

Report of:	Head of Housing and Partnerships Head of Environment and Healthy Lifestyles
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Report Track:	Health & Wellbeing Scrutiny C'ttee: 29/06/22

**Health & Wellbeing Scrutiny Committee
29 June 2021
Work Programme for 2022-23**

1 Purpose of Report

- 1.1 To set out the draft work programme for the Health & Wellbeing Scrutiny Committee for 2022-23.

2 Recommendation(s)

- 2.1 That the Committee review the draft work programme for 2022-23 and advise on what they wish to include for the forthcoming year (see Appendix 4).

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Health & Wellbeing Scrutiny Committee is responsible for scrutinising the element of the Corporate Plan 2022-26 that relates to the priority for supporting Priority 2, - Health & Wellbeing, "To encourage and support residents to lead healthy and independent lives" and Priority 3 - The Community "To ensure Cannock Chase is a place that residents are proud to call home". An extract from the Corporate Plan setting out details of the priority and strategic objectives is attached at Appendix 1.

- 3.2 The services or functions of the Council falling with the remit of the Committee are set out at Appendix 2.
- 3.3 The Health & Wellbeing Scrutiny Committee is encouraged to identify corporate issues and/or ones that 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 3a and 3b.
- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 4. 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.

Reasons for Recommendations

- 3.5 The scrutiny committee structure has been designed to ensure effective accountability for the delivery against the Council's priorities and strategic objectives set out in the Council's Corporate Plan 2022-26.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) It provides for effective scrutiny of the Council's priority for supporting Health & Wellbeing and The Community.

5 Report Detail

Background

- 5.1 A new Corporate Plan for 2022-26 was approved by Council on 27 April 2022. The Plan sets out 3 priorities and this Scrutiny Committee is responsible for scrutinising Priority 2 – Health & Wellbeing and Priority 3 - The Community, the supporting 4-year delivery plan.
- 5.2 The Supporting Health & Wellbeing Priority has 4 objectives:
- (i) Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
 - (ii) Embed health and wellbeing into all of our policies and everything that we do.
 - (iii) Work with partners to address health inequalities across the District.
 - (iv) Support residents that need our help.
- 5.3 The Community Priority has 6 objectives:

- (i) Ensure our neighbourhoods are safe, clean, and tidy
- (ii) Maintain our local parks and green spaces.
- (iii) Encourage residents to live a sustainable lifestyle.
- (iv) Improve the housing offer across the District.
- (v) Ensure our communities are well designed, accessible, and inclusive environments.
- (vi) Support and build strong connections within our local communities.

5.4 An extract from the Corporate Plan setting out details of the priority and strategic objectives is attached at Appendix 1.

5.5 The Health & Wellbeing Scrutiny Committee also has responsibility for scrutinising the corporate and support functions of the Council as set out in Appendix 2.

Developing the Work Programme

5.6 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 3a and an extract from the LGA's guidance is attached at Appendix 3b.

5.7 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?

5.8 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.

5.9 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 4 to this report which includes some standing items (eg Performance Progress Reports) and some suggestions as to potential reviews.

Undertaking the Scrutiny reviews

5.10 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 5.

5.11 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.

5.12 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

5.13 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.

5.14 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 Risk Management

None

6.5 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.

6.6 Climate Change

None.

7 Appendices to the Report

- Appendix 1: Extract from the Corporate Plan – Priority 2 “Supporting Health & Wellbeing”
- Appendix 2: Overview of services falling with the Committee’s remit
- Appendix 3a: Extract from the Council’s Scrutiny Toolkit
- Appendix 3b: Extract from the LGA Guidance on Scrutiny Work Programming
- Appendix 4: Draft Work Programme 2022/23
- Appendix 5: Template for scoping a scrutiny review

Previous Consideration

None

Background Papers

None

Cannock Chase Council Corporate Plan 2022-26 - Extract

PRIORITY 2- HEALTH & WELLBEING

“To encourage and support residents to lead healthy and independent lives”

We aim to:

- **Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.**
- **Embed health and wellbeing into all of our policies and everything that we do.**
- **Work with partners to address health inequalities across the District.**
- **Support residents that need our help.**

We want to create opportunities for all of our residents to lead healthy and active lifestyles. For some, this may be by using our leisure centre facilities, for others, it may be walking our parks, or on the Chase, or by cycling around the District. We want to reach out to those residents who may find this daunting and help them to try out new activities in their local communities, that will support their physical and mental health and well-being.

We currently provide a range of facilities for people to use, including:

- 2 leisure centres, with swimming pools, (Cannock and Rugeley)
- 4 destination parks,
- 43 play areas across the district
- 14 football pitches and 3 artificial turf pitches (ATP's),
- 20 tennis courts and 4 skate parks
- A theatre and museum to support cultural and mental wellbeing.

Over the next 4 years we will:

- Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns to promote the benefits of being active and living healthily.
- Work with Staffordshire County Council to deliver the “Better Health Staffordshire” Pilot Project.
- Develop a Health and Wellbeing Strategy.
- Deliver lasting legacy projects from the Commonwealth Game Mountain Bike event, (i.e., Mountain Bike (Perry) Trail and Bike and Play trail).

APPENDIX 1

- Work with partners to encourage the take up of benefits for by residents with low incomes.
- Work with Support Staffordshire and Staffordshire County Council to build on community spirit & volunteering / befriending advocacy.
- Promote the use “Cannock Chase Can” online app to support people in leading healthy lifestyles.
- Encourage residents to walk or cycle to and from work and school.

We will also continue to:

- Work on fuel poverty with partners, such as Staffordshire Warmer Homes.
- Provide accommodation for young people leaving care and support to sustain their tenancies.
- Provide an outreach service for rough sleepers.
- Provide support for veterans.
- Work with partners to safeguard the most vulnerable people within our district.
- Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents.

PRIORITY 3 - THE COMMUNITY

“To ensure Cannock Chase is a place that residents are proud to call home”

We aim to:

- **Ensure our neighbourhoods are safe, clean, and tidy**
- **Maintain our local parks and green spaces.**
- **Encourage residents to live a sustainable lifestyle.**
- **Improve the housing offer across the District.**
- **Ensure our communities are well designed, accessible, and inclusive environments.**
- **Support and build strong connections within our local communities.**

We want our District to be an attractive and safe place to live. We will preserve our open spaces and local parks. We aim to build on the existing and new communities across our District so that residents feel connected and supported. We want to ensure that our residents have a choice in their housing accommodation and that it is safe.

Over the next 4 years we will:

- Work with town/parish Councils and local community groups to tackle litter and undertake litter picks.
- Carry out targeted campaigns to tackle specific types of waste crime and raise awareness of the Council's zero-tolerance to all types of environmental crime.
- Develop a co-ordinated response to anti-social behaviour (ASB) across partner agencies.
- Engage with young people at risk of engaging in ASB through targeted diversionary activities across the district.
- Undertake a review of all our play areas.
- Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.
- Work with partners and the local community to support appropriate tree planting schemes.
- Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment.
- Develop an Environmental Strategy and action plan to reduce our impact on the climate.
- Work with partners to support the delivery of the zero-carbon pilot scheme in Rugeley.
- Increase housing choice.
- Ensure that our housing stock is safe and sustainable.
- Work with other housing providers and landlords to ensure that their properties are safe and healthy.
- Adopt a new Local Plan for the district.
- Support the progression of current and future Neighbourhood Plans within the district.
- Work with partners to support community events.

Services/Functions falling within the Supporting Health & Wellbeing Scrutiny Committee's remit

Service Area	Sub Area
Healthy & Active Lifestyles	
Culture and Sport	<ul style="list-style-type: none"> • IHL Leisure Provider • Leisure centres • Swimming pools • Golf course Management • Prince of Wales Theatre • Museum of Cannock Chase • 5's 3G Pitch and Pavilion • Commonwealth Games
Vulnerable Residents	
Housing and Homelessness	<ul style="list-style-type: none"> • Tenancy Services – Rent Collection, Estate Management, Tenancy Sustainment, Allocations, Resident Engagement and Sheltered Housing • Strategic Housing – Homelessness and Housing Options, Service Improvement, New Housing Development, Housing ICT Systems Management and Housing Complaints Handling • Housing Repairs – Emergency and Routine Repairs, Empty Property Repairs, In-house Stores Provision and Vulnerable Persons Decorating and Grass Cutting • Housing Property Services – Planned Works, Cyclical Works, Gas Safety, Electrical Upgrades, External Works, Right to Buys and Property Alterations
Community Safety, CCTV and Partnerships	<ul style="list-style-type: none"> • Community Safety - Community Safety Hub, MARAC, Public Safety Protection Orders, Safe as Houses, Target Hardening, Campaigns and Events and Community Safety Delivery Plan • CCTV – Monitoring 100+ Cameras across the District and Providing Evidence to Police • Partnerships - Hate Crime and Domestic Abuse, Vulnerable Adults and Children's Referrals, Modern Day

Service Area	Sub Area
	Slavery, Community Trigger/Protection Notices, Diversionary Activities, County Lines and PREVENT
Disabled Facilities Works	<ul style="list-style-type: none"> • Council Dwellings – Minor and Major Adaptations
Private Sector Housing	<ul style="list-style-type: none"> • Disabled Facilities Grants and Council's Housing Assistance Policy in Private Dwellings; • Regulation of standards in private rented properties; • Licensing & Inspection of Houses in Multiple Occupation (HMOs) • Empty Properties • Licensing & inspection of Mobile / Park Homes sites • Affordable Warmth Scheme and Enforcement of Minimum Energy Efficiency Standards in private rented sector;
Housing Benefits	<ul style="list-style-type: none"> • Housing Benefit and Local Council Tax Reduction administration, except where it involves determining any application, taking direct regulation or enforcement action;
Voluntary Organisations and Funding	<ul style="list-style-type: none"> • Citizens Advice • Chase Advice Centre • Support Staffordshire • Cannock District Foodbank, Rugeley Community Church and Foodbank, Cannock & Hednesford Salvation Armies
Poverty Emergency	<ul style="list-style-type: none"> • Evidence Base • Strategy • Action Plan
Environment	
Parks and Open Spaces	<ul style="list-style-type: none"> • Formal Parks • Play Areas • Sports pitches and equipment • Football pitches • Pavilion Maintenance (internal only) • Skate parks • Tennis courts

Service Area	Sub Area
	<ul style="list-style-type: none"> • Multi Use Games Areas • Green Gym Equipment • Community Engagement (Parks) • Green space development • Green Flag Awards • Britain in Bloom • War Memorial Maintenance • Paddling (June - September) • Letting of sites – Events • Flood Control Maintenance
Grounds Maintenance	<ul style="list-style-type: none"> • Floral displays • Grass Cutting District wide • Highway verge cutting for SCC • Planting schemes • Golf course maintenance • Weed spraying • Shrub bed Maintenance - District wide • Hedge Cutting District incl. SCC hedges • Pest and Disease Control • Leaf Collection • Litter collection
Landscape & Countryside	<ul style="list-style-type: none"> • Countryside Ranger Service • Cattle husbandry • Tree and landscape protection • Planning advice on proposed development/Landscape development • Woodland Management • Heathland management • SSSI/Nature reserves • Ancient Scheduled Monument • Volunteer Programme • Management of water bodies
Trees	<ul style="list-style-type: none"> • Tree Preservation Orders • Inspection and Maintenance of Trees on Council Land
Allotments	<ul style="list-style-type: none"> • Provision of Allotments • Management of Allotments
Bereavement Services	<ul style="list-style-type: none"> • Cemetery Management • Headstone Testing • Burial Service • Officiating at Burials

Service Area	Sub Area
	<ul style="list-style-type: none"> • Closed Cemeteries • Memorial trees and Benches
Food, Safety & Licensing	<p>Inspection, compliance and enforcement activity relating to:</p> <ul style="list-style-type: none"> • Food safety – inspection of food businesses; investigation of complaints about food or food premises; investigation of infectious diseases and food poisoning outbreaks; allergens; food sampling; Primary Authority Partnership; • Health & Safety – Inspections and Projects related to workplace and consumer service health & safety; investigation of workplace accidents and complaints about unsafe working conditions; infection control (tattooists and body / skin piercing etc.); Primary Authority Partnership; • COVID Response – Outbreaks, Compliance and Enforcement; • Licensing – Licensing of Taxis, Private Hire, Alcohol sale or supply; gambling premises; street trading; animal activities; scrap metal dealers and collectors; hair and beauty, tattooists etc. • Mortuary – Provision of building, staffing and equipment to deliver post mortems and body storage facility for HM Coroner; • Welfare funerals
Environmental Protection	<ul style="list-style-type: none"> • Noise Pollution – industrial and domestic noise; planning consultations; • Air Quality – Air Quality Monitoring and Management; Declaration and Revocation of Air Quality Management Areas; Permitting of Regulated Industrial Processes; • Specialist technical advice on climate change and emerging emission reductions technologies;

Service Area	Sub Area
	<ul style="list-style-type: none"> • Contaminated Land – planning consultations and land remediation; • Enviro-Crime – Fly tipping, unregistered waste carriers (including unlicensed scrap metal collectors) littering, duty of care, dog fouling, stray dogs; • Public Health Nuisances – commercial drainage, dust, light, refuse accumulations, filthy & verminous properties etc. • Pest Control contract • Stay Dog collection & kennelling contract
Climate	<ul style="list-style-type: none"> • Climate Emergency • Action plans • Carbon Literacy Training
Waste & Engineering Services	<ul style="list-style-type: none"> • Waste and Recycling • Street Cleansing • Litter picking • Mechanical Sweeping • Cleansing of town centres • Graffiti removal • Land drainage and flooding • Street furniture • Removal of fly tipping • Fleet and Vehicle Workshop • Bus shelters • Bus stations • Public Clocks • Off Street Parking • Abandoned vehicles • Public MOT Station • Taxi Testing

The remit of the Committee also includes the statutory functions for Health Scrutiny

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?

**Proposed Work Programme for 2022 – 23 for
Health & Wellbeing Scrutiny Committee**

Meeting Date	Item
29 th June, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Presentation on the Role of the Health & Wellbeing Scrutiny Committee • End of Year PDP & Recovery Performance Information • Work Programme for 2022 - 23
26 th September, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report April to June 2022 • Scrutiny Review (to be determined)
5 th December, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report July to September 2022 • Scrutiny Review (to be determined)
14 th March, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report October to December 2022 • Finalise Scrutiny Review (to be determined)

Suggestions for Reviews:

- Housing Repairs Reporting & Programming*
- Review and update Housing Assistance Policy, inc. Disabled Facilities Grants (DFG’s)
- Vulnerable Tenants Decorating Scheme
- Street Cleansing

Scrutiny Review Template

Review Title
Scope of the Review / Terms of Reference
Reason(s) for Scrutiny
Membership of the Review Group
Key Tasks / Review Plan
Sources of Evidence
Timescale