

# **Overview and Scrutiny Management Committee**

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**Monday 3 December 2012 at 4.00 pm**

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

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillors Chris Weldon (Chair), Ian Auckland, Penny Baker, Roger Davison,  
Gill Furniss, Helen Mirfin-Boukouris, Mick Rooney and Andrew Sangar

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## PUBLIC ACCESS TO THE MEETING

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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](http://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, or you can ring on telephone no. 2734552. 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. Please see the website or contact Democratic Services for further information.

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 David Molloy and Emily Standbrook-Shaw, Scrutiny Policy Officers, on 0114 27 35065 or email [david.molloy@sheffield.gov.uk](mailto:david.molloy@sheffield.gov.uk) / [emily.standbrook-shaw@sheffield.gov.uk](mailto:emily.standbrook-shaw@sheffield.gov.uk).

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## FACILITIES

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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.

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**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AGENDA  
3 DECEMBER 2012**

**Order of Business**

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- 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 19 April 2012
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Quarter 2 Performance Report**  
Report of the Director of Communications and Performance

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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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.

Under the Council's Code of Conduct, members must act in accordance with the Seven Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership), including the principle of honesty, which says that 'holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'.

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.

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 DPs 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](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 Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

### **Meeting held 19<sup>th</sup> April 2012**

**PRESENT:** Councillors Chris Weldon (Chair), Ibrar Hussain, Mazher Iqbal, Andrew Sangar and Clive Skelton

**In Attendance:-**

David Molloy and Emily Standbrook (Scrutiny Policy Officers)

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**1. APPOINTMENT OF CHAIR**

In the absence of the Chair, Councillor Chris Weldon, at the commencement of the meeting, Councillor Clive Skelton was appointed Chair.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Gill Furniss and Diane Leek.

**3. EXCLUSION OF THE PUBLIC AND PRESS**

No items were identified where a resolution may be moved to exclude the public and press.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. MINUTES**

The minutes of the meeting of the Overview and Scrutiny Management Committee held on 15<sup>th</sup> February 2012, were approved as a correct record and, arising from their consideration, it was noted that a presentation would be made to the Committee by a representative of Amey, the selected contractors for the Highways Private Finance Initiative, when all the contractual details had been finalised.

**6. PUBLIC QUESTIONS AND PETITIONS**

There were no petitions submitted or questions asked by members of the public.

(NOTE: At this point, Councillor Chris Weldon (Chair) joined the meeting and took the Chair.)

**7. QUARTER 3 PERFORMANCE REPORT**

7.1 The Director of Communications and Performance submitted the Quarter 3 Performance report which provided a summary of the Council's performance for each of the eight outcome areas contained in the Corporate Plan and had, as an appendix, a more detailed assessment for all of the contributory outcomes within each outcome area. The report also identified a number of performance challenges for the Committee's consideration.

7.2 In attendance for this item was Mark Tuckett (Corporate Performance Manager) and Julia Mawbey (Corporate Performance Officer).

7.3 The report was supported by a presentation given by Mark Tuckett, during which he demonstrated how Members could access the more detailed information contained in the performance dashboards and took them through the set of five Corporate Performance issues which comprised Attainment in Schools, City Centre Vibrancy, Homelessness, Care and Support, and Adoptions.

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

- It should be noted that, even where secondary schools had become academies, the Council nevertheless continued to have responsibility to advocate for children and young people.
- Officers would be asked to explain any issues relating to City Centre Vibrancy, particularly in terms of Strategic Management. It was considered that the appropriate Cabinet Member would be best placed to take any action with regard to such issues given that Scrutiny Committee meetings only took place every two months.
- The relevant national indicator relating to Adoptions referred to the number of adoptions within twelve months following an agency decision to adopt. A discussion was taking place within the Children, Young People and Families Portfolio regarding this indicator as it was felt that the resulting placements were good but took too long to implement.

7.5 RESOLVED: That the Committee:-

- (a) thanks Mark Tuckett for his presentation;
- (b) notes the information reported;
- (c) requests the Children, Young People and Family Support Scrutiny Committee to keep a watching brief in relation to Attainment in Schools which become academies and Adoptions;

- (d) in relation to City Centre Vibrancy, requests:-
  - (i) an explanation of the Strategic Management issues referred to in the presentation; and
  - (ii) a measure of comparison with the performance of the Core Cities in this regard;
- (e) requests that an item on Homelessness be included in the Work Plan of the Safer and Stronger Communities Scrutiny Committee; and
- (f) confirms its belief that Care and Support and Adoptions are already being properly examined by the Healthier Communities and Adult Social Care Scrutiny Committee and the Children, Young People and Family Support Scrutiny Committee respectively.

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## Report to Overview & Scrutiny Management Committee 03 December 2012

**Report of:** Joe Fowler, Director Communications and Performance

**Subject:** Quarter 2 Performance Report

**Author of Report:** Mark Tuckett, Corporate Performance Manager

**Summary:**

This report presents a summary of our performance against our corporate plan outcomes. The meeting will be run as an interactive session; whereby Members will have the opportunity to scrutinise performance in much more detail, and so are asked to prepare for the meeting

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

Reviewing of existing policy	
Informing the development of new policy	
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:**

Note the contents of the performance report.

Identify any areas of performance which they wish to understand further, to discuss during the meeting. If Members notify officers in advance of the meeting, then we can provide a fuller response, and, if appropriate, request that a relevant officer from the service attends the meeting.

Decide whether to refer any performance issues to other scrutiny committees for further analysis, or to inform the development of next year's scrutiny workplans

**Background Papers:** None

**Category of Report:** OPEN

# Report of the Director of Communications and Performance

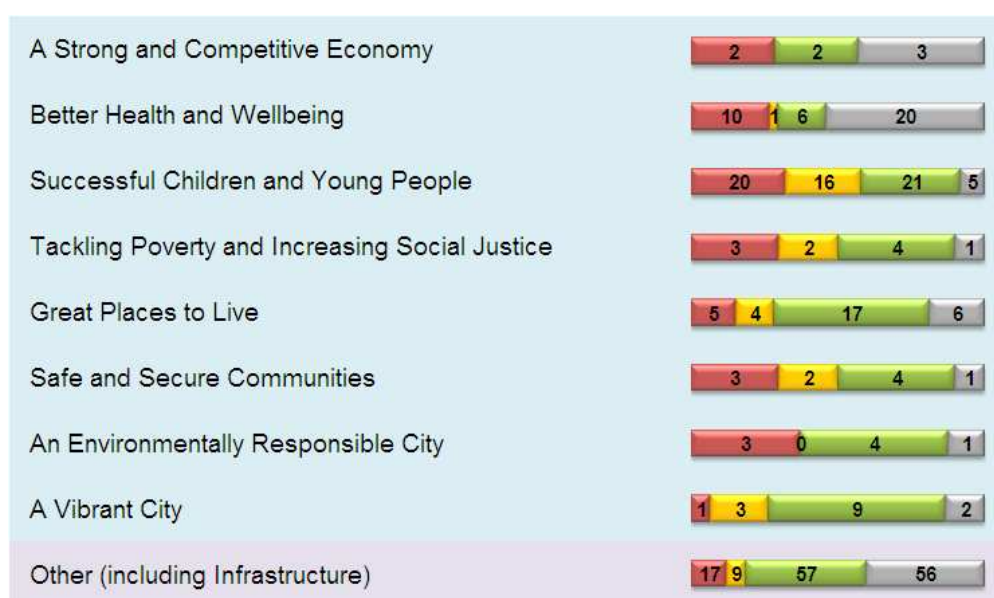
## 2012/13 Quarter 2 Performance Report

### 1. Introduction/Context

1.1 The Council regularly reviews performance information each quarter. This report presents our performance up to the end of Quarter 2, 2012/13.

### 2. Main body of report, matters for consideration, etc

2.1 The following table summarises our performance for each of the eight outcome areas of the Corporate Plan. The bars at the right indicate the number of indicators which are red, amber, green, or grey (have no red/amber/green rating<sup>1</sup>) for each outcome area.



- 2.2 An 'expanded' version of this report, which shows red, amber, green assessments for all the contributory outcomes within each outcome area, is included in Appendix 1.
- 2.3 During the Overview and Scrutiny Management Committee meeting, Members will be able to look at the specific indicators which generate the table shown above, and in Appendix 1. This will work best if Members have been able, in advance, to identify areas of performance they want to investigate further.
- 2.4 Members who wish to look at this detailed information in advance may do so by going to <http://intranet/performance--statistics/performance-reports>. Here, Members can click on any of the outcomes, and then see the performance dashboard for the service which is responsible for the outcome, and the contributory performance indicators.
- 2.5 These performance management reports; and the consolidation of management information so that high-level finance, HR, Change information is considered with performance information, are used to

<sup>1</sup> These will be indicators where a target is not appropriate, or where no target has been set

identify performance challenges – the majority of which are managed within services and portfolios.

2.6 A small number of these challenges are regularly considered in more detail by the Executive Management Team. This set of challenges comprises:

- Attainment in schools
- City centre vibrancy
- Homelessness
- Care and Support

2.7 Further information about each of these issues will be provided at the Overview and Scrutiny Management Committee meeting

### **3. Recommendation**

3.1 Note the contents of the performance report.

3.2 Identify any areas of performance, in addition to those mentioned above, which they wish to understand further to discuss during the meeting. If Members notify officers in advance of the meeting, then we can provide a fuller response, and, if appropriate, request that a relevant officer from the service attends the meeting.

3.3 Decide whether to refer any performance issues to other scrutiny committees for further analysis, and particularly, to inform the development of workplans for next year's scrutiny committees.

## Appendix 1

The following table shows the contributory outcomes for each outcome area

Outcome	Lead Portfolio	Assessment
<b>A Strong and Competitive Economy</b>		
Creative Sheffield	Place	
Exploiting commercial expenditure for the benefit of the City	Resources	
Implementation of the Sheffield Investment Fund	Resources	
<b>Better Health and Wellbeing</b>		
Delaying and reducing the need for care and support	Communities	
Enhanced quality of life for people with care and support and housing needs	Communities	
Ensuring a positive experience of care and support	Communities	
Healthy start and healthy lifestyle	DCX	
Improving public health	DCX	
Reducing health inequalities	DCX	
Safeguarding vulnerable adults and protecting them from avoidable harm	Communities	
<b>Successful Children and Young People</b>		
Appropriate and timely assessment of SEN	CYPF	
Children with a CPP are safe, supported and their needs are met	CYPF	
Early identification & preventative support	CYPF	
Early years - children are ready for school	CYPF	
Engaged in positive activities & making positive and informed choices	CYPF	
Ensure care leavers lead an independent adult life	CYPF	
Ensure children are protected, safe & in a secure environment	CYPF	
Ensure LAC have a choice of high quality placement	CYPF	
Families are able to access a school of their preference	CYPF	
Improving access to childcare to support low income working families	CYPF	
Improving quality of provision	CYPF	
LAC - achieve their attainment potential across all key stages	CYPF	
Primary children achieve national expectations and their potential	CYPF	
Quality assure provision to LAC	CYPF	
Secondary children achieve expectations & are positioned for EET	CYPF	
Vulnerable groups - narrowing the gap	CYPF	
YP engaged in EET to improve skills, confidence & experience	CYPF	
<b>Tackling Poverty and Increasing Social Justice</b>		
Adults with the skills, confidence & experience to be economically active	CYPF	
Supporting a thriving voluntary, community and faith sector	DCX	
Tackling Poverty and Increasing Social Justice	DCX	
Welfare reform	Resources	



Outcome	Lead Portfolio	Assessment
<b>Great Places to Live</b>		
Development Services	Place	
Ensuring good quality community buildings for community use	Communities	
Housing, Enterprise and Regeneration Services	Place	
Improving community cohesion	Communities	
Increasing the voice and influence of local communities	Communities	
Libraries	Communities	
Street Force	Place	
<b>Safe and Secure Communities</b>		
Reducing crime and anti-social behaviour	Communities	
Tackling drug and alcohol related issues	Communities	
Vulnerable people and Communities	Communities	
<b>An Environmentally Responsible City</b>		
Business and Regulation (Director)	Place	
Sustainable Development	Place	
<b>A Vibrant City</b>		
Culture and Environment	Place	
Delivery a new Market Hall on the Moor	Resources	
Marketing Sheffield	Place	
<b>Other (including Infrastructure)</b>		
A commercial and customer-focused legal service	DCX	
A commercial and customer-focused register office	DCX	
A Council that delivers services and change legally	DCX	
A Council that knows where it's going, how it's going to get and whether it will succeed	DCX	
A service that supports the Council to deliver its priorities	DCX	
Clear strategic direction and effective business management	Communities	
Consistent trading business and charging model	Resources	
Corporate Information Management Framework	Resources	
Creating, developing and coordinating the evidence base for good decision making	DCX	
Customers receive high quality services & protected from harm, abuse and neglect	Communities	
CYPF Budget 2011/12 Implementation Programme	CYPF	
Delivery of property efficiencies across the Sheffield Public Sector Estate over a 10 year period	Resources	
Democratic accountability	DCX	
Democratic accountability	DCX	
Democratic accountability	DCX	
Develop and implement a digital by default strategy across the Council	Resources	
Effective co-production and partnership working with people who use our services	Communities	

Outcome	Lead Portfolio	Assessment
<b>Other (including Infrastructure) continued</b>		
Effective Governance	DCX	
Ensure that CYPF projects are managed and controlled along best practice	CYPF	
Ensure the Capital Programme delivers value for money (BST)	CYPF	
Ensure the successful transition of Public health functions	Resources	
Equal access and opportunities	DCX	
Establishing a Portfolio apprenticeships scheme	Resources	
Grant funding is cohesive and corporate	Resources	
Implement a range of E-Business solutions across the Council	Resources	
Implement the Customer First Programme	Resources	
Integrated, locality-based market in service provision across the sectors	Communities	
Lead and deliver co-ordinated transport strategies	Resources	
Lead the income collection and management project	Resources	
Leading Authority in Information Governance	Resources	
Organisation delivers business-driven exploitation and change	Resources	
Outcome-focused strategies built on comprehensive assessment of needs and assets	Communities	
People involved in the issues that effect them	DCX	
People transformation - Organisational Enablement and HR re-design	Resources	
Positive Council Reputation	DCX	
Procurement, contracting and performance management of services and products	Communities	
Provide both the 'tools's and direct support for improvement and change	Communities	
Provide information for CYPF services and for schools (BST)	CYPF	
Reduce the number of administrative (office) buildings	Resources	
Resource Link: improve the operation of the current HR system	Resources	
Resources transactions	Resources	
School Food Service	CYPF	
Self-service strategy for infrastructure services	Resources	
Sheffield employer of choice; improve the profile and reputation of Sheffield City Council as a employer of choice	Resources	
Sheffield homes transition	Resources	
Smooth transition to the new Highways PFI provider and improve service delivery to customers	Resources	
Strategic disposals programme including an asset enhancement programme	Resources	
Systematic programme of investment & service re-design that aims to manage demand	Communities	