



Shropshire Council  
Legal and Democratic Services  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: 31 August 2018

**Committee:  
Communities Overview Committee**

**Date: Monday, 10 September 2018**

**Time: 2.00 pm**

**Venue: Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire,  
SY2 6ND**

You are requested to attend the above meeting.  
The Agenda is attached

Claire Porter  
Head of Legal and Democratic Services (Monitoring Officer)

**Members of Communities Overview Committee**

Cecilia Motley (Chairman)	Roger Hughes
Nick Hignett (Vice Chairman)	Vivienne Parry
Ted Clarke	Keith Roberts
Rob Gittins	Leslie Winwood
Nigel Hartin	Tina Woodward

Your Committee Officer is:

**Amanda Holyoak** Committee Officer

Tel: 01743 257714

Email: [amanda.holyoak@shropshire.gov.uk](mailto:amanda.holyoak@shropshire.gov.uk)

# AGENDA

**1 Apologies for absence and substitutions**

**2 Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

**3 Minutes of the meeting held on 16 July 2018 (Pages 1 - 4)**

To confirm the Minutes of the Communities Overview meeting held on 16 July 2018.

**4 Public Question Time**

To receive any public questions or petitions from the public, notice of which has been given in accordance with Procedure Rule 14. The deadline for this meeting is 2pm on Friday 7 September 2018.

**5 Member Question Time**

To receive any questions of which members of the Council have given notice. Deadline for notification for this meeting is 10.00 am on Friday 7 September 2018

**6 Burial Capacity Within Shropshire (Pages 5 - 14)**

Report attached marked: 6

Contact: Mark Foxall, Bereavement Services Manager, 01743 255936  
[mark.foxall@shropshire.gov.uk](mailto:mark.foxall@shropshire.gov.uk)

**7 Work Programme (Pages 15 - 36)**

Attached marked: 7



Communities  
Overview Committee

16 July 2018

2.00 pm

Item

Public

## **MINUTES OF THE COMMUNITIES OVERVIEW COMMITTEE MEETING HELD ON 16 JULY 2018, 2PM – 4PM**

**Responsible Officer:** Amanda Holyoak  
Email: amanda.holyoak@shropshire.gov.uk Tel: 01743 257714

### **Present**

Councillor Cecilia Motley (Leader)  
Councillors Nick Hignett (Vice Chairman), Ted Clarke, Rob Gittins, Nigel Hartin,  
Roger Hughes, Vivienne Parry, Keith Roberts and Tina Woodward

### **11 Apologies for absence and substitutions**

Apologies were received from Councillor Les Winwood.

### **12 Disclosable Pecuniary Interests**

Members were reminded that they must not participate or vote on any item in which they have a disclosable pecuniary interest and must leave the room prior to the commencement of the debate.

### **13 Minutes of the meeting held on 21 May 2018**

The minutes of the meeting held on 21 May 2018 were confirmed as a correct record.

### **14 Public Question Time**

There were no questions from members of the public.

### **15 Member Question Time**

There were no questions from Members.

### **16 Flood Risk Management**

The Chair welcomed Tim Sneddon – Operations Manager, Environmental Maintenance, Rhian Townsend – Assistant Engineer, WSP - Interim Flood and Water Commissioning Manager, Luke Neil – Rivers Officer, Shropshire Wildlife Trust and Hugh Disley – Culmington Flood Action Group to the meeting.

The Chair explained that the Committee was keen to look at the Council's role in flood risk management, its responsibilities, how it mitigated flood risk and how it responded when there was a flooding incident. Members were particularly interested in road diversion issues and the role of flood risk management when it came to place shaping and planning.

The Operations Manager and Interim Flood and Water Commissioning Manager had provided a report (copy attached to signed minutes) and gave a presentation (also attached to signed minutes). The presentation covered the strategic context and legal requirements for the Council and how it went about developing a strategic understanding of flood risk from all sources. It also covered the Council's role in:

- promoting effective management of drainage and flood defence systems;
- supporting communities to understand flood risk and become more resilient to flooding;
- managing local flood risk and new development in a sustainable manner;
- achieving results through partnership and collaboration;
- being better prepared for flood events and
- securing and managing funding for flood risk management in a challenging financial climate.

During the course of the presentation members asked questions in relation to both investigations carried out following flooding events and new land drainage enquiries. Officers explained that investigations would involve the Council, Severn Trent Water, the Environment Agency, and landowners as necessary. It was important to explain in the aftermath of a flood event that it was not affordable to design for a 1 in a 1000 year event and to encourage all parties to take their responsibilities seriously.

Questions were also raised by Members in relation to:

- Surface water run off;
- The responsibilities of landowners and relationships with the farming community;
- Work with the Environment Agency on risk assessment and funding and supporting schemes;
- The extent and location of flood action groups across the county and the support the Council could provide to them;
- The role of the Council in drainage and new developments;

The Operations Manager explained that landowners had a duty upon them to take water from up stream and should not take any action that would cause detriment to further parties down river. The NFU Environmental representative was keen to get that message to farmers and engaged very well with the Council.

A risk based approach was possible for highway gully maintenance through new software which was able to identify the percentage of silt present following a visit by a gully tanker. This system allowed areas to be targeted ahead of predicted heavy rainfall. The Environment Agency did not just focus on main or larger rivers or rivers prone to flooding, when it came to funding, the support was also there to fund and promote schemes which reduced flood risk to any residential property, be it from smaller watercourse or from surface water runoff.

There were seven active flood groups supported by the Council and it was hoped that following events in May and June 2018 that groups would also be established in Craven

Arms and Albrighton. The National Flood Forum held charitable status which helped secure funding for local forums and it also helped spread the understanding that there was a limited amount of resources available to solve flooding issues. Flood groups were predominantly established in the south of the county, attempts to set them up in the north of the county had met with less success. The Council was able to offer free property flood protection assessments and provide information on measures that could be taken to be better prepared for flood events.

Officers explained that the Council was a statutory consultee for developments of 10 properties or more but as many applications were smaller than this, where there was a drainage consideration within a flood risk area, the team also provided site specific comments. A Sustainable Urban Drainage Systems Handbook was planned and it was hoped that this would encourage developers to not look at drainage as an add on but to consider it at an early stage as part of pre-application work.

The Council had been able to help lever a significant amount of money through a modest contribution through working in partnership with the Environment Agency and local Flood Action Groups, for example in completion of Much Wenlock Flood Alleviation Scheme.

The Chairman then invited Mr Disley to talk about the Culmington Flood Action Plan. In making his presentation to the Committee, Mr Disley highlighted that it had been accepted in Culmington that there was a need for self-help and to work closely with partner agencies, rather than taking no action and then complaining. Action taken had included: looking into how to protect properties; developing an understanding of riparian responsibilities; accessing grants to protect properties; identifying who the most vulnerable were in times of flood; identifying skills within the community; mapping and numbering every drain; undertaking drain checks twice a year; reporting on condition of trenches; meeting regularly with the Council and Environment Agency; securing 'river status' for the stream running through the village; development of an emergency plan with the emergency services and developing a continual programme of clearing drains and ditches.

Mr Disley thanked the Council for its support and said that working in partnership and establishing good relationships with officers was a key to success. Lessons learnt over the last five years had included:

- Positive relationships with landowners were critical;
- There had been some telephone delay contacting the Council during the last flood event when authorisation had been urgently required to close a flooded road;
- The Flood Action Group needed to be prepared to take on responsibility and communicate well;
- Prevention not reaction was key
- Confidence and trust was needed between all parties.

The Chair thanked Mr Disley for the valuable insights he had provided into a successful Group. She went on to ask Mr Neal from the Wildlife Trust to explain the 'Slow the Flow' scheme. He explained that conversations with farmers and landowners tended to be more positive through Shropshire Wildlife Trust as it was not a statutory body and all measures were introduced as a result of negotiation.

Evidence to date was that leaky dams were cost effective, held back significant amounts of water and did not impact on productive land. It was hoped that research underway through the University of Cardiff would result in a model allowing more precise predictions.

He also reported had it had been very helpful that Culmington Flood Action Group had mapped out the ownership of local land and this had accelerated the work of the Wildlife Trust in introducing leaky dams and other measures. Support of local members was also very helpful in providing local knowledge and encouraging local engagement.

In response to further questions, officers confirmed that cross border working was positive, although this was complicated over the Welsh border due to different funding regimes.

The Chair expressed the Committee’s gratitude to all present for attending the meeting and sharing valuable experience and expertise. She observed the importance of the work, the need for involvement from local members, and the financial and human cost savings that could be made by proactive action. She urged that once the Interim Flood and Water Commissioning Manager returned to her substantive post that a replacement be found for her.

**17 Community Transport**

The Transport Commissioning Manager reported on further guidance received from the Department of Transport since the Committee last considered Community Transport. Members agreed that a Task and Finish Group of 7 Members be established to be run over two half day sessions in September and October with the aim of reporting back to the 26 November meeting of the Committee.

**18 Local Joint Committees**

The Chair reported that she had met with the Chair of the Place Overview Committee to consider how an LJC Task and Finish Group might be addressed by the two Committees and take into account boundaries of Place Plan Areas. They had felt that this work should be kept in abeyance pending the outcome of a review of the Community Enablement Team and this view was agreed by members of the Committee.

**19 Work Programme**

The Scrutiny Officer explained the plans for future meetings and encouraged members with suggested items to make contact with him. The Committee agreed the proposals set out.

Signed ..... (Chairman)

Date:



<u>Committee and date</u>	<u>Item No</u>
Communities Overview & Scrutiny Committee	
10 <sup>th</sup> September 2018	Public

## **Burial capacity within Shropshire**

### **Responsible Officer**

Mark Foxall, Bereavement Services Manager

[mark.foxall@shropshire.gov.uk](mailto:mark.foxall@shropshire.gov.uk)

01743 255936

### **1. Summary**

Local community concern has been expressed regarding the future provision of burial space to meet anticipated Shropshire need and also the lack of local provision for non christian burial space. This report examines these concern, sets out the current position for Shropshire Council and sets out finding from a recent cemetery survey of Shropshire town and parish councils.

### **2. Recommendation**

That Scrutiny Committee consider the report and the estimated burial capacities that exist or are proposed and identify any future course of action or work programme required.

### **3. Opportunities and risks**

Elements of the bereavement service are statutory and the council charges for the majority of bereavement services provided. Constant demand exists for the service. Municipal provision of bereavement services is long established since the creation of burials boards in the 1800's, local government is a trusted provider. The bereavement service is exposed to minor operational and legislative risk. Cemeteries should provide a fair mix of consecrated and unconsecrated areas to accommodate the needs of a mixed community in a fair and balanced way.

### **4. Financial Assessment**

The council retain burial fees generated from the sale of the exclusive right of burial and interment fees at council occupied cemeteries. Due to constant demand for bereavement services revenue from provision is highly guaranteed, however rate of return is slow. It is therefore prudent to optimise existing bereavement estate assets. Providing burial space to all faiths and those of no faith broadens opportunity to generate revenue.

## REPORT

### 5. Demand for and position of current burial provision offered by Shropshire Council

Shropshire Council own seven active, meaning available for burial, cemeteries in the central Shropshire area. Burial administration at all seven cemeteries is carried out by Dignity Ltd to whom the bereavement service is outsourced. Fees charged for burial rest with the party that occupy the cemetery and there is also a broader contract payment mechanism in place.

Around 100 to 150 burials take place at council owned cemetery each year but of these only 50 or so are interments into new graves, the remaining burials are second or third interments into existing graves. The majority of burials at council owned cemetery are in Shrewsbury with just a handful at its rural cemeteries each year. The below table includes detail of available burial capacity at council owned cemetery.

**Table 1. Cemeteries and capacities**

<b>Cemetery and Occupier</b>	<b>How many new graves available</b>	<b>How long these might last (Estimate)</b>	<b>Capacity for non christian burial</b>
Longden Road New section (Shrewsbury General Cemetery)  SC	95 unused and created graves.  Space for 200 graves to be created later this year.  Space for 300 further graves to be developed in due course prior to need.	10 years.	Yes,  in new sections that as yet are unconsecrated.
Longden Road  Old section (SGC)  SC	Not calculated.  Limited space exists in small lawned areas around chapel to be viewed as emergency capacity only.	Not known.	Unlikely,  further exploration of old burial records is required.
Emstrey  Dignity	29 in Swift 90 section  Further significant space exists but requires agreement of Dignity, investment to site and agreement from Environment Agency.	1-2 years.  Depends on proportion developed if any.	Yes,  Emstrey is unconsecrated.

Alberbury SC	124	60 years at present demand.	No area set aside.
Church Pulverbatch SC	55  Note – proposal is to extended cemetery onto adjoining SC land.	25 years at present demand.  Extension possible to create 100 years plus capacity.	No area set aside in existing cemetery but will be created as part of extension.
Great Ness SC	111	25 years at present demand.	No area set aside.
Minsterley SC	9 Adjoining landowners have been approached to sell land, no interest at present.	1-3 years at present demand.	No area set aside.
Westbury SC	226	60 – 100 years at present demand.	No area set aside.
Mytton Oak Remembrance Park TBA	Not yet operational & requires further investment  The site is 9 Ha in total. It was anticipated to provide burial capacity for 100 years.		Yes, if site can be developed and made operational.

### Explanation to Table 1.

**Longden Road Cemetery** (New section) Had been closed to new graves since the re-opening of Emstrey Cemetery in 2009. A recent review identified around 70 unused graves within existing sections, these have been offered for burial since earlier this year and are meeting current demand.

Two sections of superfluous roads were removed earlier this year and this has yielded 31 new grave spaces. The public have generally welcomed this change as they can see effort to create new burial space where they have existing family buried. Further changes to soft landscaped areas agreed with the Portfolio Holder for Adult Services, Health and Social Housing and to be carried out later this year will create new burial space. A desktop survey suggests in the region of 500 spaces will be created by these changes providing up to 10 years burial capacity at predicted

demand. A portion of these new areas will be kept un-consecrated to provide space for non christian burial.

Old section – Small areas of unused lawn space exist around the chapel and WWI memorial. To be considered as emergency capacity only. Some limited potential may exist for 2<sup>nd</sup> or 3<sup>rd</sup> interment into unpurchased graves but this requires examination of each individual grave record.

**Emstrey** Dignity Ltd acquired the lease for Emstrey from Co Op Funeral Care in 2016 (see report to Cabinet of 13<sup>th</sup> July 2016) and will occupy Emstrey in tandem with providing agreed bereavement services until 2041.

New graves are currently only dug in the Swift 90 section of Emstrey and this area has just 29 new grave spaces remaining. New sections of the cemetery can currently only be developed for full coffin burial with the agreement of the Environment Agency and Dignity Ltd. Undeveloped space exists towards the north west of the site and in the Swallow section that lies to the south east of the site. To bring these area into use would require investment in engineered works and outflow treatment.

**Alberbury** Is a small rural cemetery that has sufficient space to meet anticipated need for 60 years at usual demand level predicted forwards. There is no scope to extend this cemetery.

**Church Pulverbatch** Is a small rural cemetery. Currently it has 55 new grave spaces available and meets low demand, however adjoining land of around 3 times the size of the current cemetery is owned by the council and is being considered for extension to the cemetery to provide capacity to meet Church Pulverbatch and Minsterley need. Space will be created here for non christian burial.

**Great Ness** Is a small rural cemetery that has sufficient space to meet anticipated need for 25 years at usual demand level predicted forwards. Un-developed land lies adjoining and within proximity but has not been investigated for purchase or development. Being undeveloped, some potential exists to purchase this land and develop for cemetery use. Should this happen it would provide opportunity to develop Christian and non christian burial areas.

**Minsterley** Is a small rural cemetery, it has little space available for new graves and is anticipated to reach capacity within 5 years. Discussion has taken place with owners of two separate parcels of adjoining agricultural land, however to date neither owner has shown willingness to sell land for future cemetery development. Currently the plan is to offer an extended Church Pulverbatch cemetery to meet the local and Minsterley area need.

**Westbury** Is a small rural cemetery that has sufficient space to meet anticipated need for 60 - 100 years at usual demand level predicted forwards. Adjoining land to the southern boundary is un-developed farm land but this has not yet been investigated for purchase or development.

### **Provision of burial space for non-Christian burials**

There is provision of burial space for other faith groups or if of no faith at Shropshire Council cemeteries and new provision will be created at Longden Road cemetery. Low demand for other or no faith burial capacity has been the historic position but this trend is changing. It was envisioned that Mytton Oak Remembrance Park would provide the opportunity to broaden the burial type offer. However, at present full development of the remembrance park remains to be concluded whilst capacity exists at Emstrey and Longden Road cemeteries.

### **Results of a cemetery survey of Shropshire town and parish council's**

The author of this report put together 10 questions to survey all Shropshire town and parish councils regarding their cemetery provision. The survey was kindly distributed by SALC to all 153 Shropshire town and parish councils. The author also presented the survey to a meeting of Town Council Clerks. The survey asked questions around what available capacity exists, what capacity there is for non christian burial and what future plans were being made. (Survey attached as Appendix 1).

28 responses were received and most of these were a nil return where that council did not provide any cemetery. 9 detailed responses were received and these suggested around a third had 10 years or less capacity, a further third had 10 to 50 years capacity, the remaining third had in excess of 50 years capacity. Only 2 responses suggested plans were being made to extend existing cemetery. Around half of the detailed responses stated un consecrated areas were available for burial.

It was stated that where a Parochial Church Council provides a churchyard or cemetery that is not closed by order; any resident of the parish, anyone on the electoral roll of the parish or anyone who passes away within the parish has the right to a burial within that churchyard or cemetery regardless of faith. However, note this must be a Church of England ministered burial service.

### **About Christian burial**

Christian burials may take place in ground that is previously consecrated, consecrated by a Minister at the time of funeral or into ground that is unconsecrated. Generally, a coffin is used and this can be placed directly within a grave that is usually dug with an east/west orientation. It is common that more than one coffin may be interred within a grave although there is requirement on minimum separation distance between coffins. Cremated remains may also be interred within the same grave. There is no predetermined time between when the death occurs and when the burial takes place and it is customary to have some space of time to make the necessary funeral arrangement and for the benefit of ensuring those wishing to attend the funeral may do so.

### **Muslim funeral arrangement**

Some variation can occur depending upon specific belief and regional custom. Generally, cremation is forbidden to muslims. Misunderstanding can exist around what a muslim burial requires. Some general requirement includes that muslim

burials take place as soon as possible after the death occurs and often within 24 hours. The body is often placed at right angles to Makkah [Mecca] so that the body, placed in the grave lying on its right side, faces Makkah.

The muslim faith requires that no soil should touch the body or shroud. Having a coffin achieves this and is often acceptable. Further measures can include the use of a premanufactured plastic burial chamber or construction of a brick lined chamber. Both these additional measures add to the cost of the burial and also cause delay due to the arrangement or installation. The desire to bury quickly often overrides the requirement to install a chamber.

Research for this report led the author to discuss the experience and practice of Telford & Wrekin Borough Council. T&WBC do provide a separate muslim burial section at its Wellington Cemetery, approximately 10 muslim burials are provided annually. In the last 6 years only 2 families have insisted on the creation of a brick lined chamber. In some cases a premanufactured plastic chamber has sufficed. However, it has become accepted practice to use only a coffin and not a chamber.

T&WBC has around 6 years capacity within the muslim section and around 15 years capacity for Wellington Cemetery generally. New cemetery space has been identified and allocated within the council's forward plan. Likely to provide for in the region of 50 years worth of burial space it will include space for muslim burial. T&WBC offer non Telford residents burial space regardless of faith, the cost for non residents is double that for residents. Shropshire Council provides a similar non resident offer and it is common practice throughout the sector to charge non residents a premium.

### **Recent communication with local muslim community**

In early 2015 the council's bereavement service was approached by a representative of the Shropshire based muslim community. A request, backed by petition wished to secure many grave spaces together in a single block so that family members could be buried together. The council position agreed with the then Portfolio Holder was that the council cemeteries were open to all faiths and those of no faith for the purpose of burial and unconsecrated areas existed within the cemetery estate for this purpose. However due to the low level of available burial space known of at that time new graves were and continue to be sold only individually at the point of need and there is currently no opportunity to purchase or reserve blocks or groups of graves. This is currently the position regardless of chosen faith or if of no faith.

### **Provision by commercial sector**

Shropshire has a number of 'green' burial grounds, south Shropshire is particularly well served having Ludford Meadows, Ludlow, Westhope near Craven Arms and the South Shropshire Remembrance Park at Rushbury. In the north of Shropshire is Fenns Meadow, Whitchurch, these are just the known sites and there may be more. All these burial site offer low environmental impact burials, often with no vertical headstone, these sites generally accept all faith groups or if of no faith for burial.

## 6. Conclusion

Around 10 years worth of burial capacity has been identified at Longden Road cemetery and it is also proposed to develop Church Pulverbatch cemetery to provide further capacity. Therefore, burial space exists at Shropshire Council cemeteries to meet the immediately foreseeable need. Unconsecrated areas exist to provide burial space for those of other faiths or if of no faith. Further, consecrated and unconsecrated space will be retained and will be created where possible as cemeteries are extended. This space will be provided in a fair, balanced and inclusive way.

Given the general limited availability of new burial space it is appropriate to continue to sell graves at the point of need and to not pre-sell or reserve blocks of graves. Offering burial space that meets the need of our mixed community will broaden opportunity to generate revenue from provision of bereavement services.

The creation and availability of new burial space at Longden Road Cemetery is a recent development. It has been communicated to local funeral directors who arrange the majority of funerals in the Shrewsbury area. Some communication has also been made with some local clergy. It is appropriate to continue to communicate this more widely and to local leaders of other faith groups.

Given the general limited availability of burial capacity and the time required to create new cemetery provision it is appropriate to continue to investigate conclusion of the Mytton Oak Remembrance Park; or identification of new land for cemetery development subject to cost and benefit.

<b>List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)</b>
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Transfer of Emstrey Crematorium Contract – Cabinet item 13 - 13 <sup>th</sup> July 2016.
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<b>Cabinet Member (Portfolio Holder)</b>
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<b>Cllr Lee Chapman, Portfolio Holder for Adult Services, Health and Social Housing</b>
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<b>Local Member</b>
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<b>All</b>
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<b>Conflicts of interest declared by members</b>
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<b>Appendices</b>
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A. Shropshire Council enquiry regarding available burial capacity

## **Shropshire Council enquiry regarding available burial capacity**

**Dear Town/Parish Council Clerk,**

Shropshire Council's Communities Overview & Scrutiny Committee wish to review burial capacity across Shropshire to inform a county wide assessment of what is currently available and what is planned. It is intended this review will also identify available or planned capacity for non-Christian burial, whether this is for non-faith or other faith groups within our communities.

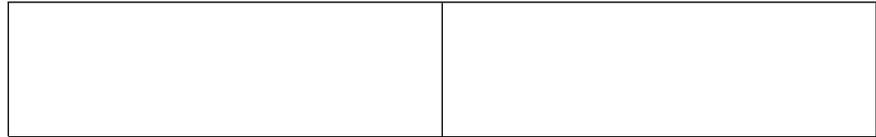
Accordingly, I'd be very grateful if you could assist by answering the following questions on behalf of your council;

1. Please advise how many cemetery(ies) you manage, please list these including their postal addresses.
2. Of the above cemeteries how many and which ones are active e.g. open for burial?
3. In total, from the above listed cemeteries, how many new graves (e.g. not already interred in to) are available?
4. At predicted annual demand, how long (in months/years) might the above new graves last?
5. From the above listed cemeteries, how many full coffin grave spaces are available (excluding new graves) e.g. those graves that have so far just received one interment but have space for a 2<sup>nd</sup> or 3<sup>rd</sup> full coffin interment?
6. At predicted annual demand, how long (in months/years) might the above grave spaces last?
7. At your active cemetery(ies) are there areas that are unconsecrated and hence available for non-Christian and non-faith burials?
8. If yes to the above, how many new graves are there in these unconsecrated areas?
9. Does your Town/Parish Council have any current plan to create new burial capacity for Christian and or non-Christian/other faith groups in your area? If so please provide details.
10. Please include any further relevant detail/comment you wish to make.

Thank you for taking the time to complete this survey. Please return your response to Mark Foxall, Bereavement Services Manager, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Email [mark.foxall@shropshire.gov.uk](mailto:mark.foxall@shropshire.gov.uk)

**Please respond if possible by Friday 10<sup>th</sup> August 2018**

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## Overview and Scrutiny Work Programme 2018 – 2019

### Responsible officer

Tom Dodds, Statutory Scrutiny Officer

[tom.dodds@shropshire.gov.uk](mailto:tom.dodds@shropshire.gov.uk)

[01743 258518](tel:01743258518)

### 1.0 Summary

1.1 This paper presents Overview and Scrutiny's proposed work programme for the year ahead. The committees have based their programmes on topics from Shropshire Council's Strategic Action Plan. Committees will also

- scrutinise thematic priorities
- respond to emerging issues and
- follow up on previous work.

### 2.0 Recommendations

2.1 Committee members to:

- confirm the proposed work programme attached as **appendices 1 and 2**
- suggest changes to the committee work programme and
- recommend other topics to consider

### 3.0 Background

3.1 Overview and Scrutiny's committees base this work programme on topics from Shropshire Council's Strategic Action Plan. They also

- scrutinise thematic priorities
- respond to emerging issues
- follow up on previous work
- carry out cross-committee work through task and finish groups.

3.2 The current work programme is attached as **appendix 1**.

3.3 The overview and scrutiny committees have made several recent changes to their work programmes:

- The Health and Social Care Scrutiny Committee has agreed to carry out a task and finish group review of transfers of care from the NHS to Shropshire Council.

- The Communities Overview Committee has agreed to delay its area committee task and finish group until the outcome of several key council decisions is known.
- The People Overview Committee has agreed to look at drug and alcohol support services for young people.
- The Place Overview Committee will be carrying out an annual review of highways winter service planning.

3.4 To carry out cross-committee work, or look at topics in more depth, overview and scrutiny committees set up task and finish groups. These groups consist of members drawn from overview and scrutiny committees, which meet outside of the usual scheduled committee meetings. These groups then report their findings and recommendations to overview and scrutiny committees for approval. The current list of ongoing task and finish group meetings is included in this report as **appendix 2**.

#### 4.0 Next steps

4.1 Overview and scrutiny updates this report on an ongoing basis and presents it to each overview and scrutiny committee. This will allow members the opportunity to contribute to its development at each committee meeting.

<p><b>List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)</b></p> <p>None</p>
<p><b>Cabinet Member (Portfolio Holder)</b></p> <p>All</p>
<p><b>Local Member</b></p> <p>All</p>
<p><b>Appendices</b></p> <p>Overview and scrutiny work programme</p> <p>Overview and scrutiny task and finish groups</p>

**Appendix 1**  
**Overview and Scrutiny work programme 2018 to 2019**

**Performance Management Scrutiny Committee**

<b>Topic</b>	<b>Intended outcomes or objectives</b>	<b>What output is required?</b>	<b>Who needs to be heard from?</b>	<b>Expected impact or added value</b>	<b>Work date</b>
Report of Welfare Reform Task and Finish Group	<ul style="list-style-type: none"> <li>Consider the report and recommendations of the Welfare Reform Task and Finish Group.</li> </ul>	task and finish group report	task and finish group chair	Ensure effective arrangements Support people in receipt of welfare support and preventative services.	12 Sep 2018
Corporate Peer Challenge Report and Action Plan.	<ul style="list-style-type: none"> <li>Identify the priorities for action emerging from the recent corporate peer challenge.</li> <li>Scrutinise the council's progress in implementing the report action plan.</li> </ul>	corporate peer challenge report and action plan and progress report	Chief Executive	Shropshire Council is making good progress in implementing the peer challenge action plan.	12 Sep 2018
Report of the Budget and Investment and Income Task and Finish Group	<ul style="list-style-type: none"> <li>Consider the budget proposals and identify the priority areas for further consideration</li> <li>Identify any likely impacts of the budget proposals and explore how these will be managed with the relevant officers and Portfolio Holders.</li> <li>Scrutinise investment and income proposals</li> </ul>	task and finish group report	Group Chair  Head of Finance, Governance & Assurance	Proposals for investment and income generation are sound.	12 Sep 2018

## Performance Management Scrutiny Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Q1 2018/19 Performance Report	<ul style="list-style-type: none"> <li>Consider the key underlying and emerging performance issues.</li> <li>Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.</li> </ul>	Cabinet performance report	Information, Intelligence and Insight Manager	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	12 Sep 2018
Complaints, Compliments and Comments	<ul style="list-style-type: none"> <li>Understand the nature of complaints, compliments and comments that the council receives.</li> <li>Scrutinise how the council uses these Improve its services.</li> </ul>	Analysis of complaints, compliments and comments received	Information, Intelligence and Insight Manager	Ensure that the council responds appropriately to complaints, compliments and comments, and uses them effectively Improve services.	12 Sep 2018
Corporate Peer Challenge Report and Action Plan – exception report	<ul style="list-style-type: none"> <li>Scrutinise progress against the action plan.</li> <li>Identify areas for development and make recommendations for improvement.</li> </ul>	action plan update report	Chief Executive	Assurance that the council is making progress in developing its action plan.	14 Nov 2018

## Performance Management Scrutiny Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Q2 2018/19 Performance Report	<ul style="list-style-type: none"> <li>Consider the key underlying and emerging performance issues.</li> <li>Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.</li> </ul>	Cabinet performance report	Information, Intelligence and Insight Manager	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	14 Nov 2018
Corporate Peer Challenge Report and Action Plan – exception report	<ul style="list-style-type: none"> <li>Scrutinise progress against the action plan.</li> <li>Identify areas for development and make recommendations for improvement.</li> </ul>	action plan update report	Chief Executive	Assurance that the council is making progress in developing its action plan.	6 Mar 2019
Q3 2018/19 Performance Report	<ul style="list-style-type: none"> <li>Consider the key underlying and emerging performance issues.</li> <li>Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.</li> </ul>	Cabinet performance report	Information, Intelligence and Insight Manager	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	6 Mar 2019

## Communities Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Burial space	<ul style="list-style-type: none"> <li>Understand the demand for burial space in Shropshire, the council's obligations to provide burial space, and its proposals for future provision.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	TBA	Shropshire Council provides appropriate space for burials.	10 Sep 2018
Emergency Planning	<ul style="list-style-type: none"> <li>Scrutinise Shropshire Council's arrangements for emergency planning.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Emergency Planning Manager	<p>Ensure that Shropshire Council:</p> <ul style="list-style-type: none"> <li>identifies the right priorities for its emergency planning</li> <li>has in place suitable mitigation and</li> <li>carries out appropriate training and awareness raising.</li> </ul>	26 Nov 2018
Community Safety Strategy	<ul style="list-style-type: none"> <li>Understand the updated community safety strategy</li> <li>Scrutinise the research underpinning any changes to the strategy.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Community Safety Manager	Assurance that the Community Safety Strategy identifies the right priorities for its work.	28 Jan 2019

## Communities Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Community Hubs	<ul style="list-style-type: none"> <li>• Consider the development of plans for the creation of five community hubs.</li> <li>• Ensure that the proposals will meet any needs resulting from social prescribing.</li> </ul>	<p>topic briefing note</p> <p>committee overview report</p> <p>presentation to committee</p>	TBA	Ensure that community hubs effectively meet the needs of Shropshire people.	18 March 2019

## Health and Social Care Scrutiny Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Public health budget and service provision	<ul style="list-style-type: none"> <li>• Scrutinise future funding proposals.</li> <li>• Understand current commissioning for falls reductions and other muscular-skeletal traumas.</li> <li>• Examine how the local authorities uses tele health care.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Director, Adult Services		24 Sep 2018
Winter planning	<ul style="list-style-type: none"> <li>• Scrutinise proposals to mitigate the effect of winter pressures on NHS services.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Shropshire Clinical Commissioning Group		24 Sep 2018
Stroke	<ul style="list-style-type: none"> <li>•</li> </ul>				
Delayed transfers of care	<ul style="list-style-type: none"> <li>• Revisit progress with reducing delayed transfers of care.</li> <li>• Understand the impact of projects.</li> <li>• Understand the impact of winter pressures on delays.</li> <li>• Scrutinise readmission rates.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Chief Executive, Shrewsbury and Telford Hospital NHS Trust	To agree a course of action to build on local authority success in reducing delays.	19 Nov 2018

Ambulance services	<ul style="list-style-type: none"> <li>Understand how the service handles the most serious calls and the service's heaviest users.</li> <li>Scrutinise how the service uses response times to deliver an effective service.</li> <li>Provide feedback on a planned visit to the West Midlands Ambulance Service</li> </ul>	Map of public defibrillators in Shropshire	Shropshire Clinical Commissioning Group		19 Nov 2018
Smoking cessation services	<ul style="list-style-type: none"> <li>Understand existing smoking cessation services</li> <li>Scrutinise proposals for service change.</li> </ul>	committee overview report  presentation to committee	Director of Public Health		19 Nov 2018
Care Closer to Home		committee overview report  presentation to committee	Director, Adult Services		21 Jan 2019
Future Fit consultation findings	<ul style="list-style-type: none"> <li>Consider the findings of consultations on Future Fit reconfiguration of NHS services in Shropshire, including Telford and Wrekin.</li> <li>Scrutinise the response to consultation findings.</li> </ul>	Consultation findings  committee overview report  presentation to committee	Chief Executive, Shrewsbury and Telford Hospital NHS Trust	Assurance that the consultation has been carried out thoroughly, and its findings acted upon appropriately.	21 Jan 2019

<p>Better Care and Improved Better Care funds</p>	<ul style="list-style-type: none"> <li>• Consider the Improved Better Care Fund and its implications for Shropshire people.</li> <li>• Understand the outcomes of the fund and whether these have been achieved.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	<p>Director, Adult Services</p>		<p>May 2019</p>
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## People Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Youth Offending Service	<ul style="list-style-type: none"> <li>Scrutinise the findings of the pilot Full Joint Inspection of the Youth Offending Service.</li> <li>To understand the causes of youth offending in Shropshire.</li> </ul>	Final inspection report	Youth Offending Service	Recommendations Support the development of the service.	19 Sep 2018
Corporate parenting	<ul style="list-style-type: none"> <li>Receive an update on recent work to strengthen corporate parenting arrangements.</li> <li>Make recommendations to further strengthen corporate parenting.</li> </ul>	overview report presentation	Portfolio Holder, Children and Young People	Recommendations Support the development of the service.	19 Sep 2018
Education attainment	<ul style="list-style-type: none"> <li>Scrutinise education attainment in Shropshire over recent years</li> <li>Identify any specific patterns or changes which need to be looked at in detail.</li> </ul>	overview report presentation	Director, Children's Services	Ensure that Shropshire Council is targeting support where needed to improve education attainment.	21 Nov 2018

## People Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Shropshire Safeguarding Children Board Annual Report	<ul style="list-style-type: none"> <li>Provide an overview of the Safeguarding Children Board's work during the previous year.</li> <li>Scrutinise changes to governance arrangements for the Safeguarding Children Board and Safeguarding Adults Board.</li> </ul>	Shropshire Safeguarding Children Board Annual Report	Independent Chair, Safeguarding Children Board	Contribute to developing governance arrangements for safeguarding in Shropshire.	21 Nov 2018
Progress and impact of the delivery of the Ofsted Action Plan	<ul style="list-style-type: none"> <li>Scrutinise progress with the implementation of the Ofsted Action Plan and the benefits realised for children, young people and families in Shropshire.</li> </ul>	overview report	Director, Children's Services	Provide assurance that the council is making good progress in implementing its action plan, delivering the required improvements.	30 Jan 2019

## People Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Employment and progression opportunities	<p>Scrutinise current arrangements for people to enter into work and progression including apprenticeships and skills training. To include:</p> <ul style="list-style-type: none"> <li>• apprenticeships and skills training</li> <li>• young people's aspiration and progression, and how to retain young people in the county</li> <li>• older people in the workforce, including re-skilling and retired workers (post 50 workforce) mentoring, coaching</li> <li>• Access to apprenticeships for school staff.</li> </ul>	<p>overview report</p> <p>presentations</p>	TBA		30 Jan 2019
Opportunities for Looked After Children and care leavers to achieve their potential	<ul style="list-style-type: none"> <li>• Scrutiny of the implementation of the Looked After Children Plan and the delivery of improved outcomes.</li> <li>• Examine the availability and uptake of apprenticeships and employment, and housing support, and consider the benefits and impact.</li> </ul>	<p>Updated Looked After Children Plan</p> <p>overview report</p> <p>presentation</p>	Director, Children's Services	Assurance that Shropshire Council is delivering better outcomes for looked after children and care leavers.	27 Mar 2019

## People Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
School improvement	<ul style="list-style-type: none"> <li>Scrutinise the impact of changes Shropshire Council's education improvement service.</li> </ul>	<p>overview report</p> <p>presentation</p>	Director, Children's Services	Monitor the impacts of changes to the service and make any recommendations for change.	27 Mar 2019
Drug and alcohol services for young people	<ul style="list-style-type: none"> <li>Scrutinise the provision of drug and alcohol support services for young people</li> </ul>				May 2019
Children's services performance dashboard	<ul style="list-style-type: none"> <li>Scrutinise safeguarding and early help performance.</li> <li>Identify any specific patterns or changes which need to be looked at in detail.</li> </ul>	<p>overview report</p> <p>presentation</p>	Director, Children's Services	Ensure that Shropshire Council is targeting support where needed to improve safeguarding.	May 2019

## Place Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Place shaping – balancing housing and economic growth	<ul style="list-style-type: none"> <li>Consider how housing development and economic growth activity are considered together</li> </ul>	Report Include: <ul style="list-style-type: none"> <li>Infrastructure</li> <li>Type and availability of housing across the county.</li> </ul>	Head of Economic Growth	Ensure that the right homes are built in the right places for the workforce for current and future employers.	6 Sep 2018
Apprenticeships and	<ul style="list-style-type: none"> <li>To receive an update on work to maximise the benefit of the Apprenticeships Levy</li> </ul>	Overview report Presentation	Chair of apprenticeships board		6 Sep 2018
Skills training	<ul style="list-style-type: none"> <li>To understand how skills training providers are responding to Shropshire’s priorities for skills.</li> </ul>	Overview report Presentation	Chair of business board		8 Nov 2018
Securing Investment in Shropshire	<ul style="list-style-type: none"> <li>To receive an update on how the council secures investment In Shropshire</li> </ul>	Overview report Presentation	Head of Economic Growth		8 Nov 2018

## Place Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Place shaping – households and accessible green space	<ul style="list-style-type: none"> <li>Understand the value of accessible natural green space for health and wellbeing, how access could be maximised, and look at current patterns of availability.</li> </ul>	<p>overview report</p> <p>presentation</p> <p>map of current and proposed accessible green space in towns and villages</p>		<p>Development of open spaces that improve the liveability of towns and villages</p> <p>Ensure that open spaces maximise the opportunity for people Improve their health and wellbeing.</p>	8 Nov 2018
Place shaping – maintaining a clean and attractive space	<ul style="list-style-type: none"> <li>Consider the development of the new Local Transport Plan and how it relates to the delivery of the Council's priorities.</li> </ul>	<p>overview report</p> <p>presentation</p>	Head of Commissioning	<p>Contribute to development of Local Transport Plan.</p> <p>Provide assurance that the plan contributes to housing and economic growth plans</p>	31 Jan 2019
Local economic strategies	<ul style="list-style-type: none"> <li>Scrutinise draft local economic growth strategies</li> </ul>	<p>overview report</p> <p>presentation</p> <p>site visit</p>	Head of Economic Growth		31 Jan 2019

## Place Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Place shaping – diversification of the local economy	<ul style="list-style-type: none"> <li>• Scrutinise progress with the delivery of the Council’s Economic Growth Strategy, with particular focus on keys sectors, higher added value businesses, numbers of new jobs created, and new companies Shropshire in the key target sectors.</li> <li>• Consider progress in securing investment in the digital and health care sector.</li> </ul>	overview report presentation	Head of Economic Growth	<p>Ensure that housing, transport and built environment strategies effectively support economic growth.</p> <p>Provide assurance that the Economic Growth Strategy is delivering economic benefits.</p>	28 March 2019
Highways winter service plan	<ul style="list-style-type: none"> <li>• Understand the lesson learned from the previous winter maintenance plan.</li> <li>• Scrutinise planning for the winter period 2019-2020.</li> </ul>	overview report presentation	Highways, Transport and Environment Commissioning Manager	Contribute to development of a winter service plan that ensure safe highways and protects vulnerable people.	Jul 2019

## Place Overview Committee

Topic	Intended outcomes or objectives	What output is required?	Who needs to be heard from?	Expected impact or added value	Work date
Local Plan and place plans	<ul style="list-style-type: none"> <li>• Consider the revised Local Plan.</li> <li>• Scrutinise local place plans.</li> </ul>	report Include overview of Local Plan and key changes to existing plan, including Green belt review	Head of Economic Growth	Assurance that the Local Plan support housing, transport and economic growth priorities.	Jul 2019

## Appendix 2

### Current and proposed task and finish groups

Title	Objectives	Next reporting
Welfare reform	<ul style="list-style-type: none"> <li>• To ensure that the council's own systems and processes are optimised so it provides the best advice and temporary support to people who need it.</li> <li>• To understand how the council works with its partners to agree a common strategy Support people in greatest need.</li> <li>• To ensure that council resources are deployed wherever possible Support people into education, employment and training.</li> </ul>	Performance Management Scrutiny Committee 12 September 2018
Roadworks and street works	<p>Scrutinise how Shropshire Council:</p> <ul style="list-style-type: none"> <li>• has carried out recent major roads work and street works in Shrewsbury</li> <li>• plans work to deliver SITP and other major road works Minimise disruption</li> <li>• publicises planned road works to residents and businesses</li> <li>• co-ordinates scheduled street works with utility companies and private developers and</li> <li>• mitigates against and compensates for disruption to local businesses.</li> </ul>	Cabinet 5 September 2018
Placements for looked after children	<ul style="list-style-type: none"> <li>• Understand the profile of looked after children in Shropshire, and gain insight into the needs of the most complex children that we look after.</li> <li>• Learn about the private residential care market, and challenges the council faces when purchasing private residential care.</li> <li>• Understand the proposed model of residential care for Shropshire Council's most complex looked-after children.</li> <li>• Scrutinise these proposals to ensure that they are right solution for our looked after children.</li> </ul>	Cabinet 5 September 2018

Title	Objectives	Next reporting
Reducing admissions through warmer homes	<ul style="list-style-type: none"> <li>• Understand how warmer homes reduce hospital admissions and demand for social care support</li> <li>• Scrutinise the effectiveness of Keep Shropshire Warm</li> <li>• Scrutinise the role of registered social landlords in keeping homes warm</li> <li>• Understand how warmer homes are reducing delayed transfers of care</li> <li>• Explore the links between work to reduce falls and warmer homes</li> </ul>	Health and Social Care Scrutiny Committee 19 November 2018
Community Transport	<ul style="list-style-type: none"> <li>• To understand how community transport operates in Shropshire, and the demand for community transport services.</li> <li>• Identify how the community transport groups, the council, and other partners can work together to provide community transport to people in Shropshire who do not have access to public or private transport.</li> </ul>	Communities Overview Committee 26 November 2018
Local Joint Committees	<ul style="list-style-type: none"> <li>• To review the current design and delivery of the LJC's and use the evidence gathered Make a recommendation on whether they should continue or not. <ul style="list-style-type: none"> <li>○ If the recommendation is to continue, make further recommendations on the future design and delivery of the LJC's</li> <li>○ If the recommendation is to cease, to design the withdrawal of the LJC's without undue impact on Shropshire Council members, town and parish councils, co-opted members or local residents.</li> </ul> </li> <li>• To recommend how Shropshire Council should be working with partners, specifically town and parish councils to enable shared engagement, communications, accountability and governance within communities.</li> </ul>	Communities Overview Committee Early 2019

Title	Objectives	Next reporting
Financial Strategy and Innovation and Income Generation	<ul style="list-style-type: none"> <li>• To understand the process and activity stages required to develop the Financial Strategy 2018/19 to 2020/21.</li> <li>• To understand the factors contributing to the funding gaps including the additional pressures identified through the growth modelling exercise.</li> <li>• To consider and scrutinise the proposals and emerging plans aligned to the four pillars of the approach that are being developed.</li> <li>• To consider the direct and indirect impacts of proposals on service delivery across the Council.</li> <li>• To be able to complete specific pieces of work Identify and work up alternatives to emerging plans, including the feasibility of the alternative proposals.</li> <li>• To provide a mechanism to engage with communities, partners and providers.</li> <li>• To understand any possible risks and impacts on the Council's finances and the ability to deliver a balanced budget in future years.</li> <li>• Make evidence based recommendations and alternative proposals for future budget setting.</li> </ul>	Performance Management Scrutiny Committee TBA
Road casualty reduction	<ul style="list-style-type: none"> <li>• Further analyse statistics on people killed or seriously injured on roads in Shropshire.</li> <li>• Understand the causes of casualties.</li> <li>• Identify existing and potential local authority and partnership policies that can contribute to road casualty reduction.</li> </ul>	TBA

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