

Please ask for: Matt Berry

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12 July, 2019

Dear Councillor,

**COMMUNITY SCRUTINY COMMITTEE
4:00 PM ON MONDAY 22 JULY, 2019
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:

Woodhead, P.E. (Chairman)
Fitzgerald, Mrs. A.A. (Vice-Chairman)

Davis, Mrs. M.A.	Newbury, J.A.A.
Dudson, A.	Smith, C.D.
Freeman, Miss M.A.	Sutton, Mrs. H.M.
Hewitt, P.M.	Thompson, Mrs. S.L.
Layton, Mrs. A.	Todd, Mrs. D.M.
Muckley, Mrs. A.M.	

AGENDA

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 approve the Minutes of the meeting held on 19 March, 2019 (enclosed).

4. Deletion of the Staffordshire Police Partnership Manager Posts

Chief Superintendent Jeff Moore of Staffordshire Police will be in attendance to discuss the rationale behind the decision to delete the Police Partnership Manager Posts in Staffordshire and the consequences/outcomes of that decision.

5. End of Year 2018/19 Improving Community Wellbeing (Environment, Partnerships and Community Safety) PDP Performance Update

To receive the end of year performance information (Item 5.1 – 5.9).

6. Community Scrutiny Committee 2018/19 Annual Report

Report of the Managing Director (Item 6.1 – 6.2).

7. Community Wellbeing (Environment, Partnerships and Community Safety) PDP 2019/20

To receive the Community Wellbeing (Environment, Partnerships and Community Safety) PDP 2019/20 (Item 7.1 – 7.4).

8. Community Scrutiny Committee Work Programme 2019/20

Report of the Managing Director (Item 8.1 – 8.12).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
COMMUNITY SCRUTINY COMMITTEE
HELD ON TUESDAY 19 MARCH 2019 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

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

Buttery, M.S.	Johnson, J.P.
Davis, Mrs. M.A.	Stretton, Mrs. P.Z.
Foley, D.	Wilkinson, Ms. C.L.
Freeman, Miss M.A.	

15. Apologies

Apologies for absence were submitted for Councillors Miss J. Cooper and Miss M.J. Dudson.

16. 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.

17. Minutes

RESOLVED:

That the Minutes of the meeting held on 26 November 2018 be approved as a correct record and signed.

18. Quarter 3 2018/19 Community Wellbeing (Community Safety, Partnerships and Environment) Priority Delivery Plan Update

Members considered and noted the latest performance information for the 2018/19 Community Wellbeing (Community Safety, Partnerships and Environment) Priority Delivery Plan (Item 4.1 – 4.8 of the Official Minutes of the Council).

The Managing Director provided Members with the following updates:

- Publish Anti-Social Behaviour Policy – the policy had been drafted and was to

be submitted to Cabinet in April 2019 for consideration.

- Develop and deliver training sessions for Safeguarding Champions – this training would take place during 2019/20 due to different levels of training that needed to be delivered.
- Construction of a new toilet facility in Hednesford park – commencement of construction was currently on hold pending formal agreement being received from the Heritage Lottery Fund (HLF) that monies within the grant funding for redevelopment of the park could be used for this purpose. It may be necessary for the Council to provide gap funding in the meantime to enable to the construction work to start. The aim was to seek agreement from Cabinet in April 2019 for this funding to be provided.

19. Motion Referred from 28 November 2018 Council Meeting

Members gave consideration to the Motion referred from the 28 November 2018 Council meeting in respect of energy efficiency and carbon emissions (Item 5.1 of the Official Minutes of the Council).

The Chairman advised that it would cost an estimated £50,000 to bring in outside support just to undertake the initial project work. Officer time also had to be factored into any potential costs.

Members discussed at length the aims of the Motion, specifically commenting on the significant costs involved, but noting that the proposed actions couldn't be ignored as the issues wouldn't go away.

The Managing Director raised the following points:

- The Council did not have in-house expertise on carbon budgeting or conducting carbon risk assessments;
- Officers would need to be trained on how to complete such tasks;
- Work on these areas would cut across all of the Council's activities;
- Production of Supplementary Planning Documents would also be impacted;
- It would be a long-term piece of work, which would require new resource and capacity if to be done properly.

A Member commented that the use of any available government grants to help fund such work should be looked into. The Chairman further commented that the Government should provide any necessary funding if it deemed that such issues were of critical importance.

Members suggested that where feasible, working groups should be established to start looking at the issues identified and draw up an initial action plan.

A Member noted that air quality monitoring stations were in place within the area of the A5 and M6 Toll Road to measure the impact of carbon emissions on the local area. Another Member replied that Bridgtown Parish Council had written to the Government raising concerns about air quality and carbon emissions along

the A5 corridor within the District. Another Member advised that County Councillors for the affected areas were working on a cross-party basis to try resolve the issues on the A5.

RESOLVED:

That as part of the 2020/21 budget process, Cabinet be requested to consider the provision of any necessary resources and funding in order that all actions identified in the Motion can be achieved.

20. Child Sexual Exploitation and 'County Lines' Scrutiny Review – Final Report

Consideration was given to the Report of the Managing Director (Item 6.1 – 6.4 of the Official Minutes of the Council).

The Managing Director outlined the background to the review, and advised that the report set out a summary of the associated work undertaken by Members.

A Member raised concern that the actions requested in recommendation 2.2 could push up the cost of pay-as-you-go (PAYG) mobile phones for those that could not afford to purchase contract phones. Another Member suggested that legislation could be put forward to cap the cost of contract phones to help discourage people from purchasing PAYG phones instead. Another Member further replied that the aim of the recommendation was to discourage use of such phones and to protect children from harm. The Chairman commented that anything the Council could do to help police tackle the issues identified in the review was to be commended. Another Member commented that as County Lines was a national issue, the Committee had to be seen to be formally raising its concerns.

RESOLVED:

That:

- (A) The final report in respect of the Committee's Child Sexual Exploitation and 'County Lines' review be accepted.
- (B) A letter be sent to the Home Office, on behalf of the Committee, recommending that the law be changed to stop mobile phones being purchased and used anonymously, thereby making it easier for relevant authorities to tackle County Lines issues.
- (C) A letter be sent to the Staffordshire Commissioner for Police, Fire & Rescue and Crime (PFCC), detailing the recommendations of the Committee's review.

The meeting closed at 4:40 p.m.

CHAIRMAN

Improving Community Wellbeing PDP 2018-19 - Environment, Partnerships and Community Safety

Quarter Four (1 January 2019 - 31 March 2019) Performance				
				TOTAL
Milestone completed	Milestone on target	Milestone/timeline/scope/target date requires attention.	Project aborted/closed	
9 (75%)	0 (0%)	3 (25%)	0 (0%)	12 (100%)

Annual Performance 2018-19				
				TOTAL
Milestone completed	Milestone on target	Milestone/timeline/scope/target date requires attention.	Project aborted/closed	
28 (87.5%)	0 (0%)	4 (12.5%)	0 (0%)	32 (100%)

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

Community Safety – there has been a significant increase in the number of cases dealt with via the Community Safety Hub. The theme continues around vulnerability of residents and mental health issues. There has also been a significant increase in the CCTV Police Case Reviews and a number of tweets have been posted by partner agencies confirming arrests made as a result of CCTV footage. The Corporate Anti Social Behaviour Policy has been published and will enable a joined up approach to tackling anti social behaviour across the District. There have been five Community Safety Triggers during this period and all of the recommendations were implemented to the satisfaction of the community.

Support Vulnerable People – the number of tenancies sustained has almost doubled in comparison to last year's outturn. This demonstrates that the work of the Tenancy Sustainment Team is proving an invaluable resource in supporting vulnerable people. It has not been possible to collate the number of referrals made to support agencies via the Community Safety Hub. This would be a manual exercise - moving forward a new web based solution will be implemented and the information will be easily available.

Sustaining Safe and Secure Communities – following a procurement exercise a contractor has been appointed to upgrade 26 CCTV cameras across the District. The Safeguarding Campaign has been successfully launched; however, the introduction of Safeguarding Champions across the Council has not been achieved due to resourcing issues within the Partnerships Team.

Promoting attractive and healthy environments – The Council once again successfully retained its 6 Green Flag accreditations for its major parks (Hednesford, Cannock, Ravenhill and Elmore Park), Stile Cop Cemetery and Castle Ring. In addition, a number of car park improvement schemes at Danilo Road in Cannock; Market Street, Rugeley; Service Area 6, Rugeley and Service Area 9, Rugeley were completed on time and to budget and in August Cabinet approved the next steps for the delivery of the District's new cemetery. Progress in respect of the new toilet facility at Hednesford Park has been put on hold until approval to close the HLF project is secured.

Performance Indicators

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

Performance Indicators								
Performance Indicator	Frequency of reporting (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Total
Sustaining safe and secure communities								
Number of good news stories/case studies	A		4				4	4
Number of ASB complaints dealt with via the Community Safety Hub	Q	85	N/A	20	27	12	43	102
Number of CCTV case reviews provided to Staffordshire Police	Q	340	N/A	101	99	115	163	478
Support vulnerable people								
Increased number of referrals to the Community Safety Hub	A	189 Cases					304	304
Number of tenancies sustained (No. of cases (council tenancies) completed with sustainment outcomes)	Q	34	38	16	12	20	17	65
Following implementation of Housing Reduction Act (HRA) % of Main Duty Homelessness cases accepted as homeless	Q	N/A		0% (All cases dealt with at prevention or relief stage, none progressed to main duty in Q1)	1.22% (Only three cases progressed to full duty from 82, two of which were intentional homeless, so 1/82)	1.74% (One further case progressed to full duty, so cumulatively 2 out of 115 total cases taken)	1.85% (One further case progressed to full duty, so cumulatively 3 out of 162 total cases taken)	1.20% Average
Number of referrals to support agencies from the Community Safety Hub	Q			This information could not be collated during this period. A new system (Ecins) is being implemented that will provide the relevant data. Action to be rolled over to 2019/20				

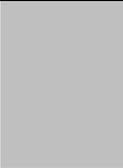
ITEM NO. 5.4

Performance Indicator	Frequency of reporting (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Total
Number of new universal credit claimants within the period	Q	531	N/A	117	n/a	1,084	1,385	2,586
Number of Discretionary Housing Payments awards	Q	141 cases Value – £84,171.24	Value of Government allocation £172,583	100 cases £19,112.23	98 cases £22,208.60	116 cases £22,708.33	n/a	314 cases £64,029.16
Promoting attractive and healthy environments								
Retain 6 Green Flags	A	6	6		6			
Number of fly tipping incidents	Q	470	N/A	102	132	54	78	366

Projects and Actions

Sustaining safe and secure communities							
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	Purse Bells Campaign to safeguard vulnerable residents due to an increase in purse thefts in the town centre - press release issued. A number of arrests were made.	✓			
		Identify & Promote One Case Study	Community Safety Partnership clears wooded area due to level of ASB and drug-related detritus discovered during site visits.		✓		
		Publish Anti Social Behaviour Policy	Corporate ASB Policy will be presented to Cabinet April 2019 and will be published after Cabinet.				✓
		Publish Community Safety Hub Referral Data	Hub referral data now published monthly via social media.				✓
CCTV to deter crime and support the police in prosecutions	Upgrading CCTV technology	Project Team Set Up – Consider recommendations from CCTV Audit Report	Permission to spend report approved Cabinet 4 October 2018. Project Team met in mid October.		✓		
		Project Plan Developed and Procurement of Specialist Provider	Tender Published 24 January 2019. Evaluation Period 26 February 2019 – 8 March 2019. Contract Award 15 March 2019. Contract Commencement 1 April 2019.			✓	
		Award Contract to Specialist Provider	Contract awarded March 2019. Project implementation meeting taking place in April.				✓

Sustaining safe and secure communities							
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	Policies from selected authorities have been reviewed, along with recently published guidance from both the Institute of Licensing and the LGA.				
		Identify any critical gaps in our approach	Following from the above, while no critical gaps have been identified, key areas have been highlighted which will now be taken forward as part of a wider review of our Taxi and Private Hire Policy in 2019-20				

Support Vulnerable People							
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	A scoping meeting has taken place with colleagues to develop a 12-month-long Safeguarding awareness campaign for both children and adults. The campaign was launched in February 2019.				
		Publish Awareness Campaign – Chase Matters; Website and Social Media	Campaign artwork and a communications plan have been developed.				
	Introduction of Safeguarding Champions across the Council.	Recruit Safeguarding Champions	Work is ongoing with both HR and the Partnerships Team. To carry forward to 2019/20.				
		Develop and Deliver Training Session for Champions	Work is ongoing with both HR and the Partnerships Team				

Support Vulnerable People							
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		✓			
		Evaluate success of the Project	Property at full capacity, two tenants both very satisfied with support provided and accommodation. Both successfully stayed now for several weeks.				✓
	Provide Intensive Tenancy Support	Appoint additional Tenancy Sustainment Officer resources (37hrs pw)	2 part-time posts: p/t secondment was extended into 2018/19 and a 2 day post was recruited to in June – starting soon.	✓			
	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	<ul style="list-style-type: none"> - Improving children’s mental health and resilience - Reducing anti-social behaviour and exclusions Earned Autonomy Investment Plan has been produced and funding secured as part of the Earned Autonomy funding stream. Report will be going to November LSP Strategic Board.		✓		
		Report Outcomes to LSP	The Community Safety Delivery Plan, Partnership Budgets and Earned Autonomy Investment Plan were all presented and agreed at the LSP on 13 March 2019				✓
Managing the impact and rollout of Universal Credit	Manage and monitor roll out to new claimants from November 2018 (including management of hardship)		Full service introduced from November. 483 claimants were claiming UC by 12 February 2019			✓	

Promoting attractive and healthy environments							
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	Inspections completed in May.		✓		
		Green Flag Awards			✓		
	Continue to deliver Hednesford Park (IHLF) project	Produce Hednesford Park book and CD	CD produced and booklet drafted for completion in Q2	✓			
		Finalise Design – new toilet facilities	Design has been finalised and planning application submitted and approved 20 June 2018	✓			
		Procurement and Contract Award	Procurement exercise was completed but only attracted one submission resulting in further tendering exercise		✓		
		Commence construction	The commencement of the construction of the new toilet facility has been delayed by the need to extend the procurement process and to secure agreement with HLF on funding and revised project timeline into 2019-20.				▲
		Complete construction	Project will not commence until 2019-20				▲

Promoting attractive and healthy environments							
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	Car Park improvement schemes	Prioritise and draw up scheme (s)	Schemes have been drafted and prioritised	✓			
		Permission to spend	Permission to Spend report approved by Cabinet			✓	
		Commence scheme	Works commenced on the following car park improvements during February 2019: <ul style="list-style-type: none"> • Danilo Road (4 days) • Market Street, Rugeley • Service Area 6, Rugeley • Service Area 9, Rugeley 				✓
		Completion of scheme	All Car park improvements started in February were completed by the end of March 2019				✓
	Deliver new cemetery for the District	Report outcome of soft market testing to Cabinet to determine next steps	Report considered by Cabinet in August 2018		✓		
		Develop project plan in accordance with Cabinet's decision	Plan revised following Cabinet's decision		✓		

Report of:	Managing Director
Contact Officer:	Tony McGovern
Telephone No:	01543 464 553
Report Track:	Community Scrutiny C'ttee: 22/07/19

COMMUNITY SCRUTINY COMMITTEE
22 JULY 2019
COMMUNITY SCRUTINY COMMITTEE ANNUAL REPORT 2018-19

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Community Scrutiny Committee during the municipal year 2018-19.

2 Recommendation

- 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 Committee during the municipal year 2018-19.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2017-18;
 - (ii) Housing, Crime & Partnerships and Health, Culture & Environment Scrutiny Committees 2017-18 Annual Reports;
 - (iii) Community Wellbeing PDP 2018-19;
 - (iv) Community Wellbeing PDP 2018-19 performance updates;
 - (v) Child Sexual Exploitation (CSE) and 'County Lines' Review.

4 Relationship to Corporate Priorities

- 4.1 The remit of the Community Scrutiny Committee is linked to the Council's Community Wellbeing priority.

5 Report Detail

5.1 It was agreed in July 2018 by the Committee that its work programme for 2018/19 would be:

- End of Year Outturn for the 2017-18 Crime & Partnerships and Environment PDPs;
- Housing, Crime & Partnerships and Health, Culture & Environment Scrutiny
- Committees 2017-18 Annual Reports;
- Community Wellbeing PDP 2018-19;
- Community Wellbeing PDP 2018-19 performance updates;
- Child Exploitation and 'County Lines' Review

5.2 In respect the Child Sexual Exploitation (CSE) and 'County Lines' Review, the Committee agreed that Staffordshire Police and Staffordshire County Council be invited to give a presentation to the committee, specifically covering the below questions:

- a) What is the scale of child exploitation in Cannock Chase with particular reference to 'County Lines' drug related activity?
- b) What is the relative position of Cannock Chase in relation to the above when compared to other District / Borough / Local Policing Team areas in Staffordshire?
- c) Are there any issues that the District Council need to consider to support existing and future action child exploitation in the District.

The Committee also agreed that a Task and Finish Group comprised of four members of the Committee be formed to undertake additional work on the review, if required.

5.3 The Committee received presentations from both Staffordshire Police and Staffordshire County Council at its meeting in November 2018 and raised a number of questions in relation to the information presented.

5.4 The Committee then received the final review report at its meeting held in March 2019 and agreed the following actions:

- That a letter be sent to the Government, on behalf of the Committee, recommending that the law be changed to stop mobile phones being purchased and used anonymously, thereby making it easier for relevant authorities to tackle County Lines issues.
- A letter be sent to the Staffordshire Commissioner for Police, Fire & Rescue and Crime (PFCC) detailing the recommendations of the Committee on this review, once finalised.

Improving Community Wellbeing PDP 2019/20 – Environment, Partnerships and Community Safety

Performance Indicators

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target
Sustaining safe and secure communities			
Number of good news stories/ case studies	A		4
Number of Community Protection Notice Warnings (CPNWs) issued	Q		
Number of Community Protection Notices (CPNs) issued	Q		
Number of Fixed Penalty Notices (FPNs) issued	Q		
Number of ASB complaints dealt with via the Community Safety Hub	Q	85	
Number of CCTV case reviews provided to Staffordshire Police	Q	340	
Support vulnerable people			
Increased number of referrals to the Community Safety Hub	A	189 Cases	
Increased number of safeguarding concerns cards referred to the Community Safety Hub	Q		
Number of Community Safety Hub referrals escalated to First Response Team (children safeguarding)	Q		
Number of Community Safety Hub referrals escalated to Vulnerable Adults Team (adult safeguarding)	Q		
Number of tenancies sustained	Q		60
% of Assessments completed for households presenting where the household is homeless or threatened with homelessness within 56 days	Q	N/A – new indicator	98%
Number of new universal credit claimants within the period	Q		
Number of Discretionary Housing Payments awards	Q		

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target
Promoting attractive and healthy environments			
Retain 6 Green Flags	A		6
Number of fly tipping incidents	Q		N/A

Sustaining safe and secure communities						
Approach	Key Project	Milestone(s)	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	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)		X		
		Consult on revisions to taxi and private hire policy following completion of review in 2018-19			X	
		Monitor and review the implementation of revised policies, using shared local intelligence; (Year 3)	2020-21			
We will ensure our town centres are safe and welcoming for all visitors	We will review our Policy for commercial use of the Highway, in line with the recommendations of Cabinet	Review the current fee structure	X			
		Investigate whether the enforcement of highways obstructions covered by the policy could be delegated from the County Council to the District Council.	X			
		Examine the feasibility of expanding the application of the Policy to cover the whole District.		X		
We will work with partners to deliver the Anti Social Behaviour Strategy	Raise awareness of the ASB Strategy	Local Strategic Partnership – Agenda Item for discussion	X			
		Publish approved Strategy & article in core brief / social media platforms	X			
We will work with colleagues, partners and residents to raise awareness of safeguarding vulnerable adults and children	Launch “See Something Say Something Campaign”	Develop 12 month campaign calendar – based on local safeguarding themes and trends	X			
		Recruit Safeguarding Champions		X		
		Roll out of concern cards	X			
		In conjunction with HR collate Safeguarding Training Data			X	

ITEM NO. 7.4

Approach	Key Project	Milestone(s)	Q1	Q2	Q3	Q4
Upgrading CCTV technology	Award Contract to Specialist Provider	New CCTV Cameras installed and commissioned, fully operational	X			
	Procure a maintenance contract to maintain existing CCTV cameras across the District	Project Team set up to consider the recommendations from CCTV Audit Report	X			
		Project Plan Developed & Procurement of specialist provider		X		
		Award Contract to specialist provider				X

Promoting attractive and healthy environments						
Approach	Key Project	Milestone(s)	Q1	Q2	Q3	Q4
To provide clean, well maintained and well managed streets, town centres and parks & open spaces	Car Park improvement schemes	Permission to spend report to Cabinet for 2 nd year of Car Park Improvement Programme		X		
		Delivery of schemes			X	X
	Deliver priority s106 Projects	Appoint Project Manager	X			
		Actions to be determined for approved schemes		X		
	Deliver new cemetery for the District	Determine and secure professional services support (eg Project Manager, QS etc)	X			
		Prepare drawings and specifications for new cemetery			X	
Tender, evaluate and appoint contractors					X	

Report of:	Managing Director
Contact Officer:	Tony McGovern
Telephone No:	01543 464 553
Portfolio Leaders:	Crime & Partnerships / Environment
Report Track:	Community Scrutiny C'ttee: 22/07/19

COMMUNITY SCRUTINY COMMITTEE**22 JULY 2019****WORK PROGRAMME FOR 2019-20****1 Purpose of Report**

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

2 Recommendations

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

3 Key Issues and Reasons for Recommendation

- 3.1 The scrutiny structure has been designed to ensure effective accountability for the delivery against the Council's key outcomes set out in the Council's Corporate Plan 2018-23.
- 3.2 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 Environment, Partnerships and Community Safety 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 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.

6.3 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.

6.4 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 2019/20
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

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

Meeting Date	Item
22 July 2019	<ul style="list-style-type: none"> • Deletion of the Staffordshire Police Partnership Officer Post. • End of Year Outturn for the Improving Community Wellbeing (Environment, Partnership and Community Safety) PDP for 2018/19. • Annual Report on Work of the Community Scrutiny Committee for 2018/19. • Community Wellbeing (Environment, Partnerships and Community Safety) PDP for 2019/20. • Determine Review Programme for 2019/20.
26 November 2019	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report April to September 2019. • Scrutiny Review (to be determined).
31 March 2020	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report October to December 2019. • Scrutiny Review (to be determined).

Suggestions for Reviews:

- Recycling rates and Biffa Contract;
- Car Parking – Payments Methods for Pay and Display Machines;
- Carbon Neutrality.

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 / Sexual Exploitation – Civil Injunctions – Closure Orders and Notice – Community Triggers / Protection Notices – Crime Trends / Campaigns / Events – Criminal Behaviour Orders – Dispersal Notices – Domestic Abuse – Evictions – Female Genital Mutilation – Hate Crime – Honour Based Violence – Integrated Offender Management – Mental Health Concerns – Modern Day Slavery – Organised Crime Groups – ‘Prevent’ / Terrorism Related Info – Public Space Protection Orders – Street Gangs / Street Violence and Vulnerability – Target Hardening – Vulnerable People / Places – Welfare Issues 	Includes facilitation and co-ordination of the weekly Community Safety Hub meetings and supporting the District's Community Safety Panel.
	<ul style="list-style-type: none"> • CCTV <ul style="list-style-type: none"> – Storennet (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

Service Area	Sub-Areas	Comments
Waste & Engineering	<ul style="list-style-type: none"> • Household Waste & Recycling Collection and Disposal Contracts 	Delivered by Biffa on CCDC'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 	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 / Watercourses 	
	<ul style="list-style-type: none"> • Abandoned Vehicles 	
	<ul style="list-style-type: none"> • Vehicles Workshop and Fleet-care 	
	<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 and Air Pollution 	
	<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"> • Environmental Information enquiries 	
	<ul style="list-style-type: none"> • Public Health / Noise Nuisances 	
	<ul style="list-style-type: none"> • Enforcement action 	
	<ul style="list-style-type: none"> • Pest Control / Control of Stray Dogs 	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 		



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