

Corporate Overview and Scrutiny Committee Tuesday 12 September 2023

Overview and Scrutiny Work Programme 2023-24 Update

Recommendation(s)

I recommend that Corporate Overview and Scrutiny Committee:

- a. receive the Work Programme 2023-24 update.
- b. agree the Combined Work Programme (Appendix 1) and agree which committee is to lead on cross cutting matters, or propose joint scrutiny meetings, where appropriate.
- c. note the tracking and monitoring of recommendations (Appendix 2).

Report of Deputy Chief Executive & Director for Corporate Services John Tradewell

Summary

1. The Corporate Overview and Scrutiny Committee are the overarching scrutiny body with responsibility for developing and agreeing the combined work programme for the Council's four overview and scrutiny committees.
2. Members are asked to consider progress update on the Work Programme 2023-24, agree the combined work programme and note the tracking of recommendations.

Background

3. The Local Government Act 2000 states that Councils operating executive arrangements must also make provision for the appointment of one or more overview and scrutiny committees. At their annual meeting on 18 May 2023, the County Council appointed the following committees:
 - Corporate Overview and Scrutiny
 - Health and Care Overview and Scrutiny
 - Prosperous Overview and Scrutiny
 - Safeguarding Overview and Scrutiny

4. The Terms of Reference for each Overview and Scrutiny Committee can be viewed in [Section 7 of the County Councils Constitution](#).
5. Overview and Scrutiny Committees have developed work programmes for 2023-24 to consider matters that fall within their Terms of Reference. Members review the contents and timelines of the work programmes at each meeting to ensure they remain timely and relevant.
6. Scrutiny Chairs and Vice-Chairs hold regular Triangulation meetings with Executive Members, Directors, and where applicable senior officers from partner organisations, to discuss emerging matters, priorities and circumstances that might impact on decision making and scrutiny timelines.
7. The Corporate Overview and Scrutiny Committee maintains oversight of Overview and Scrutiny work programmes which provides opportunity to identify matters which might fall under the Terms of Reference of more than one Committee and provides a wider view of the subject matter and related issue(s), to help focus on key lines of enquiry.

Current position

8. Quarter 1: May -August 2023-24

- a. Nine Overview and Scrutiny (O&S) Committee meetings were held in this period. In preparation for and support of these meetings member briefings and pre-meetings were arranged online, briefing papers circulated, and further information shared to develop knowledge and awareness of specific issues to be considered.
- b. Six informal meetings of the O&S Committees have taken place. Prosperous and Safeguarding held work programme planning sessions and Health and Care held three Quality Account sessions and a round table discussion on Adult Social Care Workforce.
- c. Six working groups have been established.

Corporate	Climate Change Medium Term Financial Strategy (MTFS).
Health and Care	Women's Health Strategy Adult Social Care Integrated Care Hubs
Prosperous	Civil Parking Enforcement (CPE)

9. Activity Summary

Corporate:

- a. [20 June 2023](#) meeting agreed work programme; appointed to MTFs and Climate Change work groups; Approved the O&S Annual report; and scrutiny of the Integrated Performance Report Q4.
- b. [1 August 2023](#) scrutiny of the Integrated Performance Report Q1.

Health and Care:

- a. [12 June 2023](#) scrutiny of General Practice Access; NHS Dentistry Transition Plan and access to NHS Services; General Practice Estates and agreed work programme and appointment to work groups.
- b. [24 July 2023](#) scrutiny of ICB Operating Plan & first quarter performance; Systems Pressures UHNM, UHDB & WMAS lessons learnt from Winter Period; Elective pressures and ICS Workforce Plan.
- c. [31 July 2023](#) additional meeting: Adult Social Care Services
- d. 15 August 2023 – Roundtable discussion Adult Social Care Workforce
- e. 22 August Member workshop to assess access to information on Social Care

Prosperous:

- a. [7 June 2023](#) scrutiny of Highways Transformation and Performance quarterly update; Staffordshire County Council's Economic Strategy; Digital Infrastructure in Staffordshire; and Planning for the Civil Parking enforcement enquiry day.
- b. [6 July 2023](#) scrutiny of Special Education Needs and Disabilities (SEND) Accelerated Progress Plan: Strategy for Special Provision; Future Highways Delivery Model – Functional Plans, and Staffordshire Bus Strategy.

Safeguarding:

- a. [15 June 2023](#) scrutiny of Children's Transformation briefing; Ofsted Focused Visit Action Plan; and work programme planning.
- b. [27 July 2023](#) scrutiny of Customer feedback & Complaints Annual reports Children's Social Care and Adult Social Care.

10. Working Groups Update

- a. Overview and Scrutiny Committees have agreed to establish working groups to scrutinise matters in more depth.

- b. The membership of these working groups is primarily from the lead committee but has been extended where there is a need to take a wider County perspective.
- c. The working groups will agree timelines and the methods it will use to conduct its business.
- d. Mechanisms include research, meetings, interviews, site visits, workshops, and research to gather evidence.
- e. Working Group Activity:

Climate Change	Focus on carbon reduction and sequestration. Site visit to Norbury Park and Bifors on 29 June 2023; met on 8 August to consider findings and will next meeting with expert witnesses on 7 September.
Medium Term Financial Strategy (MTFS)	Scoping meeting 30 August 2023 to consider the current MTFS position and risks to setting a balanced budget. Agreed focus and timelines. The group will report findings and recommendations to Cabinet in January 2024.
Women's Health Strategy	Initial meeting with ICS Lead to be held on 4 September 2023.
Adult Social Care (ASC)	Scope meeting 29 August 2023 to receive a briefing, agree focus and timelines. Workshop to test access to information on ASC took place on 22 August. A round table with care providers was held on 15 August. Further meetings and workshops are to be scheduled.
Integrated Care Hubs	Carried forward – paused whilst ICH bid process ongoing.
Civil Parking Enforcement (CPE)	Scoping meeting 5 September 2023 to agree terms of reference, methodology and timetable of work.

11. Chair/Vice-chair Forum update

To ensure the continuous development of the scrutiny function Chairs and Vice-Chairs of Overview and Scrutiny Committees meet quarterly with the Scrutiny and Support Team to reflect on and develop working processes and share good practice. At the last meeting in June members requested a tracking log to be shared as part of this report and an Executive /Scrutiny Protocol is being developed to strengthen relationships and to improve scrutiny outcomes.

12. **Scrutiny Member Training and Development**

Summary of training activities:

- a. Centre for Governance and Scrutiny 'Health Scrutiny Training' on Thursday 7 July 2023, was highly informative and a recording shared with members for reference.
- b. 'Scrutiny Essentials' training session provided by the Local Government Association in May 2023. To be scheduled annually.
- c. Scrutiny Chairs and Vice-Chairs Leadership training sessions planned in January / February 2024.

13. **Work Programme – Q2 Planned items**

- a. The Overview and Scrutiny Committees work programme items, work group meetings and other Scrutiny work for quarter 2 (September to December 2023) are listed for consideration (Appendix 1).
- b. The Work Programmes for each Overview and Scrutiny Committee are working documents and are continuously reviewed and updated. Triangulation meetings and agenda planning in advance of the scheduled meetings determines the timeliness and relevance of items and the need for prioritisation of emerging issues.
- c. Committee is requested to identify any matters that cut across or duplicate planned work and consider the most appropriate way to carry out scrutiny of the issue.

14. **Tracking and Monitoring Recommendations**

A detailed action log is maintained by Scrutiny and Support officers for each committee. The update on progress against agreed actions is included in the work programme update report to each meeting. A tracker log to highlight progress and outcomes of recommendations made to Cabinet / Cabinet Members and Partners has been included in this report for information (Appendix 2).

15. **Link to Strategic Plan**

The Overview and Scrutiny Committees' remit and work programmes are developed to ensure that scrutiny reinforces the value and importance of challenge, and they are aligned to the ambitions and delivery of the principles, priorities, and outcomes of the Strategic Plan 2022-2026.

16. **Link to Other Overview and Scrutiny Activity**

The Combined Work Programme will co-ordinate scrutiny activity between the four Overview and Scrutiny Committees, identify matters for joint scrutiny or determine the lead committee for an issue, and consider where and when scrutiny can add value and influence decision making.

Background Documents:

Link 1: Corporate O&S Committee Work Programme: [12.09.2023](#)

Link 2: Health and Care O&S Committee Work Programme: [11.09.2023](#)

Link 3: Prosperous O&S Committee Work Programme: [06.07.2023](#)

Link 4: Safeguarding O&S Committee Work Programme: [27.07.2023](#)

Contact Details

Director: John Tradewell, Deputy Chief Executive & Director for Corporate Services

Report Author: Deb Breedon
Job Title: Scrutiny and Support Manager
Telephone No.: 01785 276061
E-Mail Address: Deborah.breedon@staffordshire.gov.uk

