

## **WORK PROGRAMME**

### **Corporate Overview and Scrutiny Committee – 2023/2024**

The Corporate Overview and Scrutiny Committee is the Council's principal overview and scrutiny committee. It is responsible for co-ordinating and approving the scrutiny work programmes, overseeing the work of the Overview and Scrutiny Committees and ensuring coherence of approach to cross cutting policy themes. The committee also has a key role in challenging progress around the Council's ambitions of running the business well.

The Committee also scrutinises those areas of the County Council's activity focused on corporate improvement. Its remit covers:

- Holding the Leader and Cabinet Member for Finance and Resources of the Council to account for achievement of the overall vision of a connected Staffordshire.
- The Council's overall performance and approach to managing performance and Strategic Corporate Planning
- The Council's Medium-Term Financial Strategy
- The Council's on-going programme of improvement and transformation.
- The Committee is responsible for scrutiny of achievement against the Council's strategic priorities.
- The Council as a commissioning organisation including how it uses customer insight to drive improvements in services.

We review our work programme regularly to ensure it remains relevant to the challenges facing local communities, the Council and its partners.

Councillor Samantha Thompson  
Chairman of the Corporate Overview and Scrutiny Committee

If you would like to know more about our Work Programme or how to raise issues for potential inclusion on a Work Programme, then please contact Mandy Pattinson, Scrutiny and Support Officer ([mandy.pattinson@staffordshire.gov.uk](mailto:mandy.pattinson@staffordshire.gov.uk))

### Work Programme 2023/24

Date of Meeting	Item	Details (Background)	Action / Outcome
5 June 2023	Reserved for Call In		
20 June 2023	<b>Work Programme Planning -</b> Members: Alan White/Ian Parry	Development of the work programme for 2023/24	The draft work programme was approved. <b>Action-</b> Cabinet members and officers invited to meetings and dates confirmed
	<b>Appointment of the Medium-Term Financial Strategy Working Group</b> Officers: Mandy Pattinson		<ul style="list-style-type: none"> <li>• Cllr M Wilcox (Chair)</li> <li>• Cllr B Peters</li> <li>• Cllr N Yates</li> <li>• Cllr J Pert</li> <li>• Cllr G Heath</li> <li>• Cllr S Thompson</li> <li>• Cllr J Oates</li> </ul>
	<b>O&amp;S Annual report</b> Officer: Deb Breedon		The report was approved and referred to <b>Council for consideration on 20 July 2023</b>
	<b>Overview and Scrutiny Work Programmes</b> Overview and Scrutiny Chairman	To ensure communication between the committees and no duplication	The quarterly work programmes was agreed.
	<b>Climate Change Working Group Update and member appointment</b> Officer: Zach Simister	To receive an update report	<p>a) The update was received.</p> <p>b) Cllrs Smith and Wileman would be asked if the wish to remain on the working group. <b>Action-both confirmed they want to remain.</b></p> <p>c) That subject to councillors confirming their wish to remain on the Group, the membership remain as:</p> <ul style="list-style-type: none"> <li>• Cllr S Thompson (Chair)</li> <li>• Cllr C Wileman</li> <li>• Cllr N Yates</li> <li>• Cllr T Clements</li> <li>• Cllr J Pert</li> <li>• Cllr B Peters</li> <li>• Cllr D Smith</li> </ul>

**Work Programme 2023/24**

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p><b>Integrated Performance Report – Quarter 4</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon</p>	<p>Quarterly report.</p>	<p>a) The Integrated Performance and Financial Outturn Report was noted as the position as at the end of year 2022/23. b) A copy of the “Social Care workforce strategy” be circulated to members for information. c) Information clarifying the position with the Household waste sites charging for DIY waste would be forwarded to members when available. <b>Action-</b> b and c Emailed to members on 030723</p>
<p><del>6 July 2023</del></p>	<p><del>Reserved for Call In</del></p>		
<p>1 August 2023</p>	<p><b>Integrated Performance Report – Quarter 1</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon</p>	<p>Quarterly report.</p>	<p>a) That the information contained in the Integrated Performance and Financial Outturn Report be noted as the position as at the end of quarter one 2023/24. b) That the following information, which was not available at the meeting, be sent to Committee members:</p> <ul style="list-style-type: none"> <li>• Information on the national bench marking figures for re-referrals and where Staffordshire fell against that would be sent to the Committee for information.</li> <li>• Information on Wood burning use (paragraph 102 of the report).</li> <li>• Results of the SEND transport review as recommended by the MTFs working group 2022/23.</li> <li>• That Highway repairs be added to the key areas of concern as listed in the report, as this was one of the main complaints from local residents in most areas.</li> </ul>

**Work Programme 2023/24**

Date of Meeting	Item	Details (Background)	Action / Outcome
			<p>c) That the O&amp;S Chairs forum to asked to consider a review of the way that the Divisional Highway Programmes (DHP) funding is allocated, and the processes involved in identifying and progressing schemes. Members felt that once an issue had been identified and a feasibility study had been carried out, there was insufficient fund left to carry out the work.</p> <p><b>Action</b> – information requested (b) emailed on 240823. (c) referred to Chair and Vice Chairs forum 12 October.</p>
7 August 2023 (2pm)	Reserved for Call In		
1 September 2023	Reserved for Call In		
12 September 2023	<p><b>Overview and Scrutiny Work Programmes</b> Overview and Scrutiny Chairman</p>	To ensure communication between the committees and no duplication	The work programmes for the four Overview and Scrutiny Committees were agreed.
	<p><b>1. Corporate Complaints Annual Report 2021/22.</b> <b>2. LGSCO Annual Report</b> Member: Alan White Officers: John Tradewell/Kate Bullivant</p>	Annual reports	<p>a) The Complaints team be thanked for their support and work undertaken over the past 12 months.</p> <p><b>Action: Chairman thanked team on 22 09 23</b></p> <p>b) the Complaints process training be included in the annual Members Training Programme.</p> <p><b>Action : Included in annual training schedule for all members</b></p> <p>a) Information on the online app working for android phones be</p>

**Work Programme 2023/24**

Date of Meeting	Item	Details (Background)	Action / Outcome
			<p>reported to members after the meeting. Action: information emailed to members on 29 09 23</p>
	<p><b>Electoral Review of Staffordshire County Council: Draft Recommendations</b> Member: Alan White Officers: Katie Marshall/Chris Ebberley</p>	<p>Update and presentation prior to Council 12 October</p>	<p>a) The progress on the County's Electoral Review was noted and the officers were thanked for their work during the review. b) That the comments from the Committee as listed above be referred to Cabinet as part of the consultation. <b>ACTION: Reported to Council on 12 October</b></p>
<p>6 October 2023</p>	<p>Reserved for Call In</p>		
<p>6 November 2023 (was the 24 October 2023)</p>	<p><b>Climate Change Annual report and action plan</b> Member: Simon Tagg Officers: James Cartwright</p>	<p>Pre decision scrutiny. Annual report</p>	<p><b>Resolved:</b> a) That the Committee receive an update in 12 months time. b) That the comments made by the Committee, listed above, be reported to the Cabinet on 15 November 2023. <b>ACTION – reported to Cabinet on 15 November 2023.</b></p>
	<p><b>Integrated Performance Report – Quarter 2</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon/Lyndsey Bissell</p>	<p>Regular quarterly report</p>	<p>a, That the Quarter 2 2023/24 Integrated Performance Report be noted. B, The tolerance on graph axis's should be changed, wherever practical, so that it starts at a number closer to the actual e.g. started at 90 if the data started at 94 and not zero.</p>

**Work Programme 2023/24**

Date of Meeting	Item	Details (Background)	Action / Outcome
			<p>C, That the following information be provided to the committee:</p> <ul style="list-style-type: none"> <li>• The full list of schemes which had applied for covid funding as well as the successful ones.</li> <li>• A copy of the Cabinet (20/09/23) report entitled “SEND Accelerated Progress Plan: Enhanced Assess-Plan, Review Pathway, Strategy for Special Provision and the Staffordshire Children and Young People’s Framework”.</li> <li>• The financial impact of the new online financial self-assessment portal, as mentioned in Paragraph 41 of the report. An update on the Chatterley valley scheme slippage be sent to Councillor Yates directly.</li> </ul> <p><b>ACTION: Emailed 27/11/23</b></p>
	<p><b>Entrust – Review of changes</b> Member: Mark Deaville Officers: Ian Turner</p>	<p>Requested at 25 October 2022 O&amp;S to scrutinise changes and implications.</p>	<p><b>Resolved:</b> That the Committee hold an informal meeting to discuss the possible future targets for the service. <b>ACTION: 24 January 2024 – Cllrs Wilcox, Pert, Francis and Yates</b></p>
	<p><b>Climate Change Working Group report on Carbon Sequestration</b> Officers: Deb Breedon</p>	<p>Climate Change Working Group final report. Cllr Thompson Chairman</p>	<p>The draft report and recommendations to Cabinet – 13 December 2023. Due to report back in Feb/March 2024 <b>ACTION: Response added to WP</b></p>
<p>4 December 2023</p>	<p>Reserved for Call In cancelled</p>		

<p>18 December 2023</p>	<p><b>Equality, Diversity, and Inclusion - Principles, Objectives and Action Plan update (to include gender pay gap update)</b> Member: Alan White Officers: S Getley</p>	<p>Requested at 25 October 2022 O&amp;S to scrutinise changes and implications.</p>	<p>a) That work experience for care levers was encouraged with partners. b) That the information on the employment broker service and how to works with individuals to secure employment be provided to the committee after the meeting. <b>ACTION: Emailed 12/01/24</b></p>
	<p><b>Peoples Strategy</b> Member: Alan White Officers: S Getley</p>	<p>Suggested at triangulation June 2023. Scrutiny of actions taken. Fits with the Equality report above</p>	<p>a) That the progress made against the year 1 and year 2 priorities of 'Our People Strategy 2023-27' be noted. d) That future monitoring of performance be monitored through the committees Integrate performance quarterly report. e) That the following detailed information be provided to the committee after the meeting:  <ul style="list-style-type: none"> <li>• The number of colleagues affected by post covid 19 syndrome.</li> <li>• Bereavement support offered to colleagues</li> <li>• The usage of the new careers website, compared to previous months.</li> </ul> <b>ACTION: Emailed 12/01/24</b></p>
	<p><b>MFTS 2022-2027 Working Group Report</b> Chair of COSC - Cllr Wilcox Rob Salmon/Rachel Spain</p>		<p>a) The draft report of the Medium-Term Financial Strategy (MTFS) Working Group be approved. b) The report be referred to Cabinet at its meeting on 24 January 2024, to be considered as part of the draft budget setting process and that the Cabinet provide an executive response to the recommendations within two months of receipt of the report. c) That the working group be provided with a briefing on the governments</p>

			<p>settlement as soon as available and that any they suggest priority areas of investment for the Cabinet, if appropriate.</p> <p>d) That the Chairman be authorised to finalise the final report subject to any amendments made following the settlement briefing c) above.</p> <p><b>ACTION: Briefing note © above sent out – no substantial change – no comments made. Cabinets response added to WP – April 2024</b></p>
5 January 2024	Reserved for Call In. cancelled		
24 January 2024	<b>Cancelled</b>		
9 February 2024	Reserved for Call In <b>Cancelled</b>		
26 February 2024	<p><b>Quarterly Integrated Performance report (Quarter 3)</b> Members: Alan White Officers: John Tradewell/Rob Salmon/Lynsey Bissell</p>	Regular quarterly report	<p>f) That data for a longer period of time (e.g. annual or over 2 or 3 years) would be useful to see an annual trend, particularly in EHCP and Category 3 highway repairs.</p> <p>g) That the following information be provided to the committee:</p> <ul style="list-style-type: none"> <li>• The criteria for Home upgrade funding for off grid (mains gas supply) properties and if this related to postcodes.</li> <li>• Business startup rates - A link to the monthly survey.</li> <li>• The plan to improve the quality of care providers, as rated by the CQC.</li> <li>• <b>ACTION: Briefing note provided</b></li> </ul>



	<b>Corporate Plan/ Delivery Plan</b>		
	<b>Progress and next steps for Staffordshire's digital strategy</b>	Input into the refresh of the strategy	Moved to 9 April meeting
	<b>Joint Local Enterprise Committee</b> Members: Philip White/Alan White Officers: Darryl Eyres/Anthon Hodge	Pre decision scrutiny prior to Cabinet – March 2024. Forward plan item.	a) That the approach to form a Joint Enterprise Delivery Committee with Stoke-on-Trent City Council and the draft Terms of Reference for the Joint Enterprise Delivery Committee with Stoke-on-Trent City Council (“Joint Committee”) be noted. b) The proposal, that ahead of the Joint Committee being established and once the reserves of the Stoke-on-Trent and Staffordshire Local Enterprise Partnership (SSLEP) were formally transferred to the County Council as the accountable body, it was being recommended that Cabinet agree to the immediate ring-fencing of funding for the Growth Hub, Careers Hub and Local Visitor Economy Partnership as key economic programmes for the local area was noted. c) It was agreed that subject to the Cabinet decisions referred to in recommendation b) above being approved, the Prosperous Overview & Scrutiny Committee monitor delivery through the 6-monthly Economic Strategy Delivery Update, as the committee responsible for such matters. <b>Action: Noted at Cabinet</b>
	<b>Overview and Scrutiny Work Programmes</b>	To ensure communication between the committees and no duplication	Noted

	Overview and Scrutiny Chairman		
8 March 2024 Reserved for call-in <b>Informal workshop/meeting</b>	<b>Consideration of any call ins</b>	No call-ins	
	<b>Informal meeting Corporate Plan/ Delivery Plan</b>	Moved from 26/02/24	Moved to April- date TBC
	<b>Informal meeting Community Strategy</b> Members: Victoria Wilson Officers: Cathrine Mann/Lynsey Bissell/Pete Barker		Notes attached to the work programme for information
8 April 2024	Reserved for Call In	Cancelled	
9 April 2024	<b>Progress and next steps for Staffordshire's digital strategy</b> Members: Ian Parry Officers: John Tradewell /Lynsey Bissell	Input into the refresh of the strategy	
	<b>Customer Services strategy</b> Members: Alan White/Ian Parry Officers: Tracy Thorley/ Emily Doorbar	Pre decision scrutiny	
	<b>Climate Change Working Group report on Carbon Sequestration- Cabinets response</b> Members: Simon Tagg	Cabinet (170123) response to the working groups report.	

	Officers: James Cartwright		
	<b>MTFS Working Group - Cabinets response</b> Members: Ian Parry Officers: Rachel Spain	Cabinet (240123) response to the working groups report.	
29 April 2024 Council chamber	Reserved for Call In		

<b>Items for Consideration or needing more detail– Work Programme 2023/24 and 2024/25. Includes items raised at triangulation meetings and pending items.</b>		
<b>Suggested Item</b>	<b>Details (Background)</b>	<b>Proposed Date of Meeting</b>
<b>Leadership Board</b> Raised at triangulation meeting	Already in the work programme as pending. Leader suggested scrutiny of priorities	Priorities going to CEO board in March. Mtg with Chair 31/11/23 – report to Chair and vice chairs in the first instance. Leader requested scrutiny in September 2024. In draft work programme
BEST Transformation and the impact on the children’s transformation	Raised at triangulation 08/11/22.	Discussion on appropriate time with Tracy Thorley. Very early stages of redesign – Report to committee for pre decision scrutiny
Scrutiny of the <b>Local Enterprise Partnership</b> – Officer Pete Shakespeare	Previously annual scrutiny in January each year. LEP now transferring to LA. Felt that an update on transition would be more useful. Approx June 2024. Set up of Joint Local Enterprise Committee – February 2024 – Forward plan item	26 February 2024
<b>Cyber Security</b> Raised at triangulation meeting	Range of activity taking place currently – JT suggested early 2024. Ian Turner is lead officer	Briefing paper to Committee members in early 2024. – Can be discussed at O&S meeting if required.
<b>Legal function</b> Raised at triangulation meeting	How do they operate, their offer	No decisions to be taken or performance to be monitored. Information gathering session Member briefing session-January 2024

<b>Items for Consideration or needing more detail– Work Programme 2023/24 and 2024/25. Includes items raised at triangulation meetings and pending items.</b>		
<b>Suggested Item</b>	<b>Details (Background)</b>	<b>Proposed Date of Meeting</b>
<b>Planning</b> Raised at triangulation meeting	As above (legal services)	Chair to talk to Chair of Planning Committee
<b>Customer services</b> Raised at triangulation meeting	Performance – are we getting it right for the public	Draft strategy being developed. 9 April O&S
<b>Delivery plan</b> Raised at triangulation meeting	To be considered with the Corporate Plan	Informal March 2024 meeting
<b>Digital Strategy</b> Raised at triangulation meeting	To consider the strategy when appropriate if it covers corporate issues. Prosperous O&S consider digital infrastructure.	9 April 2024
<b>Climate Change Working Group report on Carbon Sequestration-cabinets response</b> Members: Simon Tagg Officers: James Cartwright	Due 2 months after it is considered at Cabinet	April 2024
<b>MTFS Working Group report - cabinets response</b> Members: Ian Parry Officers: Rachel Spain	Due 2 months after it is considered at Cabinet	April 2024

#### **Updates/ Briefing Notes / Visits 2023/24**

<b>Date</b>	<b>Item</b>	<b>Details (Background)</b>	<b>Action / Outcome</b>
24 January 2024: informal meeting Cllrs Wilcox, Francis Pert.	Entrust <a href="https://moderngov.staffordshire.gov.uk/ieListDocuments.aspx?CId=604&amp;MId=16602&amp;Ver=4">https://moderngov.staffordshire.gov.uk/ieListDocuments.aspx?CId=604&amp;MId=16602&amp;Ver=4</a> Following 6 November Corporate meeting	Notes attached for information (26 February 2024)	Update to Committee if contract or relationship with Entrust changes.
8 March – informal	Informal meeting -Community Strategy	Notes attached for information	Members event 21 March 2024

<b>Updates/ Briefing Notes / Visits 2023/24</b>			
<b>Date</b>	<b>Item</b>	<b>Details (Background)</b>	<b>Action / Outcome</b>
committee meeting			
<b>Working Groups / Inquiry Days 2023/2024</b>			
MTFS Working Group	<ul style="list-style-type: none"> <li>• Cllr M Wilcox (Chair)</li> <li>• Cllr B Peters</li> <li>• Cllr N Yates</li> <li>• Cllr J Pert</li> <li>• Cllr G Heath</li> <li>• Cllr S Thompson</li> <li>• Cllr J Oates</li> </ul>		Draft report submitted to Committee 18 December. Executive response to Cttee April 2024.
Climate Change Working Group	<p>Membership</p> <ul style="list-style-type: none"> <li>• Cllr S Thompson (Chair)</li> <li>• Cllr C Wileman</li> <li>• Cllr N Yates</li> <li>• Cllr T Clements</li> <li>• Cllr J Pert</li> <li>• Cllr B Peters</li> <li>• Cllr D Smith</li> </ul>		Draft report submitted to Committee 6 November. Reported to Cabinet early 2024. Executive response to Cttee April 2024.

Membership – County Councillors 2022-23	Calendar of Committee Meetings – 2023-24
<p>Samantha Thompson (Chairman) Gill Heath (Vice Chairman - Scrutiny) Charlotte Atkins Tina Clements Mike Davies John Francis Jeremy Oates Jeremy Pert Bernard Peters Kath Perry Bob Spencer Mike Worthington</p>	5 June 2023 (reserved for call-ins) - cancelled
	20 June 2023
	6 July 2023 (reserved for call-ins) - cancelled
	1 August 2023
	7 August 2023 (2pm) (reserved for call-ins) - cancelled
	1 September 2023 (reserved for call-ins) - cancelled
	12 September 2023
	6 October 2023 (reserved for call-ins) - cancelled
	24 October 2023 (reserved for call-ins) - cancelled
	6 November 2023
	4 December 2023 (reserved for call-ins) - cancelled
	18 December 2023
	5 January 2024 (reserved for call-ins) - cancelled
	24 January 2024
	9 February 2024 (reserved for call-ins)
	26 February 2024
	8 March 2024 (reserved for call-ins) followed by a private informal workshop
8 April 2024 (reserved for call-ins)	
9 April 2024	
29 April 2024 (reserved for call-ins)	