

Please ask for: Matt Berry

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9 July, 2018

Dear Councillor,

**COMMUNITY SCRUTINY COMMITTEE
4:00 PM ON TUESDAY 17 JULY, 2018
ESPERANCE ROOM, CIVIC CENTRE, CANNOCK**

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

Yours sincerely,



**T. McGovern,
Managing Director**

To: Councillors:

Allen, F.W.C. (Chairman)
Hewitt, P.M. (Vice-Chairman)

Buttery, M.S.	Freeman, Miss M.A.
Cooper, Miss J.	Johnson, J.P.
Davis, Mrs. M.A.	Snape, D.J.
Dudson, A.	Startin, P.D.
Dudson, Miss M.J.	Wilkinson, Ms. C.L.
Foley, D.	

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.

3. Minutes

To receive the Minutes of the Housing, Crime & Partnerships Scrutiny Committee and the Health, Culture and Environment Scrutiny Committee held on 22 and 26 March, 2018, respectively (enclosed).

4. End of Year 2017/18 Crime & Partnerships and Environment Priority Delivery Plans Performance Update

To receive the end of year performance information (Item 4.1 – 4.11).

5. Housing, Crime and Partnerships Scrutiny Committee 2017/18 Annual Report

Report of the Head of Housing and Partnerships (Item 5.1 – 5.4).

6. Health, Culture and Environment Scrutiny Committee 2017/18 Annual Report

Report of the Head of Environment and Healthy Lifestyles (Item 6.1 – 6.4).

7. Community Wellbeing PDP 2018/19

To receive the Community Wellbeing PDP 2018/19 (Community Safety, Partnerships and Environment Sections only) (Item 7.1 – 7.5).

8. Community Scrutiny Committee Work Programme 2018/19

Report of the Managing Director (Item 8.1 – 8.14).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HOUSING, CRIME AND PARTNERSHIPS SCRUTINY COMMITTEE
HELD ON WEDNESDAY 21 MARCH 2018 AT 3:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:

Councillors

	Pearson, A.R. (Chairman)	
	Allt, Mrs. A.	Johnson, T.B.
	Buttery, M.S.	Lea, C.I.
	Crabtree, S.K.	Molineux, G.N.
	Hoare, M.W.A. (substitute)	

Also in attendance:

- Inspector M. Ward, Cannock Local Policing Team (for agenda item 4);
- Councillor F.W.C. Allen, Housing Portfolio Leader (observing).

18. Apologies

Apologies for absence were submitted for Councillors D.J. Snape and Mrs. P.Z. Stretton.

Councillor M.W.A. Hoare was in attendance as substitute for Councillor D.J. Snape.

Apologies were also noted for Chief Inspector S. Wainwright, Cannock Local Policing Team.

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

No declarations of interests or party whip declarations were received.

20. Minutes

RESOLVED:

That the Minutes of the meeting held on 23 November, 2017, be approved as a correct record and signed.

21. Cannock Local Policing Team Update

Inspector Ward provided Members with the following updates:

Police Transformation Programme

The Programme was due to be formally rolled out across Staffordshire over the coming months, with an expected go live date of 4 July for the southern part of the County. Cannock Police Station would be one of the 'Hub' centres, which would likely increase the number of policing vehicles operating within the District. Additionally, the local neighbourhood policing levels would be improved through an increased provision of PCSOs.

Drugs Issues

A considerable amount of work had been undertaken (with support from the Community Safety Hub) to tackle the problem of persons from outside the District coming into the area and dealing/supplying drugs. Linked to this were incidents of Modern Day Slavery whereby vulnerable 16 and 17 year olds were being used to sell Class A drugs. Furthermore, a persistent offender had earlier this week been sentenced to seven years imprisonment.

Local Policing Team Changes

The presence of PCSOs within Cannock Town Centre had been increased, and part of their remit was to try and help those persons identified as being homeless.

The Team's 'digital presence' was also being increased as an additional means of providing support and help generally.

Hate Crime

An article published in the Express & Star newspaper this week reported that recorded incidents of hate crime had increased over the last twelve months, to which the Chief Inspector provided a response. Whilst this was the case, over the last six months the number had actually decreased. This in part coincided with the Syrian families moving out of the District. The CACH (Communities Against Crimes of Hate) partnership also provided a vital role in supporting hate crime victims.

In respect of the Syrian families, a meeting recently took place at the County Council to understand lessons learnt and provide feedback from the first phase of relocation, and to improve planning for the second phase.

Anti-social Behaviour (ASB)

The number of reported incidents had decreased following a peak in August last year which happened mainly due to issues in Brereton. As a result of this, the Brereton Million partnership had worked to host a series of community events to discourage people from engaging in ASB activity.

Issues had been reported regarding parking problems within the Hednesford area. The County Council's Highways team was working to resolve these in liaison with local PCSOs.

Going forward, street drinkers and issues associated with the lighter evenings would be targeted through the increased PCSOs provision.

Other Matters

The development of the Mill Green Retail Outlet Village was on the Team's radar as work had just commenced on site. Factors such as protection for the developers, presence of plant equipment on site and potential for ASB had to be accounted for.

There had been a major decrease in the number of burglaries happening (approximately down by 30%). This was particularly pleasing as it contrasted with the regional and national position. Conversely, there had been an increase in overall recorded crime which reflected the national trend. This increase was mainly in violent crime cases (including domestic violence) and measures to better deal with perpetrators, especially repeat offenders, were being actively looked into.

In conjunction with Pubwatch, work was happening on how to reduce crimes occurring as a result of the night time economy.

(Councillor M.S. Buttery arrived at the meeting at the conclusion of this item.)

22. Corporate Anti-Social Behaviour Policy

The Head of Housing and Partnerships advised that although a draft policy had been produced, discussions were ongoing about how best to move this matter forward. Accordingly, it was not possible at this stage to present a document to Members for consideration.

23. Quarter 3 2017/18 Housing, Crime and Partnerships Priority Delivery Plan Performance Update

Members considered and noted the latest performance information for the Housing, Crime and Partnerships Priority Delivery Plan (PDP) 2017/18 (Item 6.1 – 6.9 of the Official Minutes of the Council).

(Councillor M.W.A. Hoare arrived at the meeting during the consideration of this item.)

The following updates were then provided on specific targets/actions as detailed in the progress report:

Housing Targets

At the end of Q3, 136 affordable housing units had been built. Conversely, no affordable housing had been secured via S106 agreements so far this year as no such agreements had yet been made.

Moss Road Estate Redevelopment

A completion event was held in late February and it was still expected that the full scheme would be completed by the end of Q4.

A Member offered congratulations to all those involved with the redevelopment scheme and the improvements it had made to the area.

Garage Sites Redevelopment

11 properties had been completed by the end of Q3, and at this stage it was intended that the full scheme would be finished by the end of September 2018.

Improvement Works to Council Properties

The programme of works was on track to be achieved, in particular the installation of double glazed windows which was due to end in this financial year.

Crime Statistics

As an aside to the data contained in the report, Members were advised that the Community Safety Hub was receiving on average approximately 230 case referrals per month.

CCTV Charging and Provision

Work had been delayed due to the relocation of the CCTV Team and Control Room, procurement of new equipment and decommissioning of the old premises.

Community Trigger

Workshops had recently been delivered in Brereton and Norton Canes.

(Inspector Ward left the meeting at the conclusion of this item.)

The meeting adjourned at 3:45pm for 15 minutes to allow time for other Members to arrive ready for the next agenda item.

24. Re-thinking Social Housing Workshop

(Councillors S.K. Crabtree and T.B. Johnson arrived at the meeting prior to the start of this item.)

Members were advised that the workshop was being held as part of a project organised by the Chartered Institute for Housing (CIH) to examine some fundamental questions about the role and purpose of social housing.

The purpose of the workshop was to give Members the chance to explore those questions in more detail and formulate views on the questions presented. The outcomes of the workshop would be fed back to the CIH.

Prior to the conclusion of the meeting Members' views were sought on potential work programme items for the Committee in 2018/19. A Member requested that "planned improvement works to the Council's housing stock" be included for consideration.

The meeting closed at 5:00 p.m.

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE
MONDAY 26 MARCH, 2018 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Cooper, Miss. J. (Chairman)
Pearson, A.R. (Vice-Chairman)

Crabtree, S.K.	Smith, C.D.
Freeman, Miss. M.A.	Stretton, Mrs. P.Z.
Grice, Mrs. D. (Substitute)	Sutton, Mrs. H.M.
Johnson, J.P.	Tait, Ms. L.
Johnson, T.B.	

19. Apologies

Apologies for absence were received from Councillor Mrs. C.E. Martin, Staffordshire County Council Co-opted Member, Councillor P. Hewitt and Independent Co-opted Member from Healthwatch Staffordshire, Jackie Owen.

Councillor Mrs D. Grice was in attendance as substitute for Councillor Mrs. C.E. Martin.

20. 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.

21. Minutes

A Member referred to Page 7, Minute 14 and asked if any information was available concerning the discussion around community beds.

The Chairman had not received an update, although she would continue to pursue this matter.

RESOLVED:

That the Minutes of the meeting held on 6 November, 2017 be approved as a correct record.

22. New Cemetery: Soft Market Testing

The following presentation was received from Tom Walsh, Parks and Open Spaces Manager.

Background

- CCDC been looking at new cemetery site options since 2000
- No new burials at Cannock since 2005
- Site purchased in 2015 and planning permission in 2016
- Capital Shortfall to deliver current proposal
- Cabinet – August 2016 decided to explore private sector and partner options
- Scrutiny Committee in November 2017 agreed to undertake Soft Market Testing exercise and determined Core Requirements

Update

- Advert, Core Requirements and Questionnaire developed
- Prior Information Notice (PIN) issued on 13/01/2018 inviting companies and partners to participate in Soft Market Testing exercise
- Advert placed on County Council's website and known providers/partners contacted via email
- Soft Market Testing Date 15th February 2018

- Core Requirements (Non-negotiable)
- Investment
 - Provide capital investment necessary (circa £500k) in partnership with the Council to deliver the new proposed cemetery
- Operational
 - The Council's minimum service standard must be met.
 - To maintain the cemetery environment providing a pleasant and appropriate experience.
 - This Council does not allow graves to be pre-purchased and should this change a policy will be enforced not to allow bulk pre-purchase.
 - To maintain and build on the relationship with local funeral directors.
 - To follow the Council's Rules and Regulations with regard to memorialisation, keeping headstones and cremated remains plaques within the permitted size and ensuring all headstones are fitted with approved NAMM fixings.
- Price Control
 - To ensure that the service offers affordable choices for the community by keeping price increases in line with the annual Council % increase unless agreed with the Council.
 - To maintain the Council's policy on its fee multiplier for non-residents with the exception of children and still born children whereby single fees are applied and interment fees waived.

- Opening Hours
 - The total number of opening hours should not be reduced – there is an opportunity to increase the operating hours but the new facility should not be open fewer hours than that of other Council Cemetery facilities.
- Management Fee
 - To manage the facility at no cost to the Council
- Soft Market Testing Questionnaire
 - Experience and Track Record
 - Operation Proposals and Core Requirements
 - Investment and Implementation
 - Risks
 - Contract
- Outcome
 - 6 initial interested parties
 - Only 1 submission and attendee on 15th February
 - Largest Crematorium and Cemetery Operator in UK
 - Operates 45 sites and very experienced at providing capital investment and managing such facilities for a number of local authorities.
 - Would provide capital investment (circa £5m) but only if a crematorium was secured for the site. Would undertake all planning and consultation and costs (up to Decision)
 - Agreement to Core Requirements other than multiplier (particularly for Cremations)
- Outcome (continued)
 - Would want to set and control price for cremations
 - Would require a crematorium on site
 - Would not include cemetery lodge on site and do not have any such building on any of their other sites
 - Timeline 6 months planning and 12 months construction
 - Key risk cemetery alone would not provide adequate returns for investment
 - Would not consider any terms below 30 – 35 years
 - Operating arrangements generally focus on 2 models
 - Freehold sale (After planning secured)
 - Leasehold (a) Fixed Rental Payment or (b) Variable Payment based on turnover
- Report Findings and Options to Cabinet
 - Procure a partner to deliver and operate a crematorium and cemetery
 - Reduce Cemetery scheme to within budget
 - Provide additional capital to deliver current scheme
 - Explore Feasibility Study for Crematorium

Members were then invited to ask questions.

A Member commented that when considering a site for burials it was also important that consideration was given to delivering a crematorium, as he believed that people within the District would wish to have both options to choose from. He also asked about green burials which were environmentally friendly and also meant that burial spaces could be re-used after a number of years.

Mike Edmonds, Head of Environment and Healthy Lifestyles indicated that the provider would consider green burials.

The Member discussed the exclusive rights of burials, in particular the aspect around the fixed period of time and the length of time of the contractual arrangements.

A Member asked if it was possible to outsource burials and keep the crematorium aspect in-house.

The Parks and Open Spaces Manager advised that it would not be cost effective to have the two separated. Providing a crematorium would essentially mean that more cremations per day could take place, however with regard to green burials there would be a requirement for larger plots of land due to the planting of trees on burial spaces. However, it was clear that a provider would not make a significant investment into a cemetery with a crematorium if a profit could not be made.

In response to a question raised by a Member, the Head of Environment and Healthy Lifestyles indicated that a Report would need to be submitted to Cabinet detailing the options available. Those options were either the Council supplying the funding and managing the cemetery, or to go out to procurement for a provider to invest and manage the site. However, if the Council did decide to go out to procurement, it was possible that a number of companies may be interested.

Members were keen to clarify whether the same terms would apply for the local community if a provider was to invest and manage the site, or would it be extended to include neighbouring areas.

In response to this it was reported that a rate including a multiplier would be added for anyone outside of the District.

Members discussed the following options which would be reported to Cabinet on 14 June, 2018:

Options to Cabinet

- Procure a partner to deliver and operate a crematorium and cemetery
- Reduce Cemetery scheme to within budget
- Provide additional capital to deliver current scheme
- Explore Feasibility Study for Crematorium

RESOLVED:

That Cabinet be recommended to explore the option of a feasibility study for a new crematorium.

23. Task and Finish Group – Impact of Hot Food Takeaways (Notes and Updates)

Dave Prosser-Davies, Food Safety and Licensing Manager updated Members and indicated that the inquiry day would soon be arranged. Following this, a report would be finalised in May and submitted to the Committee at its first meeting in July.

That the Notes of the meetings held on 6 November and 5 December, 2017 be received for information.

24. Update - Staffordshire County Council's Healthy Staffordshire Select Committee

The Chairman read the following which was a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 1 December 2017:

“Strategic Collaboration between Burton Hospitals NHS Foundation Trust and Derby Teaching Hospitals NHS Foundation Trust – Outline Business Case- Follow-up

They considered a joint report of the Chief Executives of Burton Hospitals NHS Foundation Trust and Derby Teaching Hospitals NHS Foundation Trust and received a presentation updating them on progress with regard to their proposals for greater strategic collaboration through the acquisition of Burton Hospitals NHS Trust by the Derby Trust.

Members learned that since their previous meeting with the Trusts they had prepared a Patients' Benefits Case setting out the anticipated clinical benefits of the proposals together with the risks from a no-change scenario. The specific service areas which had been highlighted as benefiting from the merger included hyper-acute stroke, cardiology, renal medicine, radiology and orthopaedics.

During the meeting, Members gave detailed scrutiny and sought clarification of the Trusts' plans specifically relating to (i) the impact on staff recruitment and retention; (ii) their ability to treat more patients locally; (iii) the future of Community Hospitals in Lichfield and Tamworth; (iv) Staffordshire's representation on the combined Trust's Board; (v) the co-ordination between the Trust and specifically the Staffordshire and Stoke-on-Trent Sustainability and Transformation Partnership and; (vi) the measures being implemented to ensure a smooth organisational change.

University Hospitals North Midlands NHS Trust – Action Plans and Progress

They received an oral report from the Chief Executive of University Hospitals

North Midlands NHS Trust regarding their efforts to achieve financial sustainability following being placed into Financial Special Measures by the NHS Improvement in March 2017. Members learned that whilst the Trust previously had one of the largest NHS deficits in the Country at £119m, the anticipated outturn position for the current year was £70m.

The Trust had a Financial Recovery Plan in place together with a refreshed 2025 Vision. However, various external factors were contributing to on-going planned deficits including (i) long standing structural issues in the wider health economy; (ii) delays in the receipt of payments from Clinical Commissioning Groups and; (iii) the end of Transitional funding to support the re-configuration of the acute sector on north Staffordshire.

The Committee asked the Chief Executive to attend their meeting in March 2018 to update them on progress with regard to the Plan.

The Chairman also then read the following which was a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 7 March, 2018:

All Age Disability Strategy

The considered a report of the Deputy Leader and Cabinet Member for Health, Care and Wellbeing on the development of an All Age Disability Strategy for Staffordshire. Building on the previous “Living My Life My Way” initiative and taking into account the many recent changes in Local Government, the Strategy will set out the Authority’s vision for disabled people from 2018 onwards.

During the meeting, the Committee participated in workshops aimed at refining the draft document giving their comments and views, as appropriate. They emphasised the need for the Authority to (i) ‘do the right thing’ ensuring that the strategy was fit for purpose; (ii) have clear vision regarding outcomes; (iii) treat people as individuals focusing on their abilities and not disabilities and; work with stakeholders to reduce need.

Their contributions are to be incorporated (where possible) into the final draft version of the Strategy to be published in April 2018 for consultation and public engagement during the spring – summer 2018”.

Members discussed the payment of services and the aging population. Some concern was expressed with delayed payments from CCGs and Members asked if Cannock CCG had delayed payments. The Chairman advised that she would need to report back on this.

25. Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18

Consideration was given to the Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18 (Item 7.1 – 7.9 of the Official Minutes of the Council).

Members agreed the Quarter 3 Performance Update 2017-18.

26. Joint Health Scrutiny Accountability Sessions 2018

It was confirmed that the following Members would attend the Joint Health Scrutiny Accountability Sessions for 2018:

- University Hospitals North Midlands NHS Trust – Monday 16 April, 2018

Chairman and Councillor A. Pearson.

- South Staffordshire and Shropshire Healthcare NHS Foundation Trust and Staffordshire and Stoke-on-Trent Partnership Trust – Thursday 10 May, 2018

Chairman and Councillors Miss. M.A. Freeman, Mrs. H.M. Sutton and C.D. Smith.

CHAIRMAN

The meeting closed at 4.48 pm

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Crime & Partnerships Priority Delivery Plan 2017-18 End of Year Performance Update









	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total	Annual Target	Target Achieved / Trend	Performance compared to 2015/16
Cleaner and safer environments: Working with partners to foster safer and stronger communities								
Satisfaction with local area (Feeling the Difference Survey)								
Committed Crime Over Time (Variation) All crime groupings – Acquisitive crime, Violence against the person, Sexual Offences, Police generated crime and oth	Q1 (24.07.17) Previous 12 months = 5,673 Last 12 months = 6,506 Change Over 12 Months = 15% increase (833) For information only, data provided by Staffs Police.	Q2 (10.10.17) Previous 12 months = 5,828 Last 12 months = 6,730 Change Over 12 Months = 15% increase (902) For information only, data provided by Staffs Police.	Q3 (19.01.18) Previous 12 months = 5,967 Last 12 months = 6,782 Change Over 12 Months = 14% increase (815) For information only, data provided by Staffs Police.	Q4 (17.04.18) Previous 12 months = 6,318 Last 12 months = 6,577 Change Over 12 Months = 4% increase (259) For information only, data provided by Staffs Police.			These are all measures only and will be reported quarterly.	Measure has changed





	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total	Annual Target	Target Achieved / Trend	Performance compared to 2015/16
ASB Incidents Over Time (Variation) – Police data	Q1 (24.07.17) Previous 12 months = 3,235 Last 12 months = 2,914 Change over 12 Months = -10% reduction (-321)	Q2 (10.10.17) Previous 12 months = 3,108 Last 12 months = 3,062 Change over 12 Months = -1% reduction (-46)	Q3 (19.01.18) Previous 12 months = 2,957 Last 12 months = 3,179 Change over 12 Months = 8% (222)	Q4 (17.04.18) Previous 12 months = 2,808 Last 12 months = 3,132 Change over 12 Months = 12% (324)				
ASB – Number of referrals to ASB Champion – Victim Support data	Q1 - 15 on going cases, 6 closed cases 2 x Council referrals 4 x Police referrals 6 x Self referrals 3 x Other agencies 19 victims and vulnerabilities identified 1 x case declined due to out of area	Q2 – 13 on going cases, 13 closed cases 6 x Council referrals 1 x Police referrals 5 x Self referrals 0 x Other agencies 19 victims and vulnerabilities identified 2 x case declined due to out of area	Q3 – on going cases 4, 18 closed cases 5 x Council Referrals 0 x Police referrals 3 x Self Referrals 1 x Other 13 victims and vulnerabilities identified 1 x case declined	Q4 – 16 on going cases, 4 closed cases 12 x Council Referrals 0 x Police referrals 3 x Self Referrals 1 x Other (Adult Social Care)				Measure has changed





	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total	Annual Target	Target Achieved / Trend	Performance compared to 2015/16
Hate Crime Incidents Over Time (Variation) – Police data	Q1 (24.07.17) Previous 12 months = 89 Last 12 months = 100 Change over 12 Months = 12%	Q2 (10.10.17) Previous 12 months = 88 Last 12 months = 116 Change over 12 Months = 32%	Q3 (19.01.18) Previous 12 months = 90 Last 12 months = 123 Change over 12 Months = 33%	Q4 (19.04.18) Previous 12 months = 93 Last 12 months = 114 Change over 12 Months = 23%				
Hate Crime – Number of self referrals to CACH – CACH data agreements	Q1 24 Individuals from Cannock Chase District reported approx. 120 incidents, The motivation behind these incidents were thought to be: 1 Religion 2 Sexual Orientation 2 Disability – Physical 3 Disability – Learning 17 Race	Q2 33 Individuals from Cannock Chase District reported approx. 150 incidents, The motivation behind these incidents were thought to be: 3 Religion 2 Sexual Orientation 2 Disability – Physical 1 Disability – Learning 24 Race 3 Gender Identity	Q3 29 Individuals from Cannock Chase District reported approx. 110 incidents, The motivation behind these incidents were thought to be: Race 20 Sexual Orientation 4 Disability Learning 2 Disability Physical 2 Religion 1 Gender ID 1	Q4 Individuals: 27 Incidents: c.160 Motivation: Race 17 Sexual Orientation 1 Disability Learning 3 Disability Physical 1 Religion 2 Gender ID 5 (1 person felt they were targeted for reasons on their religion and race)				Measure has changed

	(1 individual thought they were targeted for reasons of race and religion)	1 Mental Health (2 individuals felt that they were targeted for more than 1 reason).	(1 person felt they were targeted for reasons on their sexual orientation and race)					
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Strategic Objective						
Working with partners to foster safer and stronger communities						
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating	
<p>Explore the feasibility of introducing charges for CCTV evidence requested by Staffordshire Police and insurance companies</p> <p>Q1 – This action has not been progressed due to focusing on the procurement of the new CCTV Control Room. During Q2 the level of information requested from the police will be collated to enable us to calculate the cost to inform discussions regarding the feasibility of charges.</p> <p>Q2 - The level of information requested from the police has been collated, work is underway to calculate the cost to inform discussions regarding the feasibility of charges. There has been a delay due to capacity. A meeting with Staffs Police (Digital Services Manager) scheduled to discuss Technology, Systems and Partnerships 201.10.17</p> <p>Q3 - CCTV Police Reviews data is being collected July 2017 - 32 August 2017 - 39 September 2017 - 38 October 2017 – 34 November 2017 – 37 December 2017 – 27</p>	FRP option					

<p>Due to the relocation of the CCTV Control Room progress on identifying the cost of these reviews has been delayed.</p> <p>Q4 – Staffordshire Police are going through a period of transformation which is now delaying this.</p>					
<p>Action & Progress Update</p>	<p>Outcomes</p>	<p>Q1 Rating</p>	<p>Q2 Rating</p>	<p>Q3 Rating</p>	<p>Q4 Rating</p>
<p>Explore offer from West Midlands CA (Transport for WM) re CCTV provision</p> <p>Q1 – This action is on hold until the procurement of the new CCTV Control Room has been completed.</p> <p>Q2 - This action is on hold until the procurement of the new CCTV Control Room has been completed.</p> <p>Q3 - This action is on hold until the procurement of the new CCTV Control Room has been completed.</p> <p>Q4 – This action is on hold until capacity has been found to carry forward this action.</p>	<p>FRP option</p>				
<p>Lead and roll-out the “Let’s Work Together” project across the District</p> <p>Q1 - A Let’s Work Together Event took place on Monday 3rd July 2017 in the Ballroom at Cannock Chase Council. The theme of the event was children and young people, highlighting one of the priorities of the Chase Community Partnership.</p> <p>38 partners attended the event, many of which promoted their organisations in the marketplace.</p> <p>Q2 – A review of the resources used in Let’s Work Together to ensure the services and agencies signposted to are still in existence, as there has been many commissioning changes across the county.</p>	<p>The programme will be designed to deliver against the Cannock Chase LSP priorities.</p>				



<p>The plan moving forward is to look at common trends emerging from the Community Safety Hub to ensure we are focusing on the local need and challenges that are posed in our District.</p> <p>Q3 - Let's Work Together resources have been reviewed and updated.</p> <p>Reviewed information will be circulated to all partners which include warning signs and contact / signposting information.</p> <p>Q4 – This action is on hold until capacity within the partnership team has been found to pick this up.</p>					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p>Develop a District Wide Anti Social Behaviour & Hate Crime Policy</p> <p>Q1 – It was agreed at the Housing, Crime and Partnerships Scrutiny Committee that an ASB Working Group would be set up to progress the development of a corporate ASB Policy.</p> <p>Nominated elected members are: Cllr Paul Snape, Cllr Mike Hoare, Cllr Zaphne Stretton, Cllr Alan Pearson and Cllr Alan Dean.</p> <p>Partners will also be invited to be part of this sub group.</p> <p>Q2 - The first meeting of the ASB sub group met Monday 9th October from 16.00.</p> <p>The Partnership Team are currently looking at both Tamworth and Lichfield's policy which are held up as best practice across Staffordshire for the corporate ASB policy.</p> <p>One of the elements of the policy will include collective serving of Community Protection Notice Warning (CPNW) Letters & Community Protection Notices (CPNs) on partnership headed paper. The notice or letter will be deemed to be served by all partners and it is their collective responsibility to collect any evidence of breach. The onus on serving the paperwork would still sit with Police, Housing, Env Health but the response to issues being addressed under the Community Safety Hubs authority.</p>	<ul style="list-style-type: none"> • Consistent approach to handling reports of anti social behaviour • Managing Partner expectations • Number of ASB Victims and witnesses supported • Increased reassurance • Number of referrals and from where 				

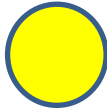
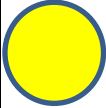
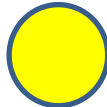




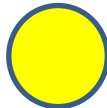
<p>The corporate policy will demonstrate good partnership working and multi-agency opinions would hopefully ensure that the terms of any notices were proportionate and practical.</p> <p>Additionally, it would solve our ongoing issues re: accurate monitoring of who has received such notices, whilst also raising greater awareness amongst partners to assist with evidencing breaches.</p> <p>Q3 – A draft ASB Policy has been circulated to key partners both internally and externally. We are awaiting feedback, comments and amends from all parties.</p> <p>Q4 – Feedback and comments have been received from WMT however this policy is now on hold due to the need for further discussions at a senior level.</p>					
<p>Action & Progress Update</p>	<p>Outcomes</p>	<p>Q1 Rating</p>	<p>Q2 Rating</p>	<p>Q3 Rating</p>	<p>Q4 Rating</p>
<p>Raise awareness of the Community Trigger by providing workshops for staff, members and partners.</p> <p>Q1 – Identified training provider, training to be schedule Q3. Q2 - Identified training provider, training to be schedule Q3. Q3 - There has been a delay due to capacity Q4 – There has been a delay due to capacity</p>	<p>Increased awareness and use of the Community Trigger.</p>				

Summary of Progress in Delivering Projects/Actions:





				<p>No Rating</p>
<p>Project completed</p>	<p>Project on target</p>	<p>Project Timeline/scope/target date requires attention. Alterations considered by leadership team</p>	<p>Project aborted/ closed</p>	
<p>0 0%</p>	<p>4 80%</p>	<p>1 20%</p>	<p>0 0%</p>	<p>0 0%</p>

Environment Priority Delivery Plan 2017-18 End of Year Performance Update

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Target-Achieved/ Trend	Performance compared to 2015/16
Cleaner and safer environments: Striving for cleaner, greener and attractive public environments across the District						
Percentage of household waste recycled	47.5% Confirmed - Waste Dataflow Figure	51.8% Confirmed - Waste Dataflow Figure	38.6% Confirmed - Waste Dataflow Figure	36.5% NB: Figure based on estimated SCC residual and Material Recycling Facility output tonnages	Target - 50% Actual – 44.1%	 2015/16 –51.49%
Residual household waste collected	5,666.55 Tonnes Confirmed - SCC residual tonnage	4,946.59 Tonnes Confirmed - SCC residual tonnage	5,633.65 Tonnes Confirmed - SCC residual tonnage	4,953.50 Tonnes NB: Figure based on estimated SCC residual tonnages	<20,000 Tonnes – 2017.18 - 21,200 Tonnes	 2015/16 -18,752
Number of fly tipping incidents	123	121	81	100	No target - this is a measure only 2017.18 – 425 2016.17 - 484	Not reported in 2015/16

Strategic Objective					
Striving for cleaner, greener and attractive public environments across the District					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p>Explore delivery options for a new cemetery site</p> <p>There are no actions due in the first quarter of this year. The action to determine core operational requirements for the proposed new cemetery has been specifically included in the work programme for the Health Culture and Environment Scrutiny Committee during 2017-18 and their meeting to be held in November 2017.</p> <p>Quarter 2 Core requirements have been drafted for the new cemetery and are on track for the Health Culture and Environment Scrutiny Committee during 2017-18 and their meeting to be held in November 2017.</p> <p>Quarter 3 Core requirements and future approach were considered and agreed by Health Culture and Environment Scrutiny Committee on 6th November 2017 with the aim of soft market testing during Quarter 4.</p> <p>Quarter 4 Soft market testing undertaken in February 2018 and outcomes reported to Health, Culture and Environment Scrutiny Committee in March 2018</p>					
<p>Declare Air Quality Management Area (AQMA) no. 3 Five Ways Island, Heath Hayes.</p> <p>Quarter 1 – AQMA to be declared and operational</p> <p>Quarters 2, 3 and 4 - There are no specific actions identified in these quarters.</p>					

Summary of Progress in Delivering Projects/Actions:

				No Rating
Project completed	Project on target	Project Timeline/scope/target date requires attention. Alterations considered by leadership team	Project aborted/ closed	
<p>1</p> <p>33.3%</p>	<p>2</p> <p>66.6%</p>	<p>0</p> <p>0%</p>	<p>0</p> <p>0%</p>	<p>0</p> <p>0%</p>

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Report of:	Head of Housing & Partnerships
Contact Officer:	Nirmal Samrai
Telephone No:	Ext 4210
Key Decision:	No
Report Track:	Promoting Prosperity Scrutiny Committee: 04/07/18 / Community Scrutiny Committee: 17/07/18 / Council: 25/07/18

COMMUNITY SCRUTINY COMMITTEE**17 JULY 2018****HOUSING, CRIME AND PARTNERSHIPS SCRUTINY COMMITTEE****ANNUAL REPORT 2017-18****1 Purpose of Report**

- 1.1 This report summarises the work undertaken by the Housing, Crime & Community Safety Scrutiny Committee during the municipal year 2017-18.

2 Recommendations

- 2.1 That Members note the report and approve its submission to Council.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Housing, Crime and Partnerships Scrutiny Committee during the municipal year 2017-18.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2016-17;
 - (ii) progress reports on the Priority Delivery Plan for 2017-18;
 - (iii) Anti Social Behaviour Policy review – working group
 - (iv) Locality Policing Review – working group

3.3 The Anti Social Behaviour (ASB) Policy review focussed on developing a corporate Anti Social Behaviour Policy linked with the Council's Housing Anti Social Behaviour Policy. The aim of the review was have one corporate approach for dealing with ASB and to bring in broader partnership working in relation to new powers and tools and diversionary activities.

- A Draft Corporate Anti Social Behaviour Policy was produced and it was noted that the implementation of the Policy had additional staffing resource implications. The Head of Service was going to consider on how to best to move this matter forward.
- The Locality Policing Review – was removed from the work programme as Members did not have the power to direct the work of the Police and there was also a lack of clarity about what the review wanted to achieve.

4 Relationship to Corporate Priorities

4.1 The remit of the Housing, Crime and Partnerships Scrutiny Committee is linked to the Council's corporate priority for Housing and Community Safety.

5 Report Detail

5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

5.2 The key role of the Scrutiny Committee is to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

5.3 The remit of the Housing, Crime and Community Safety Scrutiny Committee during 2017-18 included:

- Strategic Housing & Tenancy Services
- Housing Maintenance
- Housing Property Services
- Community Safety
- Partnerships
- CCTV

5.4 The Committee considered the following items during 2017-18:

19th July 2017

- End of Performance Report 2016 – 17
- Community Safety Scrutiny & Housing Scrutiny Committee Annual Reports 2016 - 17

- Prevent Action Plan
- Cannock Local Policing Team Update
- Voids Action Plan
- Work Programme 2017 – 18

23rd November 2017

- Anti Social Behaviour Policy – Presentation
- Cannock Local Policing Team Update
- PDP Q1&2 2017 – 18 Update
- Work Programme Review

21st March 2018

- Cannock Local Policing Team Update
- Corporate Anti Social Behaviour Policy - Update
- PDP Q3 2017 – 18 update
- Re-thinking Social Housing Workshop

5.5 A Member Working Group was established to develop the Corporate ASB Policy. This ASB Working Group met on 1 occasion and agreed to include Hate Crime and Domestic Abuse into the Corporate ASB Policy.

5.6 The implementation of the draft Corporate Anti Social Behaviour Policy would have staffing resource implications and the Head of Service agreed that the Managing Director would be consulted on the roll-out of the Policy.

5.7 The Committee took part in a Re-Thinking Social Housing Workshop – the Project was launched by the Chartered Institute of Housing (CIH) last Autumn to a national conversation going focussed around 3 key questions:-

- 1) What is Social Housing?
- 2) What it does?
- 3) Who its for?

“What its role and purpose should be”

5.8 Nationally 3000 people took part in the project and almost 200 workshops were held across England the results are expected in the Summer of 2018.

6 Implications

6.1 Financial

None

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

None

Previous Consideration

None

Background Papers

None

Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Portfolio Leaders:	Culture & Sport / Environment / Health & Wellbeing
Key Decision:	No
Report Track:	Wellbeing Scrutiny Committee: 03/07/18 / Community Scrutiny Committee: 17/07/18 / Council: 25/07/18

COMMUNITY SCRUTINY COMMITTEE

17 JULY 2018

HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE

ANNUAL REPORT 2017-18

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Health, Culture and Environment Scrutiny Committee during the municipal year 2017-18.

2 Recommendations

- 2.1 That Members note the report and approve its submission to Council.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Health, Culture and Environment Scrutiny Committee during the municipal year 2017-18.

- 3.2 The Committee received information on:

- (i) the end of year outturn for the Priority Delivery Plan for 2016-17;
- (ii) progress reports on the Health, Culture and Environment Priority Delivery Plan for 2017-18;

- (iii) Review of the new cemetery proposals and core requirements; and
 - (iv) Task and Finish Group Updates on the impact of Hot Food Takeaways.
- 3.3 As a result of the review of the new cemetery proposals, core requirements and the soft market testing exercise, the Committee made a recommendation to explore the option of a feasibility study for a new crematorium.

4 Relationship to Corporate Priorities

- 4.1 The Health, Culture and Environment Scrutiny Committee is responsible for scrutinising matters relating to the key priorities of delivering “Better Health Outcomes” and “Cleaner and Safer environments”.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee is to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

- 5.3 The Scrutiny Committee considered the following items during 2017-18:

10 July 2017

- End of Year PDP performance update 2016/17
- The Committee’s Annual report 2016/17
- The Committee’s Work Programme for 2017-18
- Healthwatch Staffordshire Update
- Staffordshire County Council’s Healthy Staffordshire Select Committee Update

6 November 2017

- PDP Q1 & Q2 2017/18 performance update
- Healthwatch Staffordshire Update
- Staffordshire County Council’s Healthy Staffordshire Select Committee Update

- Update on new cemetery proposals and core requirements
- Update on Parks Proposals
- Update on Task and Finish Group – Impact of Hot Food Takeaways

26 March 2018

- PDP Q3 2017/18 update
- Healthwatch Staffordshire Update
- Staffordshire County Council's Healthy Staffordshire Select Committee Update
- New Cemetery Results of Soft Market Testing Exercise
- Task and Finish Group – Impact of Hot Food Takeaways
- Joint Health Scrutiny Accountability Sessions 2018

5.4 The Committee received a number of specific service updates (e.g. Parks Management Proposals and new cemetery proposals) and partner updates (e.g. Healthwatch Staffordshire Update, and Staffordshire County Council's Healthy Select Committee update). The Committee determined a number of key requirements to be included in respect of the operation of the proposed new cemetery and the soft market testing exercise; following which the Committee made a recommendation to explore the option of a feasibility study for a new crematorium.

6 Implications

6.1 Financial

None

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

None.

Previous Consideration

None

Background Papers

None

Community Wellbeing PDP 2018-19 (Community Safety, Partnerships and Environment)

Sustaining safe and secure communities

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Number of good news stories/ case studies	A		4				
Number of ASB complaints dealt with via the Community Safety Hub	Q	85					
Number of CCTV case reviews provided to Staffordshire Police	Q	340					

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Manage residents perception of fear of crime and anti social behaviour	Publish and promote positive good news stories and case studies	Identify & Promote One Good News Story		X			
		Identify & Promote One Case Study			X		
		Publish Anti Social Behaviour Policy				X	
		Publish Community Safety Hub Referral Data					X
CCTV to deter crime and support the police in prosecutions	Upgrading CCTV technology	Project Team Set Up – Consider recommendations from CCTV Audit Report			X		
		Project Plan Developed & Procurement of Specialist Provider				X	
		Award Contract to Specialist Provider					X

Sustaining safe and secure communities - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
We will work with partners to ensure our licensing compliance and enforcement strategies for persons, premises and vehicles are risk based and make best use of local intelligence	Review of compliance and enforcement policies in key areas of taxi and private hire licensing and sale of alcohol	Benchmark our current policies and strategies with nationally recognised exemplar authorities.			X		
		Identify any critical gaps in our approach.					X
		With partners, identify key sources of local intelligence and implement data sharing mechanisms to ensure this can be effectively used to inform targeted compliance and enforcement; (Year 2).		2019-20			
		Monitor and review the implementation of revised policies, using shared local intelligence; (Year 3).		2020-21			

Support vulnerable people

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Increased number of referrals to the Community Safety Hub	A	189 Cases					
Number of tenancies sustained	Q						
Following implementation of Housing Reduction Act (HRA) % of Main duty Homelessness cases accepted as homeless	Q						
Number of referrals to support agencies from the Community Safety Hub	Q						
Number of new universal credit claimants within the period	Q						
Number of Discretionary Housing Payments awards	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Signpost to appropriate support agencies	Annual Awareness Campaign across the District on how people can support themselves and access appropriate support	Develop the Awareness Campaign			X		
		Publish Awareness Campaign – Chase Matters; Website & Social Media				X	
	Introduction of Safeguarding Champions across the Council.	Recruit Safeguarding Champions			X		
		Develop & Deliver Training Session					X
		Publish Number of Referrals Made					

Support vulnerable people - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Work with Local Strategic Partners to support vulnerable people	Implement Shared Accommodation Pilot	Appoint Preferred Provider		X				
		Evaluate success of the Project					X	
	Provide Intensive Tenancy Support	Appoint additional Tenancy Sustainment Officer resources (37hrs pw)		X				
	Early help and intervention for Children and Families Prevention and Early help for adults through the Place Based Approach (PBA)	Local Strategic Partnership (LSP) Agree Local PBA Plan				X		
		Report Outcomes to LSP						X
Managing the impact and rollout of Universal Credit	Manage and monitor roll out to new claimants from November 2018 (including management of hardship)			X	X	X	X	

Promoting attractive and healthy environments

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Retain 6 Green Flags	A						
Number of fly tipping incidents	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
To provide clean, well maintained and well managed streets, town centres and parks & open spaces	Deliver high quality/maintained parks	Participate in Green Flag Inspections and Assessments			X		
		Green Flag Awards				X	
	Continue to deliver Hednesford Park (IHLF) project	Produce Hednesford Park book and CD		X			
		Finalise Design – new toilet facilities		X			
		Procurement and Contract Award			X		
		Commence construction			X		
		Complete construction					X
	Car Park improvement schemes	Prioritise and draw up scheme(s)		X			
		Permission to spend			X		
		Commence scheme					X
		Completion of scheme					
	Deliver new cemetery for the District	Report outcome of soft market testing to Cabinet to determine next steps		X			
		Develop project plan in accordance with Cabinet's decision				X	

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Report of:	Managing Director
Contact Officer:	Tony McGovern
Telephone No:	4553
Portfolio Leaders:	Crime & Partnerships / Environment
Key Decision:	No
Report Track:	Community Scrutiny Committee: 17/07/18

**COMMUNITY SCRUTINY COMMITTEE
17 JULY 2018
WORK PROGRAMME FOR 2018-19**

1 Purpose of Report

- 1.1 To set out the draft work programme for the Community Scrutiny Committee for 2018-19.

2 Recommendations

- 2.1 That the Committee review the draft work programme for 2018-19 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 Under the revised Scrutiny Committees structure agreed by Annual Council on 23 May, 2018, responsibility for monitoring delivery of the outcomes of the 'Community Wellbeing' strategic priority and associated Priority Delivery Plan (PDP) is shared between the Wellbeing and Community Scrutiny Committees.
- 3.3 The Community Scrutiny Committee is encouraged to identify issues relevant to the remit of the Committee 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 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 Community Scrutiny Committee is linked to the Partnerships, Community Safety and Environment aspects of the Community Wellbeing PDP.

5 Report Detail

Background

- 5.1 The Community Scrutiny Committee is responsible for scrutinising the Partnerships, Community Safety and Environment sections of the Community Wellbeing PDP.
- 5.2 The relevant sections of the Community Wellbeing PDP are split into 3 themes:
- (i) Sustaining safe and secure communities.
 - (ii) Support vulnerable people.
 - (iii) 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 Community Wellbeing PDP is attached as a separate item on the agenda; and
 - details of the services that fall within the remit of the Committee, together with key projects and topical issues, are given in Appendix 3.
- 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

- 5.8 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 4.
- 5.9 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.
- 5.10 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

- 5.11 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.
- 5.12 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.

7 Appendices to the Report

Appendix 1	Draft Work Programme 2018/19
Appendix 2A	Extract from the Council's Scrutiny Toolkit
Appendix 2B	Extract from the LGA Guidance on Scrutiny Work Programming
Appendix 3	Overview of services and issues falling with the Committee's remit
Appendix 4	Template for scoping a scrutiny review

Previous Consideration

None

Background Papers

None

ITEM NO. 8.

**Proposed Work Programme for 2018-19 for
the Community Scrutiny Committee**

Meeting Date	Item
17 July 2018	<ul style="list-style-type: none"> • End of Year Outturn for the Crime & Partnerships and Environment PDPs for 2017-18 • Annual Report on Work of the Housing, Crime & Partnerships and Health, Culture & Environment Scrutiny Committees for 2017-18 • Community Wellbeing PDP for 2018-19 • Determine Review Programme for 2018-19
26 November 2018	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report April to September 2018 • Scrutiny Review (to be determined)
19 March 2019	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report October to December 2018 • Scrutiny Review (to be determined)

Suggestions for Reviews:

- Performance of the Council's Waste Management Contract with Biffa (£2.2m per annum);
- Hate Crimes in Cannock Chase District;
- Organised Crime Groups (OCGs) – disruption strategies
- Private Sector Housing standards in the District:
 - a. Houses of Multiple Occupation (HMO);
 - b. Licensing and Policy Changes;
 - c. Landlord Issues.

ITEM NO. 8.

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?

Appendix 3

**Services and issues falling within the
Community Scrutiny Committee's remit**

Service Area	Sub-Areas	Comments
Partnerships, Community Safety & CCTV	<ul style="list-style-type: none"> • Community Safety <ul style="list-style-type: none"> – Absolute Grounds for Possession – Adults at Risk – Alcohol and Drug Misuse – Anti-social Behaviour – Arson – Children at Risk – Child Sexual Exploitation – Civil Injunctions – Closure Orders and Notice – Community Triggers – Community Protection Notices – Crime Trends, Campaigns and Events – Criminal Behaviour Orders – Dispersal Notices – Domestic Abuse – Environmental Protection – Evictions – Female Genital Mutilation – Hate Crime – Honour Based Violence – Integrated Offender Management – Mental Health Concerns – Modern Day Slavery – Organised Crime Groups – ‘Prevent’ and Terrorism Related Information – Public Space Protection Orders – Street Gangs / Street Violence and Vulnerability – Target Hardening – Vulnerable People – Vulnerable Places – Welfare Issues – Any other Community Safety Issues 	<p>Includes facilitation and co-ordination of the weekly Community Safety Hub meetings and supporting the District's Community Safety Panel.</p>

Service Area	Sub-Areas	Comments
	<ul style="list-style-type: none"> • CCTV <ul style="list-style-type: none"> – Storenet (business crime) – Pubwatch (night-time economy) 	24/7 service
	<ul style="list-style-type: none"> • Partnerships <ul style="list-style-type: none"> – Identify partnership priorities for the District 	Includes co-ordination and facilitation of the Chase Community Partnership
Waste & Engineering	<ul style="list-style-type: none"> • Household Waste & Recycling Collection and Disposal Contracts 	Services delivered by Biffa on Council's behalf.
	<ul style="list-style-type: none"> • Recycling and Climate Change 	
	<ul style="list-style-type: none"> • Street Cleansing 	
	<ul style="list-style-type: none"> • Waste Management and Disposal 	
	<ul style="list-style-type: none"> • Bus Stations and Shelters 	
	<ul style="list-style-type: none"> • Car Parks 	
	<ul style="list-style-type: none"> • Maintenance of District Roads Furniture 	
	<ul style="list-style-type: none"> • Off-Street Civil Parking Enforcement 	Enforcement delivered by Stoke-on-Trent City CC on Council's behalf.
	<ul style="list-style-type: none"> • Public Clocks 	
	<ul style="list-style-type: none"> • Land Drainage, Flooding and Watercourses 	
	<ul style="list-style-type: none"> • Abandoned Vehicles 	
	<ul style="list-style-type: none"> • Vehicles Workshop and Fleetcare 	
<ul style="list-style-type: none"> • Highways and Works Liaison 		
Environmental Protection <i>(including Private Sector Housing)</i>	<ul style="list-style-type: none"> • Air Quality Monitoring 	
	<ul style="list-style-type: none"> • Contaminated Land 	
	<ul style="list-style-type: none"> • Authorisations and Permits for certain industrial and commercial processes 	
	<ul style="list-style-type: none"> • Prior consents for major developments 	
	<ul style="list-style-type: none"> • Air Pollution 	
	<ul style="list-style-type: none"> • Noise Nuisances 	
	<ul style="list-style-type: none"> • Environmental Information enquiries 	
	<ul style="list-style-type: none"> • Public Health Nuisances 	
	<ul style="list-style-type: none"> • Enforcement action (unsecure buildings, littering, dog fouling patrols, smoke control areas) 	
<ul style="list-style-type: none"> • Pest Control 	Currently delivered by Stafford BC on CCDC's behalf.	

Service Area	Sub-Areas	Comments
	<ul style="list-style-type: none"> • Control of Stray Dogs 	Currently delivered by Stafford BC on CCDC's behalf.
	<ul style="list-style-type: none"> • Fly Tipping enforcement 	
	<ul style="list-style-type: none"> • Private Sector Housing standards 	
	<ul style="list-style-type: none"> • Re-use of empty properties 	
	<ul style="list-style-type: none"> • Licensing of HMO's 	
	<ul style="list-style-type: none"> • Disabled Facilities Grants administration 	
	<ul style="list-style-type: none"> • Monitoring of licenced caravan sites 	
	<ul style="list-style-type: none"> • Defective drainage investigations (non-public sewers) 	
	<ul style="list-style-type: none"> • Filthy and verminous properties 	
	<ul style="list-style-type: none"> • Provision of home security grants 	

ITEM NO. 8.



SCRUTINY REVIEW TEMPLATE

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