

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

WEDNESDAY 29TH MAY, 2013

**AT 6.00 PM
IN COMMITTEE ROOM 2
THE COUNCIL HOUSE
DUDLEY**

If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you

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**You can view information about Dudley MBC on
www.dudley.gov.uk**

The logo for Dudley Metropolitan Borough Council features the word "Dudley" in a large, bold, sans-serif font. A thick, black, curved line arches over the letters "d", "u", and "d" of "Dudley". Below the word "Dudley", the words "Metropolitan Borough Council" are written in a smaller, black, sans-serif font.

Dudley
Metropolitan Borough Council

IMPORTANT NOTICE

MEETINGS IN DUDLEY COUNCIL HOUSE

Welcome to Dudley Council House

In the event of the alarm sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

There is to be no smoking on the premises in line with national legislation. It is an offence to smoke in or on these premises.

Please turn off your mobile phones and mobile communication devices during the meeting.

Thank you for your co-operation.

Your ref: Our ref: Please ask for: Telephone No.
Steve Griffiths/Joe Jablonski (01384) 815235/5243

17th May, 2013

Dear Councillor

Overview and Scrutiny Management Board
Wednesday, 29th May, 2013 – 6.00PM

You are requested to attend a meeting of the Overview and Scrutiny Management Board to be held on Wednesday, 29th May, 2013 at 6.00pm in Committee Room 2 at the Council House, Dudley to consider the business set out in the agenda below.

The agenda and public reports are available on the Council's Website www.dudley.gov.uk and follow the links to 'Councillors in Dudley' and the Committee Management Information System.

Yours sincerely



Director of Corporate Resources

A G E N D A

1. ELECTION OF CHAIR

To elect the Chair for the 2013/14 municipal year.

2. ELECTION OF VICE-CHAIR

To elect the Vice-Chair for the 2013/14 municipal year.

3. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

4. APPOINTMENT OF SUBSTITUTE MEMBERS

To report the appointment of any substitute members serving for this meeting of the Board.

5. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with the Members' Code of Conduct.

6. TERMS OF REFERENCE AND ANNUAL SCRUTINY PROGRAMME 2013/14 (PAGES 1 - 22)

To consider the report of the Director of Corporate Resources and the Lead Officer.

7. FORWARD PLAN OF KEY DECISIONS (PAGES 23 – 27).

To consider a report of the Director of Corporate Resources.

8. TO CONSIDER ANY ISSUES ARISING FROM SCRUTINY COMMITTEES TO BE REPORTED TO THE CABINET

9. TO ANSWER QUESTIONS UNDER COUNCIL PROCEDURE 11.8 (IF ANY).

To: All Members of the Overview and Scrutiny Management Board:

Councillors A Ahmed, Blood, Boleyn, Caunt, Hale, Islam, James, Kettle, Marrey, Ridney and Tyler.

Overview and Scrutiny Management Board – 29th May, 2013

Joint Report of the Lead Officer and the Director of Corporate Resources

Terms of Reference and Annual Scrutiny Programme 2013/14

Purpose of Report

1. To note the terms of reference of the Board following the review of the Council's Overview and Scrutiny Arrangements and to approve the Annual Scrutiny Programme 2013/14.

Background

2. On 25th April, 2013, the Cabinet considered a report on a review of the Council's overview and scrutiny arrangements. The recommendations from Scrutiny Chairs were endorsed by the Cabinet and formally approved at the annual meeting of the Council on 16th May, 2013.
3. The principles of the new structure are to strengthen the Council's overview and scrutiny arrangements; to ensure proper democratic accountability and to promote confidence in the conduct of the Council's business. The new scrutiny arrangements are also set in the context of significant financial pressures faced by the Council and the need to focus limited resources in the most effective way.
4. The review was also based on the following principles, as agreed by Scrutiny Chairs:-
 - That the former informal "Chairs of Scrutiny Committees" meeting be formalised into an "Overview and Scrutiny Management Board".
 - That a revised structure of Overview and Scrutiny Committees be adopted, including Scrutiny Committees to carry out detailed scrutiny reviews and a separate Scrutiny Committee with a remit for Corporate Performance Management, Efficiency and Effectiveness.
 - That the role of Scrutiny Committees be developed further to comprise:-
 - The adoption of the "Parliamentary Select Committee" model by undertaking single item in-depth scrutiny investigations/inquiries with reports from the Scrutiny Chair being presented to the Cabinet/Council.

- Being more strategic and selective in selecting topics for scrutiny with Scrutiny Committees focussing on in-depth investigations. The Overview and Scrutiny Management Board will have a role in overseeing and co-ordinating the annual scrutiny programme.
- Enhancement of the role of Scrutiny Committees in policy development by carrying out the in-depth scrutiny reviews as referred to above.
- All scrutiny “Call-ins” to be determined by the Management Board (with provision for inviting statutory co-opted members in the case of Education matters).
- Cabinet Members/Chief Officers and others to attend scrutiny meetings to give evidence/reports if required by the Scrutiny Committee (given advance notice).
- The retention of statutory co-opted members on the Scrutiny Committee that considers “Education” matters (ie: Children’s Services).
- The Chair of the Overview and Scrutiny Management Board to submit an annual report to the Council on corporate scrutiny activity.
- The Minutes of the Overview and Scrutiny Management Board and individual Scrutiny Committees to be submitted to Council.

5. The approved terms of reference of the Overview and Scrutiny Management Board and the five Scrutiny Committees are set out in Appendix 1. The Management Board has a key co-ordinating role to avoid duplication between the work of the Board and individual Scrutiny Committees. The Board will also have an ongoing role throughout the year to monitor progress of the annual scrutiny programme; identify/resolve any difficulties and approve variations in the scrutiny programme to reflect changes in circumstances. The Board will also monitor the implementation of specific scrutiny recommendations and have the facility to raise items on the Cabinet agenda. The terms of reference of the Committees also give a clear indication of the Cabinet portfolios and Directorate functions within the remit of each Scrutiny Committee.
6. Scrutiny Committees have discretion to set their own programme of meetings to carry out the reviews that are allocated to them. The Management Board has been programmed in the Council calendar to broadly coincide with the dates of Cabinet meetings in 2013/14:-

Programmed Dates of the Overview and Scrutiny Management Board – 2013/14

Monday, 9th September, 2013 – 6pm (Committee Room 2)
 Wednesday, 16th October, 2013 – 6pm (Committee Room 2)
 Tuesday, 26th November, 2013 – 6pm (Committee Room 2)
 Monday, 3rd February, 2014 – 6pm (Committee Room 2)
 Wednesday, 26th February, 2014 – 6pm (Committee Room 2)

7. In April, 2013, Scrutiny Chairs considered the development of a draft Annual Scrutiny Programme for the 2013/14 municipal year taking account of the views of Cabinet Members and Directors as part of their business planning cycle. The draft Annual Scrutiny Plan is set out in Appendix 2 and it is recommended that this be formally endorsed to form the basis of work by Scrutiny Committees during the 2013/14 municipal year.
8. The scrutiny of the Council's revenue budget proposals will continue on the basis of reports to the individual Scrutiny Committees in the November cycle of meetings.
9. Immediately following the first meeting of each of the new Scrutiny Committees in June/July, 2013, an informal development session will be held for members of each Scrutiny Committee and officers. This will also allow for a discussion on the scope of the topics to be scrutinised; the process of gathering information (including the 'witnesses' to be invited to attend) and the timescales for carrying out the reviews (with timescales for both informal and formal meetings).
10. Appendix 3 gives more detailed information on the topics set out in the Annual Scrutiny Programme for 2013/14.
11. The revised scrutiny arrangements will be subject to ongoing review and further consideration by the Overview and Scrutiny Management Board during the municipal year.

Finance

12. The costs of operating the revised scrutiny arrangements will be contained within existing budgetary allocations.

Law

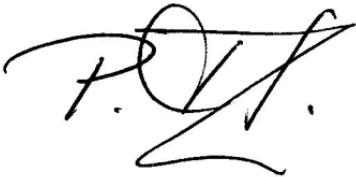
13. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.
14. Scrutiny powers relating to health are included in the Health and Social Care Acts 2001 and 2012 and associated Regulations and statutory guidance. The Police and Justice Act 2006 gives the Council powers to scrutinise the work of the Crime and Disorder Reduction Partnership and the Local Government and Public Involvement in Health Act 2007 enables local authorities to scrutinise other partners. Much of this legislation has now been consolidated in the Localism Act 2011.

Equality Impact

15. Provision exists within the recommended scrutiny arrangements for overview and scrutiny to be undertaken of the Council's policies on equality and diversity.

Recommendations

16. That the terms of reference, as set out in Appendix 1, be noted.
17. That the Annual Scrutiny Programme for 2013/14, as set out in Appendix 2, be approved and adopted.



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Philip Tart
Director of Corporate Resources



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Ron Sims
Lead Officer

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List of Background Papers

Reports and minutes of the Cabinet dated 25th April, 2013
Reports and minutes of the Council dated 16th May, 2013

Terms of Reference

Overview and Scrutiny Management Board

To oversee and co-ordinate the Council's Overview and Scrutiny functions under the Local Government Act 2000, any subsequent legislation, regulations or statutory guidance.

To approve and monitor the Annual Scrutiny Programme setting out the reviews to be undertaken by individual Scrutiny Committees and to make any necessary amendments to reflect changes in circumstances that arise during the year.

To oversee the scrutiny of any decisions or actions taken in connection with the discharge of the Council's executive functions; to undertake scrutiny reviews or refer any matters to individual Scrutiny Committees as appropriate.

To oversee and co-ordinate the activities of Scrutiny Committees to avoid duplication and ensure liaison on cross-cutting issues.

To consider and determine items that are called in for scrutiny in respect of decisions made by the Cabinet, Cabinet Members, the Chief Executive or Directors/Chief Officers in accordance with the Overview and Scrutiny Procedure Rules and associated protocols.

To engage with the Leader/Deputy Leader, the Cabinet and other Members as necessary with a view to achieving common aims and continuous improvement and to raise issues with the Cabinet as necessary.

To receive the Forward Plan of Key Decisions to be taken by the Council, the Cabinet, Cabinet Members or Directors/Chief Officers over a four-month period.

To co-ordinate the Council's involvement in scrutiny arrangements at local and regional levels.

To encourage effective partnership working and community involvement in the Overview and Scrutiny functions of the Council.

To make reports and recommendations to the Council and/or the Cabinet in connection with the discharge of Overview and Scrutiny Functions.

To submit an annual report to the Council on the work of the Overview and Scrutiny Management Board.

To receive recommendations, as appropriate, from individual Scrutiny Committees.

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee

To scrutinise the Quarterly Corporate Performance Management Report and to make any associated recommendations to the Cabinet, Cabinet Members, the Chief Executive, Directors and Chief Officers.

To undertake scrutiny functions associated with the strategic Crime and Disorder Reduction Partnership (Safe and Sound).

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations/inquiries in respect of specific issues assigned to the Committee within its terms of reference.
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Chief Executive's Directorate, the Directorate of Corporate Resources and the Cabinet portfolios of the Leader, the Cabinet Member for Finance and the Cabinet Member for Human Resources, Legal and Property.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Adult, Community and Housing Services Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations/inquiries in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Adult, Community and Housing Services and the portfolios of the Cabinet Members for Adult and Community Services and Housing and Community Safety (with the exception of the scrutiny of matters relating to the strategic Crime and Disorder Reduction Partnership – Safe and Sound).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Children's Services Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Children's Services and the portfolio of the Cabinet Member for Children's Services and Lifelong Learning.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Urban Environment Scrutiny Committee

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of the Urban Environment and the portfolios of the Cabinet Members for Environment and Culture, Regeneration and Transport.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Health Scrutiny Committee

To fulfil all of the overview and scrutiny functions of a Scrutiny Committee as they relate to the improvement of local health and associated services, as a contribution to the Council's community leadership role, in accordance with relevant legislation, regulations and associated guidance.

To make reports and recommendations to local National Health Service (NHS) bodies and to the Council on any matter reviewed or scrutinised which will explain the matter reviewed, summarise the evidence considered, provide a list of participants in the scrutiny exercise, and make any recommendations on the matter reviewed as appropriate.

To proactively receive information within given timescales, with some exceptions as per Government Guidance, requested from local NHS bodies.

To be consulted by and respond to (as appropriate) NHS bodies in connection with the rationale behind any proposal and options for change to local health services made by the NHS.

To ensure the involvement of local stakeholders in the work of the Committee.

To take referrals from local Patients' Forums.

To act in accordance with Government Guidance relating to Health and Scrutiny functions.

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of all health related functions and matters falling within the portfolio of the Cabinet Member for Health and Wellbeing (including the Office of Public Health).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

Draft Annual Scrutiny Programme 2013/14

Scrutiny Committee	Areas for Scrutiny
Corporate Performance Management, Effectiveness and Efficiency Scrutiny Committee	<ul style="list-style-type: none"> • Local Council Tax Reduction Scheme (Year 2) • Apprenticeships and Work Experience • Corporate Complaints System
Adult, Community and Housing Services Scrutiny Committee	<ul style="list-style-type: none"> • The Impacts and Outcomes of the Making it Real Agenda – What Does Personalisation Mean for the People in Dudley • Welfare Reforms and Housing – The Dudley Response
Children’s Services Scrutiny Committee	<ul style="list-style-type: none"> • Safeguarding Standards within the Borough and Children’s Services Contribution • Looked After Children – Provision and Outcomes • Early Intervention Strategy for the Borough
Urban Environment Scrutiny Committee	<ul style="list-style-type: none"> • Parks, Nature Reserves and Open Spaces Strategy • Support to Local Businesses • Traffic Regulation Orders – the process
Health Scrutiny Committee	<ul style="list-style-type: none"> • Tobacco Control Strategy - Update/Development • Elements of Patient Experience in Acute Care

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee		
Portfolio		Cabinet Member for Finance
Area for Scrutiny		Local Council Tax Reduction Scheme 2 nd Year (2014/15)
Council Priorities	Council Plan:	'Alleviating hardship suffered by households resulting from low incomes and vulnerable to changes with the economy'
Context		<ul style="list-style-type: none"> • Council tax benefit was localised with effect from April 2013 with a reduction in Government subsidy of 10% (£2.4m for Dudley) • Reducing council tax support is seen by the Government as an incentive for getting people into work. Pensioners must be protected, but it is for individual councils to decide whether or to what extent to protect other 'vulnerable' groups such as disabled people or households with young children which may have previously received support. • Council in November 2012 approved the adoption of the Government's default scheme for its 2013/14 local scheme following consultation and an equality impact assessment. • The agreed option requires the council to absorb the £2.4m reduction within its overall budget (although Government has provided a Transition Grant of £0.5m for 2013/14) • Schemes may be revised from one year to the next (but not within the year)
Rationale		<ul style="list-style-type: none"> • Council approval was for the 2013/14 scheme. Against the background of continuing financial pressures, there is an urgent need to consider whether to revise the scheme for 2014/15 or to continue to absorb the cost of maintaining current eligibility rules and award criteria • A range of options exists to meet in full or in part the £2.4m reduction in funding but all options have some impact on various protected or vulnerable groups and each have different pros and cons. • Responses to the Big Question council tax consultation indicated that of those who said no to a council tax increase 72% would cut 'benefits and other welfare services' (the most popular choice) and of those which said yes to an increase 39% would most want to protect 'benefits and other welfare services' (the equal second least popular choice).
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> • To consider the options for the Local Council Tax Reduction Scheme in 2014/15 and to advise the Cabinet on an appropriate course of action.

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee		
Portfolio		Cabinet Members for Human Resources, Legal and Property and Children's Services & Lifelong Learning
Area for Scrutiny		Apprenticeships and Work Experience
Council Priorities		
	Council Plan:	Developing apprenticeships, work placements and experience across the whole Council to help school leavers in getting a job and training.
Context		Over the last 2 years there has been significant media coverage about youth unemployment and the limited opportunities for young people. Dudley Council wants to ensure that there is appropriate provision of apprenticeship opportunities across the borough and within the Council for young people.
Rationale		To provide further direction to the apprenticeship task group to review, plan and support young people and employers to engage in high quality Apprenticeship programmes and work experience placements within Dudley. Where gaps are identified, to make recommendations for improvement. To support the development of a multi agency approach for ensuring high quality apprenticeships in Dudley.
What are we asking from the Scrutiny Committee?		To examine how the Council can maximise the opportunities for apprenticeships and work experience for the benefit of local people.

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee		
Portfolio		Cabinet Member for Human Resources, Legal and Property
Area for Scrutiny		Corporate Complaints System
Council Priorities		
	Council Plan:	'To give local people customer friendly and responsive services'
Context		<ul style="list-style-type: none"> ▪ The council wants to have in place a process which gives easy access to local people wishing to give feedback. ▪ The corporate customer feedback procedure is a means by which customers can give feedback to the council, and be sure that they will be listened to and taken seriously. ▪ A corporate complaints system to manage and report on compliments, comments and complaints in a consistent manner will be implemented in July 2013, following recommendations arising from an internal audit (July 2012) of the council's corporate feedback procedure. ▪ The system is underpinned by the expectations of the local ombudsman as outlined in the publication "Guidance on running a complaints system". ▪ The Local Government Act underpins how councils should respond to corporate complaints; the separate statutory social care complaint process will remain and is not affected by this new corporate system. ▪ The new procedure will provide a more effective process for reporting on all complaints received across the council.
Rationale		<ul style="list-style-type: none"> ▪ The council introduced a corporate feedback procedure to give customers easy access to provide feedback, and to instil public confidence that the council manages complaints in a consistent manner ▪ There is potential for member engagement in customer feedback, with members been appropriately informed about the corporate feedback procedure when asked to assist customers with their complaints. ▪ Members decided that the new procedure be renamed as 'compliments, comments and complaints'. ▪ It will protect the interest of the council in terms of local government ombudsman enquiries. ▪ It will promote and safeguards the council's reputation. ▪ It will enable us to ensure that services carried out jointly with partner agencies are also captured through use of this process. It will also enable complaints raised in relation to services provided by our partners to be captured and consistently responded. ▪ The new procedure will enhance our capabilities to detect errors, correct mistakes, take action and learn from complaints. ▪ This will provide a further opportunity for local people to tell us what they think of the services provided by the local council.
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> ▪ To consider the policy priorities for corporate complaints and to advise the Cabinet on the implications for the Council.

Adult, Community and Housing Services Scrutiny Committee		
Portfolio	Cabinet Member for Adult and Community Services	
Area for Scrutiny	The Impacts and Outcomes of the Making It Real Agenda - What Does Personalisation Mean For People In Dudley?	
Council Priorities	Council Plan:	Ensuring that people who use care and support services are able to live independently within their community. The proportion of people who use services and carers who find it easy to find information about services
Context		<ul style="list-style-type: none"> For the last few years all councils in England and Wales have been working with partner agencies, users of services and carers to transform how adult social care support is delivered. The guidelines for this come from an initiative called Think Local, Act Personal. (http://thinklocalactpersonal.org.uk/) The first stage of this was called Transforming Adult Social Care and if you follow these links you can find out more about the principles and how we set about things in Dudley. (http://www.dudley.gov.uk/resident/care-health/adult-health-social-care/getting-involved/making-it-real-in-dudley/transforming-social-care/) The next stage of Think Local, Act Personal is called Making it Real. Making it Real is a set of standards or markers which directly relate to the experiences of those who use our services or who care for people who do. These markers will be used to support all those working towards personalisation. This will help organisations check their progress and decide what they need to do to keep moving forward to deliver real change and positive outcomes with people. You can find out more about Making it Real and the Dudley Action Plan at the following link: http://www.dudley.gov.uk/resident/care-health/adult-health-social-care/getting-involved/making-it-real-in-dudley/
Rationale		<p>Making It Real has six key objectives:</p> <ol style="list-style-type: none"> 1) Having the information I need; when I need it. 2) Active and supporting communities, keeping friends family and place 3) Flexible integrated care and support: my support, my own way 4) Workforce: my support staff 5) Risk enablement: feeling in control and safe. 6) Personal budgets and self-funding: my money. <p>Our action plan sets out practical activity to deliver improvement in each area.</p>
What are we asking from the Scrutiny Committee?		To consider and challenge progress with the delivery of the Making it Real action plan. Identify areas of positive progress and areas for improvement and identify what difference it is making to people's lives.

Adult, Community and Housing Services Scrutiny Committee		
Portfolio	Cabinet Member for Housing and Community Safety	
Area for Scrutiny	Welfare Reforms and Housing – The Dudley Response and How We Will / Are Supporting People	
Council Priorities	Council Plan:	Prioritising front line services to ensure protection to the most vulnerable people in Dudley.
Context		<ul style="list-style-type: none"> • The planned tax and benefit reforms between January 2011 and April 2014 in the UK, will have differential impacts notably by income and family type. • While these reforms are having the greatest impact on poorer households and on families with children, pensioners' income has been protected in relative terms, with an average decline in income across all income bands of less than half the average. • Dudley MBC has a retained housing stock and together with Registered Social Landlords provides social housing. It is likely that the overall impact of the changes and some specific changes will impact on social housing tenants and those needing to access the service. • These specifics are <ul style="list-style-type: none"> Loss of bedroom subsidy – known as 'bedroom tax' Discretionally housing payments (DHP) Welfare assistance fund Fuel Poverty Child poverty
Rationale		<ul style="list-style-type: none"> • Even accepting the government ideology that the changes are intended to make 'work pay' and end a benefit culture, this Council will want to protect its citizens whilst at the same time maximising training and employment opportunities within the Borough. • Housing is a fundamental right and plays a major part in the stability of families and communities and their well being. As such the potential consequences of these changes are cross cutting and call for Directorates, agencies and voluntary organisations to have a shared vision. • Housing is, however, a social business and it needs to be recognised that its source of revenue is mainly through its rents. • Issues arising for housing will include, <ul style="list-style-type: none"> • Affordability – can't pay won't pay. • Effective use of DHP to protect vulnerable people • Effective housing strategy to address the competing housing needs • An effective revenue collection strategy • Increased homelessness • Possible increase in fraud.
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> • Government has completed an EIA, and EIAs have been completed according to specific issues/service provision. • To consider the impact of Housing reforms • The 'real' impact of these changes over the '11 – '14 timeframe will need to be monitored and scrutinised. This will influence the policy decisions of this Council and the lobbying that is needed at all levels of government. • How prepared are we to deal with these issues from a Housing perspective and what is the local impact. How are we responding and how effective is our response?

Children's Services Scrutiny Committee		
Portfolio		Cabinet Member for Children's Services and Lifelong Learning
Area for Scrutiny		Safeguarding Standards within the Borough and Children's Services Contribution
Council Priorities		
	Council Plan:	Keeping children and young people safe
Context		Child protection and safeguarding are national and local priorities. Over the last fifty years society has become increasingly aware of the high numbers of children that are at risk of harm and neglect. It has also become more intolerant of those public services which fail to keep young people safe. Consequently all local authorities have seen an increase in the number of children being taken into care.
Rationale		The Council must work with its partners to keep children and young people safe from harm and neglect. This is one of its highest priorities. The complexity and challenging nature of work in this area must be understood by all those who are connected with the Council and everyone needs to appreciate what is needed to improve services.
What are we asking from the Scrutiny Committee?		To understand and support our activities to promote safeguarding. To engage in the dialogue about other measures which may make our safeguarding work even more effective.

Children's Services Scrutiny Committee		
Portfolio		Cabinet Member for Children's Services and Lifelong Learning
Area for Scrutiny		Looked after Children Provision and Outcomes
Council Priorities		
	Council Plan:	Improves services to, and outcomes of, looked after children
Context		All local authorities have experienced a rise in the number of children and young people who have been taken into care. Society has become much more intolerant of agencies and families that fail to keep young people safe. There is growing evidence about the level of poor parenting which exists in the community and which puts children at risk. There is also growing concern about the relatively poor outcomes achieved by many care leavers e.g. in terms of educational qualifications, poverty and offending.
Rationale		Many factors have a bearing on this phenomenon. It is essential that the Council keeps young people safe from harm and neglect, but at the same time we need to manage the costs of doing so. These two drivers create a dilemma for the organisation and it is important that elected members understand what we are doing and how they can help.
What are we asking from the Scrutiny Committee?		To understand and support our activities to improve outcomes for looked after children. To engage in the dialogue about other measures which may help to improve outcomes for looked after children.

Children's Services Scrutiny Committee		
Portfolio		Cabinet Member for Children's Services and Lifelong Learning
Area for Scrutiny		Early Intervention Strategy for the Borough
Council Priorities		
	Council Plan:	Keeping children and young people safe. Improving outcomes of all children and young people.
Context		Children and young people in Dudley receive good services from the Council and its partners. Educational outcomes are generally in line with national averages. The proportion of children in the care of the Council is above the national average.
Rationale		<p>If we can provide effective services earlier in the lives of children and young people and their families there may be numerous advantages; e.g. our education and care provision to children in their early years is already highly regarded. If it can be improved still further it will give more children a better start in life and improve their educational achievement throughout their school careers.</p> <p>Earlier identification of children in need, and effective action to support them and their families will enable us to promote their welfare more effectively.</p> <p>This latter point in particular may help to reduce the expenditure of the Council and keep more young people safe without the need to intervene in their upbringing.</p>
What are we asking from the Scrutiny Committee?		<p>To understand and support our activities to promote early intervention.</p> <p>To engage in the dialogue about other measures which may make our early intervention work even more effective.</p>

Urban Environment Scrutiny Committee		
Portfolio		Cabinet Member for Environment & Culture
Area for Scrutiny		Parks, Nature Reserves and Open Space Strategy
Council Priorities	Council Plan:	'To protect, preserve & develop for appropriate use the unique heritage of the borough for this & future generations' & 'To preserve and improve the quality and biodiversity of the natural and built environment'
Context		<ul style="list-style-type: none"> ▪ DUE is responsible for the management and development of 1500ha of land, 28 self managed allotment sites and 4 directly managed sites (providing 1000 individual plots), 6 bowling greens, 1 croquet lawn, 55 full size, 6 junior and 27 mini football pitches, 14 changing rooms, 0.9ha Local Nature Reserves (LNR) per 1000 population (Natural England target is 1ha/ 1000 population, 17 Closed Churchyards, 41 grazing fields (135.5 Ha) ▪ Significant amounts of external funding has been secured by the Council over the past 10 years via HLF, Liveability, Healthy Towns, Play Pathfinder, Transforming Your Space, S106, Environmental Trusts. Whilst all of this has significantly improved a number of sites there is still a lot of aspiration out there through the various Friends Groups who want more for their respective parks
Rationale		<ul style="list-style-type: none"> ▪ Support towards a healthier community through Public Health and Wellbeing agenda ▪ Preservation of Green spaces and Open Spaces now and for future generations during a time of budget cuts ▪ Aspirations for green flag status ▪ Provision of recreational facilities to promote sports activities thereby supporting the Tackling Obesity Framework Key Objective Tier 1 Environment: Making it easier to make healthier choices ▪ Community Engagement well established through groups such as Friends of Park and Football Forum
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> ▪ Scrutiny Committee to consider scope for a cohesive strategy for Parks, Nature Reserves and Open Space Strategy which takes into consideration the amenity value and integrates the borough's nature conservation assets within a strategic context

Urban Environment Scrutiny Committee		
Portfolio		Cabinet Member for Regeneration
Area for Scrutiny		Support to Local Businesses
Council Priorities	Council Plan:	'To create a thriving local enterprise economy' and 'To increase the number and diversity of businesses attracted to the borough'
Context		<ul style="list-style-type: none"> ▪ Removal of a regional framework through West Midlands Economic Strategy ▪ Linkages with the Black Country Local Enterprise Partnership and the core themes of competitiveness, and employment & skills ▪ Linkages with the Black Country Strategy for Growth and Competitiveness and the Black Country Joint Core Strategy (Core Strategy) ▪ Role of inward investment at a sub regional and regional level ▪ Initiatives supporting local businesses include: (1) Dudley Business First initiative with 600+ business support & inward investment enquiries answered since December 2011; (2) 'Business to Business element of Dudley Business First website which encourages inter company trading & developing the local supply network; (3) Dudley Business Loan Fund which since its launch in August 2012 has provided £234,000 in loans to 10 Dudley businesses which has safeguarded 61 jobs and created 20 new jobs
Rationale		<ul style="list-style-type: none"> ▪ Links into the wider borough regeneration agenda including inward investment ▪ Supports the objectives in the borough's Economic Strategy and in particular the Business & Enterprise theme: 'To encourage the development of a dynamic and diverse business base and job opportunities through support to new and existing businesses in the Borough'
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> ▪ Determining what the key outcomes are in terms of business support ▪ Merits of existing interventions and whether these should form a joined up approach to business support generally

Urban Environment Scrutiny Committee		
Portfolio		Cabinet Member for Transport
Area for Scrutiny		Traffic Regulation Orders (the process)
Council Priorities	Council Plan:	'Involve and engage people in a meaningful and timely way'
Context		<ul style="list-style-type: none"> ▪ Traffic & Road Safety Group manage temporary road closures and traffic management for emergencies, works and events. They also introduce permanent Traffic Regulation Orders as part of the management of and use of the highway. ▪ In terms of Traffic Regulation Orders regarding on street enforcement there are nearly 1,000 with Traffic Regulation Orders. Each Traffic Regulation Order covers between 5 and 100 streets ▪ The Traffic & Road Safety Group have a TRO database which they maintain ▪ It is estimated that there are approximately 30 TRO's sealed each year and typically there are 70 TRO proposals progressed per annum ▪ The Group provide circa 100 Advisory Disabled Parking Places in front of customers' homes. Disabled Parking Place TROs cannot be provided at present, because they are resource-intensive. 220 new Disabled Parking Place TROs are requested annually ▪ To date 360 Disabled Parking Place TRO permits have been issued ▪ Each new Traffic Regulation Order can take up to 2 years to introduce
Rationale		<ul style="list-style-type: none"> ▪ Posts have been lost and/or not replaced in the Traffic and Road Safety Group whilst demand for their services has increased ▪ Demand for TROs continues to exert service pressures on the Group ▪ The allocation of Disabled Parking Permits and Resident Parking Permits places an additional work load for the Group
What are we asking from the Scrutiny Committee?		<ul style="list-style-type: none"> ▪ To provide a consistent approach by identifying an appropriate process for policy & strategy towards the delivery of TROs ▪ In line with the policy to prioritise as appropriate

Health Scrutiny Committee		
Portfolio		Cabinet Member for Health & Wellbeing
Area for Scrutiny		Tobacco Control Strategy Update/Development
Council Priorities		
	Council Plan:	Health & Wellbeing- to strengthen the role and impact of ill health prevention
Context		<ul style="list-style-type: none"> • Tobacco use remains one of our most significant public health challenges. Although overall smoking rates in Dudley have continued to decline over the past decade to 18.5% (based on the 2009 Dudley Health Survey) there remains higher smoking prevalence in our most deprived areas, Castle & Priory (24.5%) and Brierley Hill (26.4%). The national rate is 21%. Further action is needed to reduce rates further. • Tackling tobacco is seen by the Local Government Association as priority to improve the health and wellbeing of their communities and reduce inequalities in health. • Key to this is adopting a comprehensive approach to tobacco control locally that includes strategies and action in 6 key areas (known as the 6 strand approach) which are: <ul style="list-style-type: none"> -enforce the minimum price of tobacco -ensure non-price measures such as advertising restrictions,smokefree laws and health warnings are in place locally - provide information and advocacy - provide effective stop smoking programmes - restrict access to minors - control the illicit trade • Dudley's Tobacco Control Programme is co-ordinated by the Office of Public Health and has an annual plan with key actions across the 6 strand approach. This requires longer term commitment and input from several partners to be effective.
Rationale		<ul style="list-style-type: none"> • The Tobacco Control Strategy for Dudley – 'Creating A Smokefree Generation ' was based on meeting Government 2010 targets and needs updating to bring this into line with new national data and local priorities. • Dudley has been identified by HMRC as 'hot spot' area for illicit tobacco being sold and a more structured approach needs to be developed and reflected in the strategy and action plan. • The continued importance of Tobacco Control is reflected in the Coalition government's proposals to monitor tobacco control indicators as part of the Public Health Outcomes Framework. • This is an opportunity to review key stakeholders and partners to agree action and ensure delivery as some elements of Tobacco Control should be everyone's business.
What are we asking from the Scrutiny Committee?		To support and input into the development of a refreshed Dudley Borough Tobacco Control Strategy & Action Plan

Health Scrutiny Committee		
Portfolio		Cabinet Member for Health & Wellbeing
Area for Scrutiny		Elements of Patient Experience in Acute Care
Council Priorities		
	Council Plan:	Ensure local people receive the highest quality healthcare from their local health services.
Context		<p>The independent inquiry into care provided by Mid-Staffordshire NHS Foundation Trust – January 2005 – March 2009, chaired by Robert Francis QC, highlighted serious failings in care at that Trust which were set out in the report published in 2013 and recommended changes at the Mid-Staffordshire acute hospital.</p> <p>The report also comments that in respect of Mid-Staffordshire, it received evidence of <i>'perceived ineffectiveness'</i> of the local authority Overview and Scrutiny Committee (OSC). Comments concerned <i>'lack of understanding and grip'</i> on the real local healthcare issues. Sir Robert Francis found <i>'little evidence that the OSC took a particularly aggressive proactive approach to their scrutiny of the NHS'</i>; though this view was countered by the Chair of the District Council OSC.</p>
Rationale		<p>The Dudley MBC OSC has taken a proactive approach to the quality of care in the local acute trust. The Committee may now wish to take a more in-depth look at the area of patient experience – ensuring that it provides opportunity to hear from patients and their relatives on the standard of care received and seek assurance that the responsible commissioner is adequately monitoring standards of care. It is suggested that the Committee consider 1 of 2 potential areas:</p> <ul style="list-style-type: none"> - personal and oral hygiene - nutrition and hydration.
What are we asking from the Scrutiny Committee?		That the Committee examines, in depth, the quality of the patient experience in 1 of 2 proposed areas of patient experience; and make recommendations for healthcare bodies based upon such a review.

Overview and Scrutiny Management Board – 29th May, 2013

Report of the Director of Corporate Resources

Forward Plan of Key Decisions

Purpose of Report

1. To present the Forward Plan of Key Decisions for the four-month period commencing 1st June, 2013.

Background

2. The Access to Information Procedure Rules set out in Part 4 of the Constitution include a requirement for a Forward Plan to be prepared by the Leader covering a period of four months.
3. Attached as an Appendix is the Forward Plan covering the four-month period from 1st June, 2013. The Forward Plan sets out information on key decisions that are likely to be taken by the Council, Cabinet, a Cabinet Member or Chief Officers in the period covered by the Plan.
4. The Forward Plan is available on the Internet via the Committee Management Information System (CMIS).
5. The Forward Plan is reported to all ordinary meetings of the Cabinet and will also be reported to the Overview and Scrutiny Management Board in future. Increasing accessibility to the Forward Plan will assist the process of overview and scrutiny of key decisions.

Finance

6. The financial implications associated with individual key decisions will be included in reports submitted on each individual item.
7. A key decision is defined as an executive decision which is likely:-
 - (a) to result in the Council incurring expenditure, or the making of savings, which are £250,000 or more (revenue or capital); or
 - (b) to be significant in terms of its effects on communities living or working in one or more wards in the Borough.

Law

8. The requirement to produce a forward plan is set out under the Access to Information Procedure Rules in Part 4 of the Constitution.
9. The Constitution is adopted by the Council pursuant to the requirements of the Local Government Act 2000.

Equality Impact

10. The equality impact of specific key decisions will be referred to in individual reports on the items concerned.

Recommendation

11. That the Forward Plan of Key Decisions be noted.



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Director of Corporate Resources

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List of Background Papers

The Constitution

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Jun 2013

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0506 Corporate Resources	Localism Act 2011	To consider the ongoing implications of the Localism Act 2011 on the governance arrangements adopted by Dudley MBC.	March 2013 - October 2013	Localism Act 2011 and any guidance issued by the Secretary of State	Cabinet Members, The Audit and Standards Committee, other Committees depending on the implications of the Act; any other consultation as may be required by the legislation.	Cabinet; Full Council	Philip Tart Director of Corporate Resources (Phone: 01384 815300)
0546 Urban Environment	Publication of the Community Infrastructure Charging Schedule	To approve the Publication of the Community Infrastructure Charging Schedule for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet September 2013	Community Infrastructure Charging Schedule	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
0551 Corporate Resources	Localised Council Tax Rebate Scheme	Adoption of our local scheme to replace the current national council tax benefit scheme alongside a 10% reduction in expenditure.	June 2013	Local Government Finance Bill and any associated secondary legislation; and guidance issued	Key internal stakeholders (elected members, directorates, business units, etc), major preceptors, the public, the voluntary sector, other interested parties.	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)
0574 Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards - this occurs through correspondence and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Jun 2013

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
					require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.		
0575 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0576 Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0577 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Cllr Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0578 Urban Environment	Dudley Local Enterprise Zone (LEZ)	To approve the management plan for the Dudley LEZ scheme.	Cabinet September 2013	Cabinet Report - Proposed Dudley Local Enterprise Zone - 14th March; 2012; Black Country Local Enterprise Partnership - Submission to DCLG; for a Black Country Enterprise Zone - August 2011	Consultation with property owners will be undertaken in December 2012. Consultation has taken place with the Dudley Business Group on the 19th December, 2012.	Cabinet	Phil Coyne Assistant Director, Economic Regeneration & Transportation (Phone: 4004)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Jun 2013

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0582 Adult, Comm & Hous.Services	Exceptions to the Council's Housing Allocations Scheme (Special Cases)	Individual decisions may be made in regard to the housing applications of people with exceptional circumstances not catered for within the Council's Housing Allocations Scheme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 2 of part 1 of schedule 12a to the Local Government Act 1972 relating to information likely to reveal the identity of an individual.	February 2013 - March 2014	Individual reports; Lettings Policy	Individual cases are not consulted upon. The Council Housing Allocations scheme is subject to statutory consultation with registered providers and informal and formal consultation with other stakeholders.	Andrea Pope-Smith	Diane Channings Assistant Director of Housing (Housing Management) (Phone: 01384) 815063)
0586 Corporate Resources	Revenue Budget Strategy 2014/15	To consider the Revenue Budget Strategy for 2014/15 and future years.	June 2013 - February 2014	Report(s) of the Chief Executive,; Treasurer and Director of Corporate Resources	Public consultation - possible use of Citizen's Panel and Internet. Consultation with representatives of the Non-Domestic Ratepayers.	Cabinet	Iain Newman Treasurer (Phone: 01384-814802)
0587 Corporate Resources	Review of Housing Finance	To approve the revised Housing Revenue Account budgets for 2013/14 and updates to the 30 year Housing Revenue Account Business Plan. To approve the amendments to the Public Sector Housing Capital Programme for 2013/14 to 2017/18.	Cabinet June 2013		Corporate Board, Directorate of Adult, Community and Housing Services Senior Management Team. Corporate Resources (Finance).	Cabinet	Catherine Ludwig Housing Finance Manager, Directorate of Finance, ICT etc (Phone: 01384 815075)
0591 Urban Environment	20mph zone priorities	To consider the outcome of consultation into the process and to agree priorities for further investigation.	Cabinet June 2013	Revised draft protocol for the selection of sites for 20mph zones	Detailed schemes would be subject to full public consultation in line with Council protocol for consultation as part of the ongoing programme development.	Cabinet	Martyn Holloway DUE