Members were advised that the draft Minutes would in future be emailed to Members of the Committee within 7 working days of the meeting for comments/amendments. Members would then confirm their amendments (if any) within 10 working days. Should significant amendments be proposed, the Chairman would meet with the appropriate Lead Officer and Committee Officer to consider and confirm the amendments proposed. Once finalised the minutes would be deemed as 'Agreed Minutes' as opposed to 'Approved Minutes' and would again be circulated to Members of the Committee. The Minutes would still be submitted to the following Committee for approval, when they would then be deemed 'Approved Minutes'. Should a Council meeting be scheduled before the next meeting of the Committee, the Agreed Minutes would be presented to Council for information and enable recommendations to be considered.

RESOLVED:

That the Minutes of the meeting held on 21 April 2009 be approved as a correct record.

3. Minutes of the Performance and Partnerships Scrutiny Sub Committee

RESOLVED:

That the Minutes of the Meeting of the Performance and Partnerships Scrutiny Sub Committee held on 18 March 2009 be noted.

4. Presentation – Mid Staffordshire NHS Foundation Trust Transformation Programme

The Committee received a presentation from Mr. Mike Gill, Deputy Chief Executive and Director of Finance at Mid Staffordshire NHS Trust on the Transformation Programme for the Trust.

The presentation provided details of the additional nurses that had been recruited since April 2009, the approved expenditure for medical and surgical equipment for 2009/10, details of improvements to patient pathways, the implementation of arrangements for dealing with Serious Untoward Incidents (SUI's), clinical audit and the management of complaints within the organisation.

Members were also advised of the Trust's performance in relation to the detection of C. Difficile and MRSA infections, the detection of cancer and thrombolysis, the performance of the A&E Service, the results of the recent PEAT assessment, which assessed the

environment, food and privacy and dignity of both Cannock and Stafford Hospitals, and mortality rates between December 2008 and March 2009. Mr. Gill also outlined the costs associated with the Transformation Programme, which amounted to £11.8m of which £5.7m of revenue cost had yet to be identified, together with the communications that were being undertaken with key stakeholders.

With regard to the recruitment of a new Chief Executive and Chairman of the Trust, it was reported that the Trust had been unsuccessful in the appointment of these positions and that the Trust had also introduced new Board and Clinical Governance Structures. Finally, Mr. Gill outlined the 11 High Plus Goals, all of which were to be completed by December 2009 and advised Members that the Transformation Plan was to be completed by 2010.

Following a number of questions from Members, Mr. Gill clarified the position with regard to patients in receipt of acute surgery at hospitals outside of the District and outlined the process for dealing with SUI's. Mr. Gill also agreed to provide details of the number of complaints currently being dealt with by the Trust that were received prior to the Healthcare Commission's investigation into the Trust. He also confirmed that the report prepared in relation to the previous Chief Executive of the Trust would remain private and confidential and would be exempt from the Freedom of Information legislation.

When asked about whether the Trust's Board had a view on whether there should be a public inquiry into the Trust, Mr. Gill indicated that the Board had not made a view on the basis that it was not within the Board's gift to make a decision on whether or not to hold a public inquiry.

Finally, Mr. Gill outlined the reasons for non-emergency operations being postponed, which included an increase in patients being admitted to A&E as a result of people pursuing activities in the warm weather, an increase in the number of beds being taken up by patients and construction works being undertaken at the hospital. Mr. Gill confirmed that the Trust was endeavouring to address the situation.

5. 2008/09 Annual Performance Report

Consideration was given to a report of the Chief Executive (Enclosure 6.1 – 6.13 of the Official Minutes of the Council).

Members were of the opinion that in order that the Committee could make an assessment of the overall performance of the Council and its partners, the performance targets and outturn figures for 2007/08 needed to be included within the report in order that a comparison could be made with the previous years performance. Particular reference was made to the performance of the Council's Leisure Services, namely Chase Leisure Centre, Cannock Park Golf Course and the Prince of Wales Theatre, and it was agreed that the Head of Leisure & Major Projects provide Members with details of the performance targets and outturn for 2007/08.

Reference was made to the number of 'Under 18 Conception Rates' for 2008/09 and it was suggested that the performance indicator did not provide a clear indication of the number of conception rates within schools on the basis that under 18's included both those who were of school age and those who were of school leaving age. The Performance Manager reported that Under 18 Conception Rates was a priority of the Children's Trust Board and

that the District Partnership Officer, as a member of the Board, may be in a position to provide the Committee with an update with regard to the conception rates among the different age ranges of those under the age of 18.

Members also referred to the fact that the Place Survey Data had not yet been audited and published by the Audit Commission and it was agreed that the Performance Manager provide the Committee with this information at its next meeting.

RESOLVED:

- (A) That the Head of Leisure & Major Projects provide Members of the Committee with details of the performance targets and outturn for Leisure Services for 2007/08.
- (B) That the Performance Manager prepare a report for submission to the next meeting of the Committee in relation to the Place Survey Data, following its audit and publication by the Audit Commission.
- (C) That the 2008/09 performance outturn as detailed in Annex 1 and 2 of the report be noted.
- (D) That further scrutiny be given to the performance of the Council and/or it's Local Strategic Partners at the next meeting of the Committee in respect of the following matters outlined below and that appropriate representatives be invited to attend the meeting:
 - (i) Details of the conception rates among the different age ranges of those under the age of 18.
 - (ii) The performance and economic viability of the Prince of Wales Theatre in order to reduce the level of subsidy.

6. Presentation – Comprehensive Area Assessment

In the absence of the Executive and Policy Manager, the Committee received a presentation from the Performance Manager in respect of Comprehensive Area Assessment (CAA).

The presentation provided Members with the objectives and background to CAA, the CAA Framework and details of the assessments that would be undertaken as part of the inspection regime. This would include an Area Assessment and an Organisational Assessment, which would include a Use of Resources assessment and Managing Performance assessment. The presentation also outlined the evidence and scoring mechanisms that would be used for each of the assessments and how the outcomes for each assessment would be reported.

RESOLVED:

That the Performance Manager provides Members of the Committee with a copy of the presentation.

7. Presentation – Performance Management Framework

The Committee received a presentation from the Performance Manager on the Performance Management Framework (Enclosure 8.1 – 8.16 of the Official Minutes of the Council).

It was explained that the Council's Corporate Plan set out the Council's priorities for the next three years, and had been approved by Council at its meeting on 29 April 2009. Six Priority Delivery Plans (PDPs) had been developed as follows:-

- Children and Young People and Families
- Healthier Communities, Housing and Older People
- Access to Education, Skills and Employment
- Safe, Strong and Cohesive Communities
- Environmental Sustainability and
- Corporate Improvement

The principles and guidance on how Policy Development Committees would be performance managed were contained within the framework to ensure that actions and targets were delivered in accordance specified timescales.

All PDPs would be reported every six weeks to the Council's Directors Management Team (DMT) updating them on the current position with respect to the delivery of actions and performance indicators. The PDPs would then be reported quarterly with more comprehensive information to DMT, the Scrutiny Committee and the Policy Development Committees. Progress would be reported using the traffic light assessment method for actions, performance indicators and risk actions. Exception reports would be completed with details of what actions were being taken to address matters when red and amber indicators were shown, the main focus being on the red indicators.

8. Determination of the Work Programme for 2009/10

Consideration was given to the Committee's work programme for 2009/10.

Arising from consideration of the work programme, Councillor Thomas referred to the poor performance of the Council's Contact Centre in dealing with telephone enquires from members of the public. The Chief Executive agreed that the system needed to be improved and he agreed to provide Members with progress report at the next meeting of the Committee.

Councillor Thomas also referred to the Internal Audit – Annual Report 2008-09 and in particular the audit undertaken in respect of the Council's Leisure Centres. He referred to the fact that the 'summary of significant findings' had indicated that significant weaknesses had been found in relation to the recording and reconciliation of time being claimed by staff, compliance with ordering procedures, stock records and some procedures in relation to income and banking. He also indicated that a more detailed review of staff timesheets at the Chase Leisure Centre had identified that a small number of staff had been overpaid due to inaccurate claims, although action had been taken to recover overpayments.

RESOLVED:

- (A) That the Work Programme for the Scrutiny Committee include the following items:
 - (i) The performance of the Council's Contact Centre in dealing with telephone enquiries from members of the public.
 - (ii) The recording and reconciliation of time being claimed by staff, compliance with ordering procedures, stock records and some procedures in relation to income and banking at Chase Leisure Centre.
- (B) That the Chief Executive provide Members with a progress report at the next meeting of the Committee in respect of the proposed actions to address the under performance of the Council's Contact Centre in dealing with telephone enquiries from Members of the Public.

9. Cost Effective Methods of Consulting with the Public

Consideration was given to a report of the Chief Executive (Enclosure 10.1 – 10.6 of the Official Minutes of the Council).

The Chairman of the Fundamental Service Review Panel, Councillor J.D. Bernard, presented the Panel's final report to the Committee.

RESOLVED:

That Cabinet be recommended to approve the utilisation of the Citizens Panel as the most cost effective way of communicating with the public, which would include conducting additional postal and telephone surveys with the Panel and focus groups.

10. Activities for Teenagers Fundamental Service Review – Final Report

Consideration was given to the report of the Activities for Teenagers Fundamental Service Review – Final Report (Enclosure 11.1 – 11.13 of the Official Minutes of the Council).

RESOLVED:

That Cabinet be recommended to:

- (A) Support the Positive Activities For Young People Project by ensuring that any services involved with providing facilities or activities for young people submit information to enable the County wide website to be developed.
- (B) Make appropriate resources available through the Delivering Change process to enable the Council's PR& Marketing team to work with young people to develop imaginative, accessible and attractive webpage(s) for young people on its own website. This should provide links to the County wide website and other information and advice sites that are of interest to young people.
- (C) Request the Children's Trust Board to: -

- (i) Co-ordinate an area based approach to address the key findings in this report, by:-
 - (a) engaging with all relevant partners responsible for the delivery of positive activities for teenagers and young people,
 - (b) in the medium term and in conjunction with the Crime and Reduction Partnership, explore with partners, the options available and resources required (human and financial) for identifying the correlation between those activities and reductions in anti-social behaviour or the levels of crime committed by young people,
 - (c) developing activities that are accessible, reliable and relevant to young people by consulting with them when planning and designing new activities or events (consideration should also be given to mobile provision and taking activities into local areas),
 - (d) agreeing with partners a standard approach by which to monitor and evaluate activities so that evidence based judgments (around cost, performance, effectiveness and whether the activities meet the needs and demands of young people) can be made when considering new or repeat activities and projects,
 - (e) establishing with partners and Members adequate funding for projects and schemes so as to provide some certainty and reliability around activities and events designed to reduce anti-social behaviour,
 - (f) developing with partners effective and relevant ways of telling young people about activities and events in their area, including:-
 - (i) co-ordinating the development of the Positive Activities for Young Peoples web-site,
 - (ii) exploring the opportunity to use the Schools message pages subject to adequate budgets or funding,
 - (iii) making more creative use of technology by using Facebook and texting subject to adequate budgets or funding.

(At this point the meeting adjourned for 5 minutes).

11. **Housing Revenue Account Provisional Outturn 2008-09**

Consideration was given to a joint report of the Director of Service Improvement and the Head of Financial Management (Enclosure 12.1 – 12.10 of the Official Minutes of the Council).

The Head of Housing reported that the Minister for Housing had made a statement on 30 June 2009 regarding the outcome of the Government's review of Council housing finance. Details were not however available and these would be the subject of a consultation paper

to be published before the summer recess of Parliament.

The Minister did however announce that the consultation paper would propose a self financing alternative to the current system, whereby Councils would finance the management and maintenance of their housing stock from their own rents, in exchange for a "one off redistribution of housing debt".

It was reported that although the proposals would enable the Council to retain all of its rent income (and no longer pay a proportion to the Government), this would be subject to an adjustment to the Councils Housing Revenue Account. It was therefore likely that the Council's housing debt would be increased through the proposed redistribution of the national housing debt and that it would be necessary to utilise at least a proportion of the "retained rent income" to support this.

The Head of Housing advised Members that a report on the outcome of the Government's review would be submitted to Cabinet once the consultation paper had been received.

RESOLVED:

- (A) That the provisional outturn for the Housing Revenue Account 2008-09 be noted.
- (B) That the Head of Housing investigate whether the Council's decision to no longer accept cash payments for housing rent at the Council Offices had resulted in an increase in rent arrears, and that the information be provided to Councillor Thomas.
- (C) That the Head of Financial Management provide Councillor Thomas with details of the Housing Revenue Account Outturn for 2007-08 and that all future reports submitted to the Scrutiny Committee include the previous year's outturn.

12. Appointment of Chairman and Vice-Chairman of the Health Scrutiny Working Group

Consideration was given to the Appointment of Chairman and Vice-Chairman of the Health Scrutiny Working Group for the 2009/10 Municipal Year

RESOLVED:

- (A) That Councillor Mrs. M.A. Davis be appointed as Chairman of the Health Scrutiny Working Group for the Municipal Year 2009/10.
- (B) That Councillor J. Beddows be appointed as Vice-Chairman of the Health Scrutiny Working Group for the Municipal Year 2009/10.

13. Determination of the Work Programme of the Health Scrutiny Working Group

Consideration was given to the Work Programme of the Health Scrutiny Working Group.

A copy of a proposed work programme was circulated at the meeting.

RESOLVED:

That the work programme for the Health Scrutiny Working Group be as follows:

- (i) Progress by Mid Staffs Hospitals FT with the implementation of their transformation plan;
- (ii) Development and Delivery of Services at Cannock Chase Hospital; and
- (iii) Services provided in the District by West Midlands Ambulance Service.

14. Co-option of a Representative from the Staffordshire Local Involvement Network (LINK) as a Member of the Health Scrutiny Working Group

Consideration was given to a briefing note of the Head of Environmental Health (Enclosure 15.1 – 15.2 of the Official Minutes of the Council).

RESOLVED:

That Mr. Kenneth Jackson be co-opted as a member of the Health Scrutiny Working Group.

15. Appointment of Representative to Staffordshire County Council's Health Scrutiny Committee

Consideration was given to the appointment of the Council's representative to Staffordshire County Council's Health Scrutiny Committee for the 2009-10 Municipal Year.

RESOLVED:

That Councillor Mrs. M.A. Davis be appointed as the Council's representative to Staffordshire County Council's Health Scrutiny Committee for the 2009-10 Municipal Year.

16. Determination of the Membership of the Delivering Change Panel

Consideration was given to the Membership of the Delivering Change Panel.

RESOLVED:

- (A) That the Membership of the Delivering Change Panel be 11 Members (4 Labour Councillors, 4 Liberal Democrat Councillors and 3 Conservative Councillors), appointed from amongst the Members of the Scrutiny Committee.
- (B) That the Leaders of the 3 political groups provide the Chief Executive with the names of those Members to be appointed to the Panel.

17. General Fund Provisional Outturn 2008-09

Consideration was given to a report of the Head of Financial Management (Enclosure 18.1 – 18.21 of the Official Minutes of the Council).

The Chairman, Councillor Mrs. P. Williams, agreed to consider this matter as an urgent item on the grounds that the report needed to be considered by the Committee prior to the next

meeting in September 2009.

RESOLVED:

- (A) That the provisional outturn for the General Fund for 2008-09 be noted.
- (B) That consideration be given to the financial implications of the outturn as part of 2009-10 to 2012-13 Financial Projection report to Cabinet in September.
- (C) That all future provisional outturn reports submitted to the Scrutiny Committee include the previous year's outturn.

CHAIRMAN