

Overview and Scrutiny Management Committee

Wednesday 25 November 2015 at 2.00 pm

**To be held at the Town Hall, Pinstone
Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillors Cate McDonald (Chair), Sue Alston, Steve Ayris, John Booker, Tony Damms, Denise Fox, Bob Johnson, Pat Midgley, Chris Rosling-Josephs, Jack Scott, Sarah Jane Smalley and Geoff Smith

Substitute Members

In accordance with the Constitution, Substitute Members may be provided for the above Committee Members as and when required.

PUBLIC ACCESS TO THE MEETING

The Overview and Scrutiny Management Committee comprises the Chairs and Deputy Chairs of the four Scrutiny Committees. Councillor Chris Weldon Chairs this Committee.

Remit of the Committee

- Effective use of internal and external resources
- Performance against Corporate Plan Priorities
- Risk management
- Budget monitoring
- Strategic management and development of the scrutiny programme and process
- Identifying and co-ordinating cross scrutiny issues

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to Scrutiny Committee meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Scrutiny Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

If you require any further information about this Scrutiny Committee, please contact Emily Standbrook-Shaw, Policy and Improvement Officer, on 0114 27 35065 or email emily.standbrook-shaw@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AGENDA
25 NOVEMBER 2015**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**
To approve the minutes of the meeting of the Committee held on 30th July, 2015
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. How Sheffield City Council Would Like to do Business**
Report of the Interim Executive Director of Resources
- 8. Work Programme 2015/16**
Report of the Policy and Improvement Officers
- 9. Scrutiny Committee Work Programme Overview**
Report of the Policy and Improvement Officers
- 10. Issues to Raise from Scrutiny Committees**
Chairs of Scrutiny Committees to report
- 11. Date of Next Meeting**
To note that (a) there will be a special meeting of the Committee on Thursday, 10th December, 2015, at 4.00 pm, in the Town Hall and (b) the next regular meeting of the Committee will be held on a date to be arranged

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in

land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or

- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council's website as a downloadable document at -<http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests>

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk

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Overview and Scrutiny Management Committee

Meeting held 30 July 2015

PRESENT: Councillors Cate McDonald (Chair), Steve Ayris, John Booker, Tony Damms, Cate McDonald (Chair), Pat Midgley, Chris Rosling-Josephs, Jack Scott, Sarah Jane Smalley and Geoff Smith

In Attendance: Councillors Ian Auckland and Cliff Woodcraft

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1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Sue Alston and Bob Johnson.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETINGS

4.1 The minutes of the meeting of the Committee held on 28th January 2015, were approved as a correct record and, arising therefrom, it was noted that the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee had included performance in respect of the Streets Ahead Project on its Work Programme and that the Safer and Stronger Communities Scrutiny and Policy Development Committee had already considered the performance of Kier in relation to housing repairs.

4.2 The minutes of the meeting of the Committee held on 11th February 2015, were approved as a correct record.

4.3 The minutes of the meeting of the Committee held on 20th May 2015, were approved as a correct record, subject to the substitution of the word “quarterly” for the word “bi-monthly” in paragraph 3.1 (Dates and Times of Meetings).

5. PUBLIC QUESTIONS AND PETITIONS

5.1 In response to a question from John Grayson on progress with the Council’s review of its Ethical Procurement Policy, the Chair, Councillor Cate MacDonald, stated that this issue was at the top of the Committee’s list of policy issues for consideration. Some work had already been undertaken in this regard and the Committee would give the issue further consideration at its Autumn meeting, when there would be an opportunity to challenge the Cabinet Member and officers. The

Policy and Improvement Officer would contact Mr Grayson to see if he wished to make any representations for consideration at that meeting.

6. ROLE OF THE COMMITTEE

6.1 For the benefit of any new Members, the Policy and Improvement Officer explained that the role of the Committee was to lead on the Scrutiny work planning process, the scrutiny of high level cross-cutting and Citywide issues and the use of Council resources and performance monitoring.

7. ANNUAL PERFORMANCE UPDATE

7.1 James Henderson, Director of Policy, Performance and Communications, gave a presentation, a copy of which had been circulated with the agenda pack, which provided an overview of Council performance measured by outcome area for 2014/15. Also in attendance for this item was Andi Walshaw, Performance and Research Manager.

7.2 James Henderson explained that Council performance was measured by 157 performance indicators and that performance was holding up well in the face of financial reductions, with the majority of the indicators being on an upward trend. There were, however, areas of concern, with particular attention being given to those indicators categorised as red and getting worse, of which there were 25. He went on to refer to some of these, which related to Adult Social Care (Assessment and Review), Adult Social Care (NHS Policies and Pathways), School Attainment, Fixed-Term School Exclusions, Permanent School Exclusions, Housing Delivery, City Centre Vibrancy and Sickness Absence. In relation to each of these, Members made various comments and asked a number of questions, to which responses were provided as follows:-

7.2.1 Adult Social Care – Assessment and Review

- There should be an annual review of people receiving Adult Social Care and Members would be provided with written information on the number and timing of these.
- The purpose of the annual review was to ensure that the individual was receiving an appropriate care package and Members would be provided with written information on the financial impact of these reviews.
- The reviews were regarded as a routine process and further information would be provided to Members in this regard.
- On a general point, the 25 indicators, which had been designated as red and getting worse, had been identified at a quarterly meeting of the Executive Management Team. Details of these 25 would be circulated to Members.

7.2.2 Adult Social Care – NHS Policies and Pathways

- Those who were back in hospital, in residential homes or had died were

included in the definition of those not being at home 91 days after discharge from hospital. There were issues with this definition, but it was nationally set to assist benchmarking. Members would be provided with further information in relation to this 91 day limit.

- Investigations would be undertaken into the inclusion of those deceased in the definition of those not at home 91 days after discharge from hospital and the results would be circulated to Members.
- It should be noted that this presentation was part of a three hour presentation so could not cover the issues in the same depth. Members should be aware that each quarterly presentation to the Executive Management Team was available on the Council's website and that a link to this information had been circulated to all Council Members.

7.2.3 School Attainment

- The overall pattern as presented was slightly generous but performance was not nearly as good as could be hoped for, particularly at Key Stage 2 and GCSE level, with any improved performance not matching national performance.
- The validity of the comparative data would be discussed with colleagues in the Children, Young People and Families Portfolio and further information circulated to Members, along with details of the 2015 targets.
- Whilst specific questions on school attainment could be answered, it might be more appropriate for the Children, Young People and Family Support Scrutiny and Policy Development Committee to look at attainment issues in more depth.
- In general terms, the national picture was improving faster than that in Sheffield.
- A 40 slide presentation had been produced on attainment and further information could be provided on the pupil premium.
- The Work Programme of the Children, Young People and Family Support Scrutiny and Policy Development Committee included School Attainment.
- The coasting middle was a challenge in relation to the Key Stage 4 indicator and this could be broken down into schools.

7.2.4 Fixed-Term and Permanent School Exclusions

- Twenty-one pupils had been permanently excluded from school during 2014/15.

7.2.5 Housing Delivery

- The Safer and Stronger Communities Scrutiny and Policy Development Committee would be looking at this issue in more detail, with particular reference to any barriers which were preventing development and ensuring that appropriate development occurred in the differing areas of the City.
- A possible consequence of missing the statutory target of 1,425 net housing completions was that the Council's planning policies could be considered to be out of date.

7.2.6 City Centre Vibrancy

- In the light of lower footfall and reduced letting levels in the Moor Markets, an action plan had been put in place in an attempt to improve the situation.
- There was a correlation between footfall on the Moor and the Moor Market, with 90% of those visiting the Moor also going to the Market.
- It was hoped that the new development on the Moor would provide a significant boost to the Market.
- Comparative information between the Moor Market and Crystal Peaks and information on market rents and service charges would be obtained and circulated to Members.

7.2.7 Sickness Absence

- There were different pathways for dealing with long-term and short-term sickness absence and information would be circulated to Members.
- The sickness absence figures relating to Q3 2014/15 would be examined to see if there were any particular reasons why that figure should be so high.
- On a more general note, it was possible to incorporate Council contractors into these performance indicators.

7.3 RESOLVED: That the Committee:-

- (a) notes the information reported and responses to questions;
- (b) notes that the performance issues reported in relation to Adult Social Care, School Attainment, School Exclusions, Housing Delivery and City Centre Vibrancy will each be considered by the appropriate Scrutiny and Policy Development Committee; and
- (c) requests that:
 - (i) the Director of Policy, Performance and Communications sends the further written responses to Members' questions to the Policy and

Improvement Officer for circulation to Committee Members;

- (ii) Corporate Performance Indicators, including Sickness Absence, be included in the Committee's Work Programme; and
- (iii) The Children, Young People and Family Support Scrutiny and Policy Development Committee gives particular consideration to attainment in schools which have pupils from areas of the City with high levels of deprivation.

7.4 James Henderson continued his presentation by introducing the Committee to the new Performance Management Framework, which he emphasised was presently in draft form. This new approach had resulted from the new Corporate Plan, which had provided the opportunity to review and refresh the Council's performance framework. The framework focused on what it was important for the Council to achieve and used Key Performance Questions (KPQs) to structure the proposal for a refreshed Corporate Performance Framework. The five Council priorities related to being an in-touch organisation, having a strong economy, having thriving neighbourhoods and communities, promoting better health and wellbeing, and tackling inequalities. There were KPQs relating to each of these priorities. He also emphasised the importance of setting realistic but stretching targets.

7.5 Members made various comments and asked a number of questions, to which responses were provided as follows:-

- Feedback on the KPQs would be welcomed.
- It was considered that the right number of KPQs had been set to cover each priority, but more could be included if it was felt appropriate.
- The Performance Framework had been signed off by the Executive Management Team in conjunction with the Cabinet Member for Finance and Resources. It was hoped that the Framework would stay in place for the 3 years of the Corporate Plan.
- Reporting on the new Performance Framework would be by means of a quarterly report and an annual report, both of which would be available to the public.
- The new Performance Framework would be introduced during the year 2015/16.
- It was possible that indicators might contribute to answering more than one KPQ.
- Performance areas had equal status in the Corporate Plan, but some may be regarded as core indicators.
- The objective of the Performance Framework was to assure the Council and the public that the Council's ambitions were being met.

7.6 RESOLVED: That the Committee:-

- (a) thanks James Henderson and Andi Walshaw for their contribution to the meeting;
- (b) notes the information reported and responses to questions; and
- (c) requests that:
 - (i) Members send any further comments on the new Performance Management Framework to the Director of Policy, Performance and Communications;
 - (ii) the Director of Policy, Performance and Communications circulates Committee Members with a list of draft indicators and targets; and
 - (iii) officers reflect on key issues for the Authority.

8. DRAFT WORK PROGRAMME 2015/16

8.1 The Committee received its Draft Work Programme for 2015/16.

8.2 RESOLVED: That the Committee approves the Draft Work Programme for 2015/16, subject to the inclusion of items on the Capital Programme, Sickness Absence and Corporate Performance Indicators.

9. SCRUTINY COMMITTEE WORK PROGRAMME OVERVIEW

9.1 The Committee received a report of the Policy and Improvement Officers which presented the draft Work Programmes of the four Scrutiny and Policy Development Committees.

9.2 RESOLVED: That the Committee notes:-

- (a) the draft Work Programmes of the four Scrutiny and Policy Development Committees;
- (b) that an invitation would be extended to Members of the Children, Young People and Family Support Scrutiny and Policy Development Committee to the meeting of the Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee in September 2015, which would consider the Carers' Strategy; and
- (c) that the Children, Young People and Family Support Scrutiny and Policy Development Committee had set up a Task and Finish Group to consider the Prevent agenda and that this may be of interest to Members of the Safer and Stronger Communities Scrutiny and Policy Development Committee, as there was some overlap with its remit.

10. ISSUES TO RAISE FROM SCRUTINY COMMITTEES

10.1 There were no issues raised from any of the four Scrutiny and Policy Development Committees.

11. DATE OF NEXT MEETING

11.1 It was noted that the next meeting of the Committee will be held on a date to be arranged.

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Report to Overview and Scrutiny Management & Policy Development Committee

Report of: Eugene Walker

Subject: How SCC would like to do business (including ethical procurement)

Author of Report: Marianne Betts, Director of Commercial Services

Summary:

This report is being presented to consult with and seek the views of the Overview and Scrutiny Management Committee, in order to refresh, and in cases develop, Sheffield City Council's (SCC) policy and supporting processes on engaging, procuring and managing relationships with its suppliers.

'How SCC would like to do business' (or similar title to be decided) covers 3 key themes, stating that the Council would like to do business in a manner that maximises the benefits for Sheffield and is:

- **Ethical** (including but not limited to topics such as living wage, tax compliance, grave misconduct)
- **Efficient** (including but not limited to Value for Money)
- **Effective** (including but not limited to how we can operate in a more agile manner)

Type of item: The report author should tick the appropriate box

| | |
|---|----------|
| Reviewing of existing policy | X |
| Informing the development of new policy | X |
| Statutory consultation | |
| Performance / budget monitoring report | |
| Cabinet request for scrutiny | |
| Full Council request for scrutiny | |
| Community Assembly request for scrutiny | |
| Call-in of Cabinet decision | |
| Briefing paper for the Scrutiny Committee | |
| Other | |

The Scrutiny Committee is being asked to:

Provide views, recommendations and any steer in shaping the policies.

Background Papers:

Category of Report: OPEN

Report of the Director of Commercial Services

How Sheffield City Council would like to do Business (including Ethical Procurement)

1. Introduction/Context

1.1 A culmination of activities has resulted in the opportunity for the Council to review its policies and processes holistically in regard to engaging, procuring from and managing its supply chain. These include but are not limited to:

1.1.1 Changes in legislation (e.g. EU Procurement Regulations 2015)

1.1.2 A variety of issues raised by Members, Officers and the Public covering topics such as:

1.1.2.1 Tax compliance

1.1.2.2 Ethical Procurement

1.1.2.3 Grave Misconduct

1.1.2.4 Living Wage

1.1.2.5 Blacklisting

1.1.3 New appointment of a Director of Commercial Services

1.2 Rather than tackle each issue separately the greater opportunity comes from a wholesale review and consultation process to enable cohesive changes to occur within the Council.

1.3 This paper does not present a formed policy but attempts to engage in consultation on a series of simple ideas, to facilitate discussion and gain valuable input from the Scrutiny Committee.

2. Considerations when shaping the policy

2.1 The intent is to:

2.1.1 keep the policy simple and clear;

2.1.2 recognise the legitimate constraints the Council is required to operate within;

2.1.3 create (or change the Council's existing policies and processes to be) flexible policies and processes that enable the Council to react better to changing landscapes (whether customer led, political, budgetary or within the supplier market);

2.1.4 better facilitate informed and commercially astute decisions to be made in a timely manner; and

2.1.5 state our requirements in ethical standards in regard to the Council's supply chain.

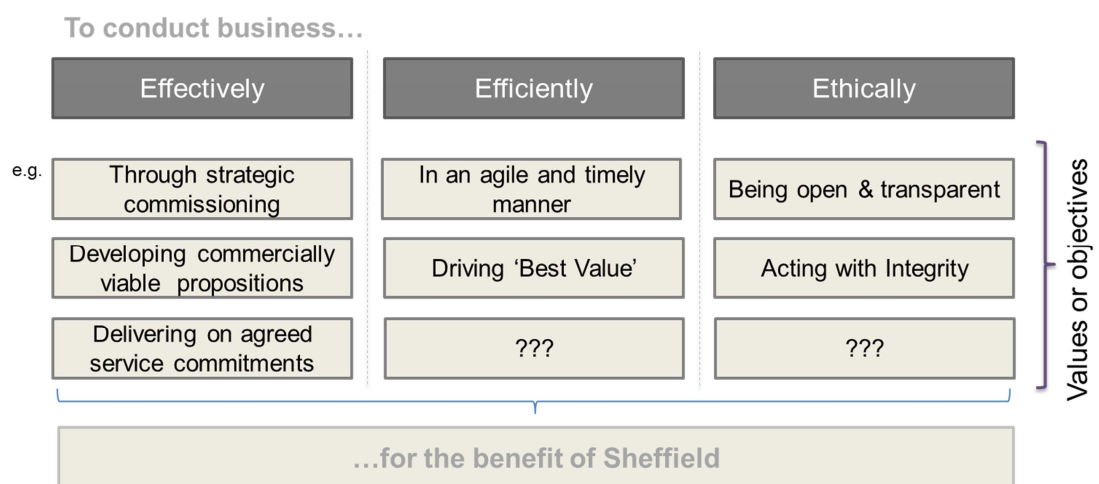
2.2 At this point in time the relevant financial, corporate or equality implications and any risk implications are not known. However the potential changes are highly likely to change the risk profile for the Council and the impacts shall be reviewed once the full policy has been developed further.

3 Policy development ideas

3.1 The Scrutiny Committee is asked to consider the following vision statement:

3.1.1. “We aim to conduct business, ethically, efficiently and effectively, for the benefit of Sheffield”

3.2 The intent is to develop a policy that clearly articulates the values and objectives of the Council under the 3 key headings:



3.2.1 The Scrutiny Committee is asked to consider the 3 principles and supporting values and objectives.

3.3 If we took 'Acting with Integrity' as an example and fleshed out some potential supporting policy statements it could look like the proposal below. The Council will already meet some of the statements at face value but the Scrutiny Committee is asked to consider if we can do more:

| Acting with Integrity | | |
|---|---|---|
| Key Statements, "SCC..." | Current Position (inc. Key Examples) | What more could we do? |
| ...do not support criminal activity" | Green Right to discount suppliers with record and terminate contracts for criminal activity | Reference additional 'ethically' focussed activities in the contract clauses. |
|shall minimise detrimental environmental impact | Green Favourably evaluate Accreditations in specific sectors / Environmental considerations | Factor in local GVA impact – i.e. don't evaluate environment in isolation to Sheffield economy. |
| ..shall tackle inequality | Green EIA undertaken for all procurements. Equality terms tied into contracts and evaluated. | Mandatory for new Suppliers to sign up to a code of conduct |
| ...support Living Wage | Yellow Model Contract Terms and Tender documentation advocate Living Wage | |
| ...support Tax Compliance | Green Financial Checks at PQQ stage. Access to published accounts as part of contract | Incentivise Suppliers to hold a Tax Accreditation? |
| ...do not support Grave Misconduct | Yellow Supported under 'criminal activity' / fraud clauses in contract etc. | See above re code of conduct (incorporating broader 'ethical requirements' too) |
| ???? | | |

3.4 The Scrutiny Committee is invited to provide further steer or recommendations with regard to maximising benefits (social value, financial or otherwise) to further shape the proposals on 'How Sheffield Council would like to do business'.

4 What does this mean for the people of Sheffield?

4.1 Overarching to the intent outlined in section, the Council is committed to maximising the direct benefits for Sheffield, in engaging with potential suppliers and its supply chain. For example, the policy considers aspects such as:

- 4.1.1. Maximising the Sheffield pound (£) . For example, supporting a local supply chain where it is commercially viable to do so.
- 4.1.2. Gross Value Added (GVA) impact in the Sheffield economy.
- 4.1.3. Employment and Education, for example Apprenticeships.

5. Recommendation

5.1 The Committee is asked to provide a steer, comment and recommendations on the outline ideas for 'How Sheffield City Council would like to do business' to enable the relevant policies to be shaped.

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Report to the Overview and Scrutiny Management Committee

25th November 2015

Report of: Policy & Improvement Officers

Date: 25th November 2015

Author of Report: Matthew Borland, matthew.borland@sheffield.gov.uk
Emily Standbrook-Shaw,
emily.standbrook-shaw@sheffield.gov.uk

Subject: **Work Programme**

The Committee's work programme is attached for consideration.

The work programme focusses on performance management and finance; considers corporate and city-wide issues where appropriate; and has a 'light touch' overview of the work of the four Scrutiny Committees.

Recommendations:

That the Committee:

- Discusses the proposed work programme
-

Work Programme Proposal

The Committee has three meetings for the remainder of the 2015/16 year.

The focus of each meeting was agreed at the last meeting of the Committee and is set out below, with brief standing items on 'Issues to raise from other Scrutiny Committees' and the Work Programme.

An additional meeting of the Committee has been arranged for December to consider the city region devolution deal.

December 10th 2015 – 4pm

- To consider the potential benefits of the devolution deal for Sheffield and the city region; and what additional powers are required from Government to generate the economic impact we are seeking.

January 2016

- Half year performance
- Finance to date
- Issues to raise from other Scrutiny Committees
- Work Programme

February 2016 – date tbc

- Budget Proposal
To consider the Budget proposal on the morning that Cabinet meets to agree its budget proposal to Council.
- Issues to raise from other Scrutiny Committees

Recommendations

That the Committee:

- Discusses the proposed work programme



Report to the Overview and Scrutiny Management Committee

25th November 2015

Report of: Policy & Improvement Officers

Date: 25th November 2015

Author of Report: Matthew Borland, matthew.borland@sheffield.gov.uk
Emily Standbrook-Shaw,
emily.standbrook-shaw@sheffield.gov.uk

Subject: **Scrutiny Committees – work programme overview**

One of the roles of OSMC is to take a 'light touch' overview of scrutiny work.

The draft work programmes of the 4 Scrutiny Committees are attached, in order to provide a comprehensive picture of planned scrutiny activity – although it is likely that these work programmes will change and develop as the year progresses.

The Committee is asked to note the draft work programmes, and identify issues where joint working between Committees may be appropriate.

Recommendations:

That the Committee:

- Notes the draft work programmes
 - Identifies any opportunities for joint working
-

Children, Young People & Family Support

| Proposed Topic | Reasons for selecting topic | Attendee/s | Date |
|--|--|--|-----------------------|
| Monday 28th September 2015 | | | |
| Road Safety & Education for Children & Young People in Sheffield | To requests a report to include the following: - An overview of the South Yorkshire Safer Roads Partnership and the Education, Training and Publicity Action Plan - An update on road safety for children and young people in Sheffield including an update on fatalities over the past 10 years and any resulting action taken by the partnership | Joanne Wehrle, Safer Roads Education Manager Karen Vickers Senior Road Safety Officer Dave Lawson, Project Manager | Monday 28th September |
| Children & Families Act – update report | To request an update on how we are delivering the requirements of the Children and Families Act, capturing the different elements of the act, including court proceedings, adoption, and special educational needs | Dorne Collinson, Director of Children and Families Jon Banwell, Dawn Walton, Debbie Mercer, Anna Brook and Suzanne Whiteley | Monday 28th September |
| Monday 30th November 2015 | | | |
| Support for children with disabilities and their families | This will include an update on the recommendations / outcomes from the "State of Sheffield 2014" survey carried out by Sheffield Parent Carer Forum (the | Sheffield Parent Carer Forum | Monday 30th November |

Page 23

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|---|---|--|----------------------|
| | survey involved 320 parents of children and young people with disabilities and / or additional needs from across the city). | | |
| Sheffield Safeguarding Children Board Annual Report 2014-15 | The Committee consider this report on an annual basis to understand the priorities and performance over the past 12 months. | Trevor Owen, Head of the Safeguarding Children Service, Sue Fiennes, Independent Chair, Victoria Horsefield, Board Manager | Monday 30th November |
| Sheffield Sexual Exploitation Service's Annual Report 2014-15 | This is a new annual report which was a recommendation from the internal CSE assessment undertaken in Sheffield in 2014. | Gail Gibbons, Chief Executive Officer, Sheffield Futures and Phil Ashford, Manager, CSE Service | Monday 30th November |
| Attainment in Sheffield - headline report | The Committee may choose to request a headline Report (with full report to then follow in January when national comparator data will be available). A headline report would outline the early picture / key points in terms of the attainment statistics for Sheffield. | Antony Hughes, Children's Commissioner & Director of Inclusion & Learning and other attendees tbc | Monday 30th November |

| Monday 25th January 2015 | | | |
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| 2014 City Wide Attainment Outcomes in Schools and Academies: Further detail on attainment outcomes for all Key Stages | A detailed report on the attainment statistics for Sheffield and analysis in terms of the available national data / comparators. | Antony Hughes, Children's Commissioner & Director of Inclusion & Learning and other attendees tbc | Monday 25th January |
| Schools Company (Trust) | To receive an update on work around developing the Schools Company (Trust). | Antony Hughes, Children's Commissioner & Director of Inclusion & Learning and other attendees e.g. Head teacher/s tbc | Monday 25th January |
| Healthy relationship education & emotional health & wellbeing in schools | An update report on how healthy relationship education & emotional health & wellbeing support is being delivered in schools. | Antony Hughes, Children's Commissioner & Director of Inclusion & Learning and other attendees tbc | Monday 25th January |
| Monday 14th March 2016 | | | |
| Looked after Children & Care Leavers Annual Report to Scrutiny | The Committee consider this report on an annual basis to understand the priorities and performance over the past 12 months. | Jon Banwell, Assistant Director - Provider Services and other attendees tbc | Monday 14 th March 2016 |

Page 29

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| Annual Fostering & Adoption Report | The Committee consider this report on an annual basis to understand the priorities and performance over the past 12 months. | Jon Banwell, Assistant Director - Provider Services and other attendees tbc | Monday 14 th March 2016 |
| Youth Services in Sheffield | An update on youth provision in the City including external providers and future plans for the service. | Sam Martin, Assistant Director - Lifelong Learning and Skills | Monday 14 th March 2016 |
| Monday 25th April 2016 | | | |
| Annual meeting with Young Carers & Young People | Annual event (closed meeting for scrutiny committee not open to the public) | Diane Owens (SCC) / Emma Hinchcliffe (Sheffield Futures) and other attendees tbc | Monday 25 th April 2016 |

Healthier Communities and Adult Social Care

| Topic | Date | Notes |
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| Single Item Agenda Issues | | |
| Better Care Fund with a focus on active support and recovery | Nov 15 | To gain a better understanding of what the Better Care Fund means for partners in the city, and how it will be delivered; and to look at proposals for active support and recovery under the Better Care Fund, and consider what Sheffield could be doing better |
| Learning Disabilities | January 2016 | Sheffield City Council and Sheffield Health and Social Care Trust have been working to improve provided services for people living with a learning disability in response to both internal and external reviews. The Committee are asked to consider evidence of recent progress and review each organisation's action plan |
| Public Health Vision | | The cabinet member is planning to review and refresh the vision for public health, adopted when the Council took on responsibility for the service. This would give the Scrutiny committee the opportunity to challenge and comment on the proposed vision. |
| Accessing Psychological Therapies | | To consider how Sheffield can maximise the benefits of psychological therapies. |
| Children's health and food | | To look at the current picture in terms of obesity and under-nutrition in children in Sheffield, understand the influencing factors and consider how Sheffield could improve its approach. |
| Elective Care Review (CCG) | | |
| Consideration of Task Group Report | By March 16 | |

| Major Task and Finish work | | |
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| Homecare – assuring quality. | Reporting by March 2016. | Task group to finalise scope but will take a whole systems approach and is likely to focus on the quality of homecare, considering whether all parts of the system are joined up; training and skills of the social care workforce; how the way we commission and contract homecare can impact on quality and how well services meet individual needs, particularly cultural appropriateness. |
| Sub-Group | | |
| Quality Accounts | Autumn 15 & Spring 16 | Sub group of Committee Members to carry out work on Quality Accounts on behalf of the Committee. The group will meet with providers twice; early in the process to identify issues it wants to see addressed in their reports, based on previous Quality Accounts, issues raised through scrutiny work and case work of members, and then again to comment on the final draft of the report. |
| Issues for briefings/information/updates | | |
| Learning Disabilities | January 2016 | To include an update on progress of deregistration of learning disability care homes; update on progress on the 'Transforming Care' agenda; update on the development of a voluntary code of conduct for supported living. |
| Carers Strategy | Nov/Dec 2015 | The Committee considered the development of the Carers' Strategy in September, and requested that the finale version of the strategy and action plan is presented to the Committee for comment. |
| Access to GP Services | | |
| Dementia Strategy | | |
| Care Act | | |
| Annual Safeguarding Report | | |

| Economic and Environmental Wellbeing Scrutiny Committee | | |
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| Potential Item | Rationale | Date |
| Future Role of City Centre | Follow up to the Committee's discussion in October 2014. | |
| Sheffield's International Economic Commission | April 2015: the Committee should (A) monitor the developments of Sheffield's International Economic Commission and (B) give consideration to (1) establishing a Task Group during 2015/16 to scrutinise the proposals in respect of the Commission. | |
| Broadband and economic development | Suggested as single topic meeting by the 2014/15 Committee. This would also incorporate the 'Rural Broadband' topic. | |
| Library services in the city | During the discussion at July's meeting on Walkley Library the Committee agreed to add library services in the City in general to the Work Programme 2015/16 | |
| Streets Ahead | Committee requested an update following discussion of the Streets Ahead Action Plan on Street Lighting in July 2014. | |
| Written briefings (without agenda time) | | |
| Air Quality | Follow up to the Committee's discussion in February 2015. | |
| Cycling Inquiry Progress | To update the Committee on implementation. In July 2014 the Committee asked for an update on progress in one year's time. | |
| Modernisation of Cabinet Highways Committee - review of new arrangements | The Committee requested at its April 2013 meeting that a review of the new arrangements be undertaken following implementation. | |

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| Enforcement action on litter dropping | A written briefing was requested at the Committee's September 2015 meeting. | |
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Safer and Stronger Communities

| Topic | Notes | Date |
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| Community Safety | The Committee agreed to dedicate a whole meeting to Community Safety. Specific aspects to be picked up include: <ul style="list-style-type: none"> - An update on the reorganisation of local policing - Partner Resource Allocation Meeting (PRAM) - 101 service | February 2016 |
| Welfare Reform | March 2015 meeting requested "officers continue to present update reports to the Committee in their current form, so that Members could request further information on specific items either when they received the report or at the subsequent meeting." The Committee may also wish to consider hearing from external organisations, e.g. Citizens Advice Bureau. | |
| Housing+ Model and its Implementation | A formal report on the implementation of Housing+ is proposed, following which a Committee visit would be arranged to see how implementation is working 'on the ground.' | |
| Tenant Engagement Update | To provide the Committee with the opportunity to comment on proposals on the approach to community engagement. This could also pick up on the Committee's request for an update on the Challenge for Change Community Engagement report it looked at in September 2014. | |
| Challenge for Change: Vacant Property Management | The Council Housing Service's scrutiny group Challenge for Change (made up of customers) are now concluding their fourth review looking at vacant property management and would like to present to the Safer and Stronger Communities Scrutiny Committee. | |
| Local Area Partnerships | The Committee has previously requested a report be presented to the Committee, with the Cabinet Member and Lead Officer being invited to attend the meeting. | |
| Housing Delivery | This has been identified by the Council as a performance challenge and was discussed at the Overview and Scrutiny Management Committee on 30 th July 2015. The Economic and Environmental Wellbeing Committee had a Task and Finish Group on this subject in 2014/15 | |

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| | and an approach that involves both Committees would need to be developed. | |
| Committee Annual Report | A short item to comment on a draft of the Committee's section of the Scrutiny Annual Report | April 2016 |